

SPECIAL INSTRUCTIONS:

1. A current SDS of all chemicals must be readily available wherever chemicals are stored, handled or used.
2. Persons handling chemicals must be instructed on any hazards of the substance, and the means of protecting themselves, others and the environment from the substance.
3. A suitable spill control kit containing appropriate spill stops, mop up and clean up materials, together with appropriate PPE should be accessible at all chemical storages.

Sequence	Identified hazards	Key processes to be followed	Precautions / PPE required
1. Provision of information	Exposure to hazardous substances	Ensure that a current Safety Data Sheet (SDS) for each substance used in a workplace or laboratory is available in each area where the substance is used. Consult SDS to obtain detailed information about the precautions to be followed in case of a spill or leak of the substance (including hazard information, suitable neutralising agents and precautions for safe handling of the substance).	Ensure that the SDS is the correct one for the substance actually being used, and is under 5 years old. Replace all SDSs every 5 years. Registers must be clearly labelled.
2. General precautions	Exposure to hazardous substances	Provide a suitable spill control kit in each area where a substance is used. Ensure that spill kit contains required PPE to be used in case of spill or leak. Suitable emergency wash and eye wash facilities should be available where chemicals are stored, handled and used.	Ensure that spill kit is suitable and compatible with materials stored. Provide emergency deluge shower and eye wash in work areas.
3. Handling chemicals	Exposure to hazardous substances	Instruct all persons handling chemicals on the hazards of the substance, and the means of protecting themselves from the substance. Provide suitable respiratory, eye and body protection as required by the SDS to all persons who are likely to be exposed to a substance if adequate ventilation cannot be maintained, or if the substance poses an immediate risk to health. Keep hands away from eyes, mouth, face and body while using chemicals –always wash hands thoroughly with soap and water before eating drinking or touching any part of the body.	Provide safe handling instructions for all corrosive substances. Wear respirator, eye protection, body protection, apron, liquid-proof gloves and chemical-resistant footwear as required by SDS. No eating or drinking in areas where chemicals are handled and used.
4. Spills and leaks	Exposure to hazardous substances	Ensure that neutralising agent is readily available where substances are used. Follow SDS procedures for control of spills and leaks. Procedures to remove persons who may be affected to a safe place must be provided where a spill or leak could result in a risk to health and safety. Train all persons in the implementation of emergency procedures. Clearly display emergency contacts in areas where an emergency could arise. Suitable first aid facilities should be readily available in case of exposure. Check reactivity of substances before mixing – ensure that application of neutralising agent will not result in uncontrolled or violent reaction. Avoid adding water to concentrated acids or substance which could react violently or spontaneously ignite in the presence of water. Use non-reactive tool or implement for clean up and recovery – do not use organic or reactive metallic materials with acids.	Suitable spill kit should be readily available where chemicals are used. Inform all persons of procedures to follow in cases of emergency. Ensure that trained person is available at all times. Provide emergency facilities. Follow SDS procedures for safe handling and mixing of chemicals at all times. Never add water to chemicals. Ensure that tools and containers, etc, will not react with chemicals.

Sequence	Identified hazards	Key processes to be followed	Precautions / PPE required
5. First aid	Skin contact Eye contact Inhalation Ingestion	Remove contaminated clothing and place patient under deluge shower and wash affected area with soap and water. Seek medical advice if skin irritation persists. Wash eyes with water or saline solution, seek medical attention for severe cases. Remove patient to fresh air, end keep warm. Consult doctor if symptoms persist. Rinse patient's mouth, but do not induce vomiting without medical advice. Seek medical attention for severe cases.	Avoid contact with spilt material. Wear hand protection when handling contaminated clothing, body parts or objects. Use resuscitation mask when giving mouth to mouth resuscitation.
6. Disposal of used and waste chemicals	Environmental risk	Dispose of chemical waste (including material used to absorb spill or leak) safely. Containers of waste chemicals are to be clearly labelled and transported to an approved chemical waste disposal facility for disposal. Do not dispose of chemicals in sinks, drains or sewers, and do not allow to enter watercourses or ponds, etc.	Use leak proof sealed containers to transport waste chemicals. Identify with correct shipping name. Dispose of waste chemicals properly – do not allow to pollute the environment.

PRECAUTIONS: The following precautions are to be observed in areas where these procedures are carried out.	Protective equipment required for clean-up of small spill or leak.	   	Additional protection required for clean-up of large spill or leak	 
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