



Summer 2010

Safety Spot Handbook

A Product of CalARVC/CTPA Services, Inc. for 9010 & 9015 Businesses

CHEMICALS AND HAZARD COMMUNICATION

Every day at workplaces throughout California, employees work with or are incidentally exposed to hazardous substances that can harm their health or cause other safety hazards. In response to this reality, Cal/OSHA enacted the Hazard Communication standard. The standard requires that every workplace, which has or uses hazardous substances, must have a written and effectively implemented Hazard Communication Program that specifically addresses the potential hazards found at

ESTABLISHING THE HAZ-COM

The written hazard communication (HazCom) program must describe the persons responsible for implementing, maintaining, and periodically reviewing the program and the procedures for meeting all the requirements of the standard, including:

- A list of all hazardous substances in the workplace
- A completed MSDS for each hazardous material listed/used in the workplace
- Methods for employee training and awareness
- Labels and hazard warning information

Employers are required to use legible labels and other forms of warning to clearly and quickly communicate what's in a container, its hazards, the safety precautions, and the name and

that particular site. The program must be accessible to employees (or their representatives) and to Cal/OSHA.

Whatever the size of the facility or number of hazardous substances, it is essential that both employers and employees know how to identify potentially hazardous substances, understand the health hazards associated with the chemicals, and follow safe work practices.

Employers who tailor their written program to meet the specific needs of their workplace will maximize the benefits of workplace safety.

For a downloadable copy of Cal/OSHA's Guide to the California

Hazard Communication Regulation, visit its website at http://www.dir.ca.gov/dosh/dosh_publications/hazcom.pdf. For detailed or exact information, specifications, and exceptions, refer directly to the California Code of Regulations Title 8 or the Labor Code.

address of the manufacturer. Labels and other forms of warning are to be conspicuously placed on containers so that the message is readily visible.

Labels should not be removed and, if torn or defaced, they must be replaced. Employee training should include how to read and understand label information including physical and health hazards of the substance; how to detect the presence or release of the substance; and what precautionary measures are needed to protect themselves from hazards during normal use and in emergency conditions. Training must be done at the time of initial work assignment or when a new material is introduced. The MSDS contains useful information on the nature of the hazards and how to use, store, and dispose of the material. It also describes what protective measures to take while using the material and what first aid measures to follow if an exposure to the sub-



stance occurs.

Employees must receive training on the HazCom program requirements including its location and availability; the identification and location of hazardous substances; and how to read and understand MSDSs. Training must be appropriate in content and vocabulary for the education, literacy, and language comprehension level of the employee(s).

For full text visit <http://www.statefundca.com/safety/safetymeeting/SafetyMeetingArticle.aspx?ArticleID=38>

Safety Resource Contact—Susanne White

(530) 885-1624, SafetySpot@calarvc.com

www.calarvc.com/safetyspot.php



CHEMICAL STORAGE

A Matter of Safety and Common Sense

There are many work situations where chemicals are routinely relied upon to get the work done. But just as important as the safe handling of these chemicals, is their safe storage.

If not stored properly, chemicals can cause a fire, explosion or personal injury. There are some real and common sense safe storage procedures that should be followed to keep workers and the workplace free of chemical-related accidents.

The most important factor in chemical storage safety is keeping chemicals in their original containers. Next, check that each chemical container has a label. The label is a quick way of determining whether the material is a fire, health or reactivity hazard. Read the chemical's Material

Accidents caused by improper chemical storage can be prevented. Read labels, follow MSDS recommendations, and use common sense. Instruct workers on safe chemical handling and enforce safe chemical storage procedures.

Safety Data Sheet (MSDS). The MSDS describes the chemical's properties, hazards, and what to do if there's an accidental spill

or exposure. Use the MSDS as a guide for making storage decisions.

Store chemicals in well-ventilated areas, away from direct sunlight or other heat source, and away from sparks, flames, static electricity or other sources of ignition. Make sure the storage shelving material is acid resistant, secured to a permanent structure, and strong enough to support the weight of the containers. The shelving should be fitted with a raised lip or tilted slightly backward so containers won't slip off the edge. You may choose to color code the containers to correspond to the color

on the shelf where it should be stored for quick access and proper storage return. **Never store chemicals higher than eye level.** If the chemical is accidentally knocked over you could risk being showered with the chemical substance resulting in a burn or possible blindness. For added safety, make sure first aid kits and materials for cleaning spilled chemicals is readily accessible.

Chemicals should be placed so that incompatible substances stored apart. You don't want to store a water reactive chemical next to a sink, oxides next to flammables, acids next to bases or poisons next to a desk. Chemicals should never be stored or refrigerated with food. Chemical containers should not be stored on top of each other or on the floor where they could accidentally be knocked over. Don't casually leave chemical containers wherever you last use them or set them aside to make room for

other work. Take the time to return containers to their proper storage place.

Maintenance another important factor in safe chemical storage. Someone should be assigned to periodically inventory the chemicals not only to check for proper storage but to also check for damaged or corroded containers, signs of leakage or container pressure buildup. Make sure empty or damaged chemicals are disposed of properly.

For more detailed information, discuss your questions with your safety and health representative, or visit the website maintained by the Occupational Safety & Health Administration at <http://www.osha.gov/SLTC/hazardcommunications/index.html>.

HAZ-COM TRAINING

Must include:

- How to label and store
- How to read label and MSDS information
- How to detect the presence or release of the substance
- Precautionary measures during normal use and in emergency conditions.

COMMUNICATION IS THE KEY TO SAFETY

A Code of Safe Practices Establishes Guidelines &

Hazard Communication Standard

MSDSs form the cornerstone of this standard. The Hazard Communication standard requires employers to; maintain an inventory of hazardous materials, provide employees training on the potential hazards associated with a material, obtain and maintain MSDSs for each material onsite, establish proper methods and types of labels, and inform contractors of the hazards that their employees may be exposed to in their work area.

What information is on the MSDS?

There are 9 categories of information that must be present on an MSDS. These are:

- Chemical Identity
- Health Hazard Data
- Manufacturer information
- Precautions for Safe Handling and Use
- Hazardous ingredients
- Exposure controls/personal protection
- Physical and chemical properties
- Fire and Explosion Hazard Data

Even with all of the above information on an MSDS, it might not have everything you need to know about a material. For example, health hazard information is usually presented in general terms.

For full text visit <http://www.statefundca.com/safety/safetymeeting/SafetyMeetingArticle.aspx?ArticleID=78>

SPILL PREVENTION AND RESPONSE

Know the proper storage, handling, use, and cleanup

Spills in the workplace cause hazards from slips and falls, exposure to the spilled material, and accidental release into the environment. In order to prevent spills, use good storage techniques. (See article pg.2)

When you move or dispense materials, handle them properly to prevent spills. Consider double containers when you are transporting materials. Carry one item at a time when you are moving or dispensing chemicals. Place multiple items in a rolling cart or tray instead of trying to carry them all at once.

Use appropriate personal protective equipment (PPE) such as splash goggles, face shields, gloves, coveralls, and leather boots. If necessary, use a respirator to protect your lungs from breathing in fumes. There should be enough PPE for all site workers, contractors, and visitors.

If you cause a spill or find a spill, immediately notify other employees in the area. If the spilled material is flammable or volatile, shut off flame sources and air the area out if it is safe to do so. If possible, protect floor drains

or outside access areas from the spill. Cord off the spill area to prevent further access and potential exposures.

Using your worksite spill response plan and information about the material, determine if the spill is small enough and of the type that you can clean up yourself. Generally, spills of one cup or less can be wiped up with paper toweling or absorbent spill kit materials. Spills of approximately one gallon can be cleaned up with spill kit materials such as spill socks, pads, or absorbents. If you use loose absorbent materials, spread them around the spill and work toward the inside to reduce splashing or spreading the spill. Spills over 2 gallons in size may require emergency cleanup from a worksite spill response team or an outside resource.

Use a brush or broom and a scoop or dustpan to gather spill absorbents and soaked towels, socks or pillows. Decontaminate the floor, tools, and other surfaces that were exposed to the spill. Place used spill response materials, including contaminated



Personal Protective Equipment (PPE)

PPE and other items, in a double plastic bag and then place the bag inside a plastic or metal drum. Label these materials as hazardous waste along with the date and the materials that were spilled. Arrange for proper storage and disposal of all spill materials.

For full text visit <http://www.statefundca.com/safety/safetymeeting/SafetyMeetingArticle.aspx?ArticleID=437>

MIXED CHEMICALS CAN BE DEADLY

Workers in all industries should know that, despite its common usage, ammonia poses health risks and hazards that require proper use of personal protective equipment (PPE) and safe use and handling procedures.

Skin contact with ammonia can cause redness, pain, irritation, and burns. For housekeeping purposes, wear gloves to protect your skin when using ammonia cleaning products. When using higher concentrations in industrial and laboratory settings, wear gloves and consider a lab coat or coverall with long sleeves to protect your skin. If your clothes are splashed with ammonia, remove the contaminated clothing and flush your skin with water for at least 15 minutes. Chlorine reactions with ammonia can create explosive compounds and gases that are toxic to breathe. In the presence of water, chlorine can create a highly corrosive and dangerous acid mist.



Because chlorine is a corrosive material, it can cause irritation when workers breathe it or expose their skin to it. At very high concentrations, chlorine exposure can cause death after just a few breaths. Because of the danger of respiratory damage, chemical burns, and death, workers need to use, store, and handle chlorine properly. Because of chlorine reactivity, storage and handling procedures are very important. Clearly identify chlorine storage areas, storage containers, and process equipment and lines. Never store chlorine and ammonia in the same building or area. Keep chlorine isolated and in different rooms from the chemicals that it reacts with. Store chlorine away from all sources of water to avoid creating acid mists. Keep chlorine equipment moisture-free. Do not use water to clean up chlorine leaks or spills.



CalARVC/CTPA Services, Inc.

PO Box 5648
Auburn, CA 95604

Phone: (530) 885-1624
SafetySpot@calarvc.com

www.calarvc.com/safetyspot.php

Serving businesses in the 9010 & 9015 Worker's Comp Classifications

EDUCATE AND PROTECT YOUR STAFF

The Safety Spot's DVD Video Lending Library



The Safety Spot is pleased to announce our new DVD Video Lending Library. As a current member of CalARVC/CTPA Services, Inc, we encourage you to take advantage of this valuable resource. Owners, Op-

erators and Staff can all benefit from these educational resources.

Titles include: *Back for the Future*, *Safety Training For all Employees*, *A Guide to Forklift Safety and Tractor Safety: A three part series*.

Once placed, your rental order will be shipped to you via UPS at no charge, with a pre-addressed, postage paid, return shipping envelope.

DVD Video Rentals are due within 30 days of being received. If the DVD

Video Rental is not returned within 30 days, or is lost, you will be invoiced for a \$150 replacement cost.

For a complete list of DVDs available, or to download a rental form, please visit http://www.calarvc.com/safety/DVD_Rent.html

Please call or e-mail Susanne at SafetySpot@calarvc.com or (530) 885-1624, with questions.

