



Product Information and COSHH Awareness

Pre-Measured Fully-water Soluble Sachets

**COSHH Support and Training
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Contents

This document provides information regarding the Soluclean range in use on your site and is broken down into four sections.

The contents of this document are intended to be utilised as support to training or as a reference for future use.

Please note that this document does not replace the proper and essential training in the workplace. The employer is ultimately responsible for the welfare of their staff and this document should not be considered as a substitution for that training.

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Control of Substances Hazardous to Health

Aim of COSHH?

To protect people against risks to their health, whether immediate or delayed, from substances hazardous to health arising from a work activity.

COSHH is a legal objective and requirement;

It is there to enforce and raise safety standards in the workplace;

It is there to reduce the frequency and severity of accidents involving chemicals and other hazardous substances;

COSHH is based on identifying the hazard of a substance and then determining the risk.

COSHH – Who is Responsible?

Supplier

Classify and label products in accordance to government regulations.

- Ensure correct product labelling.
- Display (if applicable) hazard warning symbols.
- Provide Safety Data Sheets.

Employer

Ensure health & safety in workplace, primary responsibility for implementing COSHH.

- Carry out Risk Assessments.
- Provide Information and Training.
- Implement Control Measures (procedures).

Employee

Must protect themselves and others in the workplace.

- Comply with employer's control measures (procedures).
- Use safety equipment and protective clothing.
- Know safety precautions.
- Adopt good practice for safe handling of chemicals.
- Report any spillages, accidents and concerns.

If in doubt... **ASK!**

COSHH is everyone's responsibility. We are all responsible for complying with COSHH. COSHH falls under the scope of the Health & Safety at Work Act.

Ignorance of the law is no defence and should your actions (or inaction) cause an accident you could be charged with anything from negligence to manslaughter.

Therefore, it is important that you fully understand your responsibility - not only to ensure your safety and your colleagues safety, but also to avoid falling foul of the law.

This may all sound rather alarming. Thankfully, it is really very, very simple to stay legal and stay safe.

Hazards & Risks?

A Hazard

Is the potential of a substance to cause you harm.

A Risk

Is the likelihood that it will harm you in use, this depends on:

- The hazard
- How it is used
- How it is controlled
- Who is exposed to how much, for how long
- What they are doing

Consider a hazardous chemical such as an oven cleaner. This is a very strong chemical and will clearly be labelled as such. It has the potential to cause harm if it is splashed onto the skin or into the eyes.

We need a strong product to properly and effectively clean the oven, so we cannot mitigate or reduce the hazard of the task. However, we can manage the risk better, by ensuring we wear gloves to protect our skin and goggles to protect the eyes we reduce the risk of suffering harm.

COSHH is all about identifying the hazards and managing the risks.

The Golden Rules of Chemical Safety

- **ALWAYS** treat all chemicals with respect - familiarity can breed complacency
 - **AVOID** personal contact with chemicals. Protect the skin and eyes. Avoid swallowing/inhaling.
 - **ALWAYS** wear protective equipment. Use eye protection, gloves, protective work-wear, etc
 - **ALWAYS** obey instructions supplied with the chemicals. Refer to labels and safety literature
 - **ALWAYS** replace closures on containers
 - **ALWAYS** store chemicals correctly
 - **ALWAYS** ensure that safe systems of work are implemented whenever chemicals are handled
 - **ALWAYS** know the emergency first aid procedures
 - **PAY ATTENTION** to the particular hazards of individual chemicals.
 - **NEVER** indulge in horseplay
 - **NEVER** smoke, eat or drink near chemicals. Use only designated areas
 - **NEVER** mix chemicals unless specialised knowledge is available.
- ...THINK SAFETY!**

Hazard Symbols



IRRITANT

Hazard (Xi) : Irritant

Chemicals that may cause inflammation to the skin or other mucous membranes

This symbol covers a wide range of (sometimes relatively minor) hazards – with precautions such as avoid contact with the skin, do not breathe, etc. Anyone using an irritant substance should wear eye protection such as goggles, and they should take care to wash any spills of their skin immediately.



HARMFUL

Hazard (Xn) : Harmful

Chemicals that may cause damage to health

Again, this is quite a wide ranging category. Anyone using a harmful substance should wear eye protection such as goggles, and they should take care to wash any spills off their skin immediately – or better still, reduce the risk of contact by wearing appropriate work-wear and gloves.



CORROSIVE

Hazard (C) : Corrosive

May, on contact, cause destruction of living tissue or burns

Can attack and destroy skin, eyes etc. Concentrated solutions of strong acids would be labelled with the corrosive symbol. Concentrated solutions of strong alkalis would also be labelled this way. Anyone using a corrosive substance should wear gloves and eye protection, such as goggles or a face shield.



TOXIC

Hazard (T) : Toxic

Chemicals that at low levels cause damage to health

Anyone using a toxic or very toxic chemical would need to take great care. They should wear gloves and eye protection, and they may wear a mask over their mouth and nose or handle the chemical in well ventilated or specialist conditions



VERY TOXIC

Hazard (T+) : Very Toxic

Chemicals that at low levels cause damage to health



**HIGHLY
FLAMMABLE**

Hazard (F) : Flammable

Chemicals that may catch fire in contact with air, only need brief contact with an ignition source, have a very low flash point or evolve highly flammable gases in contact with water

Only a handful of actual cleaning chemicals fall under this category. This symbol is more often seen on aerosol containers. The chemical itself may not be flammable but the propellant that drives it out of the can is often flammable. Aerosols will always carry a warning about avoiding sources of ignition, direct sunlight and heat.



**HIGHLY
FLAMMABLE**

Hazard (F+) : Highly Flammable

Chemicals that have an extremely low flash point and boiling point, and gases that catch fire in contact with air



EXPLOSIVE

Hazard (E) : Explosive

Chemicals that explode

We know of no cleaning chemical that bears this symbol. If we discover one - we will avoid using it! This sort of chemical requires an ignition source (such as a flame or spark) but there are some substances that movement alone could trigger it.



OXIDISING

Hazard (O) : Oxidising

Chemicals that react exothermically with other chemicals

This sort of chemical is extremely rare in cleaning. Oxidising chemicals are materials that spontaneously evolve oxygen at room temperature or with slight heating, or that promote combustion. To be kept away from flammable chemicals at all costs.



**DANGEROUS FOR
THE
ENVIRONMENT**

Hazard (N) : Dangerous for the Environment

Chemicals that may present an immediate or delayed danger to one or more components of the environment

A rarity in our product range. We have a very good environmental profile and avoid manufacturing chemicals bearing this symbol. Of course, products such as fly killers invariably carry this symbol as they are supposed to be dangerous to flies and bugs.

Understanding and Utilising Safety Equipment

You must make full use of any Personal Protective equipment which is provided for your use. If you are in any doubt over the correct PPE required for a given task then ASK!

Never overlook overalls as a means of protection. They may seem "flimsy" but they can protect from all sorts of potential hazards. Be sure to use them as intended, not with sleeves rolled up for example. In the event that chemicals are spilled on overalls, change them immediately.

Although Gloves and gauntlets can feel uncomfortable, they offer excellent protection of hands and forearms when dealing with chemicals.

Goggles are essential when handling any chemicals which could spill or splash.

In some situations it may be necessary to wear foot protection. This may be the case if you are washing down a waste disposal area, where there is an increased risk of walking through a solution of chemicals and water.

First Aid

Accidents can happen; be sure to take the correct actions immediately

Symptoms of poisoning may even occur after several hours; therefore medical observation for at least 48 hours after the accident.

If "**Corrosive**", "**Irritant**" or "**Caustic**" products seek medical advice immediately,

Eyes

Rinse immediately with plenty of water, holding the eyelids open.

If symptoms persist, seek medical advice.

Skin

Wash with water for at least 15 minutes while removing contaminated clothing.

Wash any contaminated clothing well before re-use.

If irritation persists, seek medical attention

Inhalation

Remove from source of vapour or spray mist and supply fresh air. It may be necessary to seek medical advice

Ingestion

Remove product from mouth, and immediately rinse mouth. If conscious, drink plenty of milk or water - **Never induce vomiting.**

Seek medical advice immediately

In the event of medical advice being sought, we strongly suggest giving the Material Safety Data Sheet to the medical practitioner, along with bottle that the chemicals were supplied in.

You should be aware of where the MSDS are retained on your site

Chemical Cleaning DO's and DO NOT's

Do...

- Wherever possible, ensure chemicals are kept in a secure and locked room
- Use the correct chemical for the task being carried out
- Wear rubber gloves and protective glasses at all times
- Inform your supervisor / manager of any accidents or spillages involving chemicals
- Thoroughly wash hands after using chemicals
- Follow the directions for use on the label / product guidance sheet
- Ensure work areas are well ventilated when using chemicals
- Thoroughly wash out any buckets after use
- Rinse and clean any equipment after use. Store equipment securely and safely
- Report any faulty / leaking containers
- Follow emergency and first aid procedures in the event of an accident

Do Not...

- Mix chemicals under any circumstances
- Leave chemicals in unmarked containers
- Put chemicals into other incorrect containers
- Leave chemicals unattended
- Deviate from manufacturer's instructions
- Use chemicals you are not trained to use
- Use any chemicals other than those approved
- Store chemicals other than those approved
- Issue chemicals to unauthorised persons

Follow these simple rules and make work safer for you and your work colleagues

- Take all reasonable care for the Health and Safety of yourself and all other persons who may be affected by your work.
- Co-operate fully with supervision and management in compliance with regulations, instructions and requirements affecting Health & Safety at work.
- Ensure that all materials, equipment and protective clothing provided for Health & Safety are:
 - a) Used correctly
 - b) Never misused or altered in any way
- No smoking, unless in designated areas.
- Wear suitable clothing and suitable shoes whilst working.
- Look out for flexes and cables (on cleaning machines and telephones or electrical appliances) they can be easily damaged or cause a tripping hazard.
- Ensure that all cleaning machines and equipment are safe and that electrical cables are of sound condition before you use them. Do not use any defective equipment; remove to a place of safety and report it to a supervisor. Use only safe machines that you have been taught to use safely and correctly.
- Walk, don't run! Don't walk over wet floors and don't permit others to do so.
- Handle all chemicals with care, read labels before using. Use correct dilution rates and wear protective gloves and glasses.
- Work from floor level, unless ladders and steps have been provided. The use of chairs, desks, boxes etc to reach heights is extremely unsafe.
- Make sure you know the whereabouts of fire appliances, alarms, emergency exits and first aid facilities.
- Check each room or area, when you work, is completed for security and safety. Secure all windows, doors etc. Unless instructed otherwise, switch off lights, electric fires etc. Turn off water taps even if no water is coming out.
- Return all cleaning items to the cleaning store on completion of work.
- All accidents or dangerous occurrences must be reported promptly and fully to your supervisor / manager.