

Safe Handling of Hazardous Materials



Hazardous materials are common across many workplaces and industries. Without proper training, employees risk injury. Please adhere to the following guidelines to ensure safety.

Proper Labeling and Storage

Identify all hazardous materials and confirm they are labeled and stored correctly. Store these materials in dry, cool areas with adequate ventilation and behind locked doors when necessary. Ensure incompatible chemicals are not stored together, which can lead to dangerous reactions, including fires and explosions.

Proper Containers

Always keep chemicals in their original containers. Do not mix them with other substances or transfer them to food containers.

Availability of Safety Data Sheets (SDS)

SDS are essential for identifying and managing hazardous materials. They provide information about each chemical's properties, hazards, and handling guidelines. Ensure SDS are easily accessible to all employees, whether in electronic form or as printed copies, rather than locked away or stored behind passwords.

Personal Protective & Emergency Equipment

The type of personal protective equipment (PPE) and emergency gear needed will vary by workplace, but common examples include:

- Face masks, gloves, and goggles
- Handwashing stations
- Eyewash stations/emergency showers

Replace damaged or worn PPE and avoid reusing disposable items. Keep cleaning areas organized and conduct regular inspections.

Handle With Care

Each substance has specific requirements for PPE, handling, compatibility with other materials, and cleanup. Always read labels carefully. Use chemicals only for their intended purposes and follow proper procedures when transporting hazardous materials.

Emergency Procedures

Accidents can occur, so being familiar with emergency protocols is vital. Know what actions to take in the event of a chemical fire, spill, or injury. Understand when to evacuate and your specific role in the emergency action plan.

Proper Disposal

Different hazardous materials require different disposal methods. Some chemicals can never be poured down the drain, in the sewer, or even disposed of in the trash.

Training

Participate in all required safety training related to hazardous materials. Employees exposed to such chemicals must understand their dangers, how to manage accidents, proper storage and usage, and the protective measures implemented by your employer.