

Chemicals and Dangerous Substances

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Introduction

1.1 Context

Good policy and safe practice must always be used when dealing with chemicals and dangerous substances. Accidents involving such substances can lead to fire or cause serious injury such as burns and poisoning. By implementing this policy we will be helping to protect all of our employees and visitors from these risks.

1.2 Purpose

The aim of this policy is to provide information on how to deal safely with the different chemicals and dangerous substances which can be found within our pharmacies. This policy also aims to provide information on the applicable warning signs associated with such chemicals and dangerous substances. An e-learning module is available for all employees and must be completed regularly.

1.3 Scope

This policy is applicable to all managers within the company. The main points of this policy are included in the employee handbook.

Procedure

2.1 Controlling Chemical Hazards

Controlling chemical hazards primarily depends on the nature of the actual hazard. The following are general guidelines for those using chemicals.

- Use the safest chemical possible for the job to be done. Compare potential hazards of the various chemical options available.
- Read the label and the Material Safety Data Sheet (MSDS) before opening the packaging. Note any hazard symbols and if necessary seek clarification.
- Take the special measure prescribed on the MSDS before starting to use the chemical and know the emergency measures in case of accidents. Handle all chemicals with care especially those classified as hazardous.
- Avoid the inhalation of vapours and dusts by using ventilation or extraction equipment or by working outdoors. This is especially important for toxic, harmful or irritant chemicals. The vapours of flammable chemicals must also be contained.
- Prevent contact with eyes, where there is any risk of eye contact wear protective goggles. This is especially important for corrosive or irritant chemicals.
- Prevent contact with the skin and use suitable protective gloves. This is especially important for corrosive, toxic, harmful or irritant chemicals. Solvents may penetrate protective gloves following prolonged contact.
- Do not eat, drink or smoke when working with chemicals and do not let chemicals come in contact with food. This is especially important for explosive, oxidising, flammable, toxic or harmful chemicals.
- Avoid contacts with chemicals and clean yourself and your working clothing. Good hygiene is always recommended especially with toxic or harmful chemicals.
- Do not dump chemicals on the soil or into a sewer. All chemicals must be disposed of according to the manufacturer's recommendations.
- Store all chemicals in closed, labelled containers in cool ventilated conditions or as prescribed by the manufacturer. Segregate all incompatible chemicals to avoid hazardous consequences in case of accidental spillage.

2.2 Chemical Symbols

1. Explosive:



May explode if subject to heat, shock or friction.

- Precautions:
- a) Store away from other materials.
 - b) Always observe recommendations for storage and use.

2. Oxidising:

Produces heat on reaction with other materials and creates a fire risk in contact with flammable or combustible materials.

- Precautions:
- a) Store away from other materials.
 - b) Always observe recommendations for storage and use.
 - c) Keep container tightly closed.



3. Highly Flammable



A gas solid or liquid with flash point below 0°C and a boiling point below or equal to 35°C.

- Precautions:
- a) Keep away from sources of ignition.
 - b) Do not smoke.
 - c) Store in a secure place.
 - d) Keep container tightly closed.

3.(i) Flammable

A liquid having a flash point between 21°C and 55°C.

- Precautions:
- a) Keep away from sources of ignition.
 - b) Do not smoke.



4. Toxic or Very Toxic



May cause serious or extremely serious health risks or death if inhaled, swallowed or if it penetrates the skin.

- Precautions:
- a) Use exhaust ventilation system or full breathing apparatus to prevent exposure to dusts, vapours etc.
 - b) Wear protective clothing.
 - c) Do not eat, drink or smoke.
 - d) Wash hands thoroughly after use.

5. Corrosive

May cause chemical burns to skin and eyes, may also be corrosive to certain materials.

- Precautions:
- a) Wear protective clothing to avoid contact with skin, eyes and clothing.
 - b) Provide good ventilation. Specific chemicals may require the use of a protective face mask.



6. Harmful



May cause limited health risks if inhaled, swallowed or if it penetrates the skin.

- Precautions:
- a) Wear protective clothing to avoid contact with the skin and eyes.
 - b) Provide good ventilation or use protective face mask.
 - c) Do not eat, drink or smoke after use.

7. Irritant

Can cause irritation to skin eyes or breathing system if inhaled.

- Precautions:
- Wear protective clothing to avoid contact with skin and eyes.
 - Provide good ventilation or use protective face mask.



8. Dangerous for the Environment



All chemicals labelled as "Dangerous for the Environment" must be disposed of in accordance with current national guidelines. (This information should be provided by the suppliers of the chemical.)

- Precautions: Refer to the chemical data sheet for additional precautions.

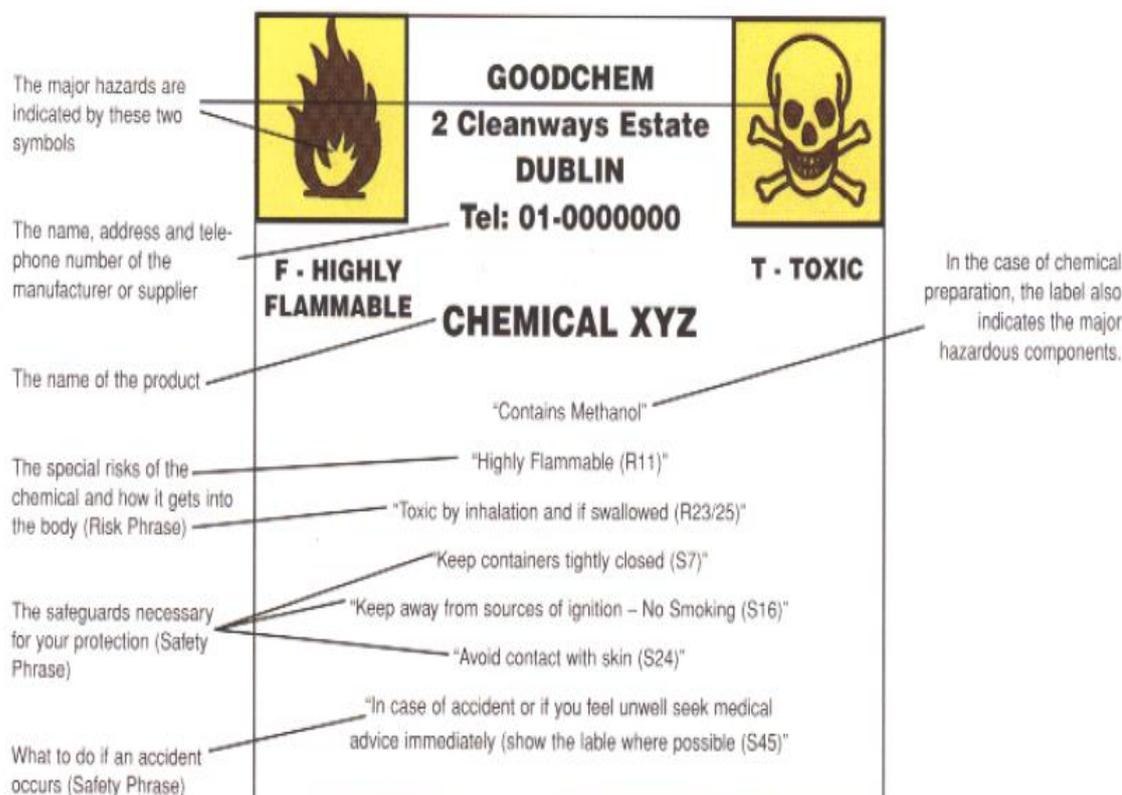
2.3 Storage

Chemicals must be stored in accordance with the manufacturer's recommendations. General guidelines for many chemicals include keeping the containers tightly closed in a well-ventilated area with no extremes of temperature.

Quantities must be kept to a minimum and stored in correctly labelled containers. Chemicals which are incompatible with one another must not be stored together in case of breakage, spillage or fire.

Where chemical are supplied in glass containers, e.g. bottles, Winchester etc. suitable safety cages must be used to carry these containers. The use of safety cans is recommended when transferring flammable or hazardous chemicals from bulk storage.

2.4 How to Read a Safety Label



2.5 Training

All employees must complete the chemical awareness e-learning module located on the online H&S management system. This training must be refreshed regularly.

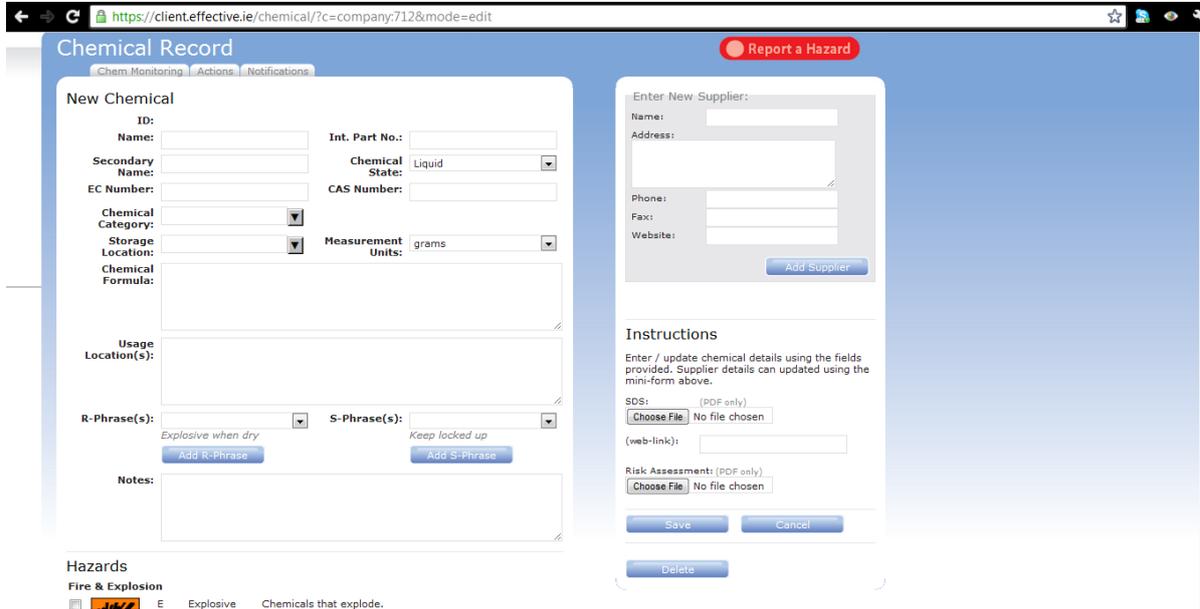
2.6 Risk Assessment

Regular risk assessment of chemicals and storage must be carried out online within your risk section of your health and safety dashboard. Actions must be completed as appropriate to maintain the health and safety of all employees and visitors to your pharmacy. You will be notified via e-mail when a relevant risk assessment is allocated to your pharmacy and also when it is due for review.

Relevant risk assessments should always be reviewed following an incident or accident within the pharmacy.

2.7 Documentation

All chemicals and dangerous substances stored within your pharmacy must be documented in your on-line chemical monitoring section of your health and safety dashboard e.g. photo processing chemicals.



Chemical Record Report a Hazard

Chem Monitoring | Actions | Notifications

New Chemical

ID:

Name: Int. Part No.:

Secondary Name: Chemical State: Liquid

EC Number: CAS Number:

Chemical Category:

Storage Location: Measurement Units: grams

Chemical Formula:

Usage Location(s):

R-Phrase(s): S-Phrase(s):

Explosive when dry Keep locked up

Notes:

Enter New Supplier:

Name:

Address:

Phone:

Fax:

Website:

Instructions

Enter / update chemical details using the fields provided. Supplier details can updated using the mini-form above.

SDS: (PDF only) No file chosen

(web-link):

Risk Assessments: (PDF only) No file chosen

Hazards

Fire & Explosion E Explosive Chemicals that explode.

2.8 Additional Support

Additional support for managers and employees is available through the following:

- Business Manager
- Health & Safety Coordinator