



Safety Rules: Cleaning Chemicals

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1

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Purpose

This document outlines the rules for the safe handling and use of cleaning chemicals.

Scope

This document applies to all authorised housekeeping and cleaning workers, deemed competent by their supervisor.

Information

Information about a chemical used in a workplace is found:

- On the label of the container
- On the material safety data sheet (MSDS)

Rules

1. All chemicals used must have all safety labels attached
2. A current (within 5 years) material safety data sheet (MSDS) must be accessible to workers for each chemical used and read prior to first use.
3. Only domestic quantity of chemical will be kept eg no bulk supply
4. Where possible, chemicals must not be decanted into other bottles, especially old food/drink containers. If a chemical must be decanted for use (eg to be diluted), the bottle / container must be labelled in accordance with WorkCover document Reading Labels and Material Safety Data Sheets. Chemicals decanted for single use only are not required to be labelled. **Chemicals in unlabelled bottles / containers must not be kept.**
5. PPE to be worn: as directed by MSDS. It is recommended rubber/latex gloves be worn at all times when using cleaning chemicals to prevent skin reactions.
6. Chemical storage to be lockable and kept locked at all times
7. Water source and first aid kit will be within easy reach of chemical preparation area
8. Pesticides must not be used by workers; only licensed tradespersons are permitted to use such products
9. Workers must demonstrate a clear understanding of each chemical used and follow all direction and precautions to be deemed competent.