

	<p>PROPERTY SOLUTIONS (India) PVT. Ltd</p> <p>Standard Operating Procedure: Chemical spillage SOP –CS</p> <p>ID:PSIPL/SOFT/SOP/CS-8.1</p>	<p>Rev: 00</p> <p>Issue Date: 01.01.2013</p>
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Purpose – chemical spillage

The purpose of this procedure is to give guidance in case of an chemical spillage

Process

Safety first - before starting any task refer to HSE Precautions below

Equipment Required

- Color-coded gloves & PPE (mask & goggles)
- Vacuum cleaner
- Caution sign board
- Wet mop
- Tray
- Mop duster
- Dust pan
- Measuring jars
- Spray bottles

Method

1. Wash and dry hands and put on gloves, goggles, nose mask
2. Pre inspect the area and check if the spillage is alkaline or acidic
3. check MSDS of the affected area
4. place the sign board in the affected area
5. Collect the chemical with the help of dustpan and kitchen wiper
6. Use wet and dry vacuum
7. Mop the area using wet mop
8. Clean all the equipment's
9. Flush the chemical if it is not reusable in the WC and continuously flush the WC

Note

Always use a warning sign position at the beginning & end of the line of work, making sure signs are always visible
All equipment should be left clean, dry and tidy in the storage area

<p>Prepared By:</p> <p>Quality Manager</p>	<p>Approved By:</p> <p>AVP Technical Services</p>
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HSE Precautions

Training Requirements

- All employees must be provided with sufficient and suitable information, instruction and training in order to carry out the task and operate equipment.
- All employees must receive training in correct manual handling techniques.

Management Responsibilities

- Manager is responsible for ensuring that all equipment is serviced, maintained and inspected in accordance with requirements, manufacturers guidelines and PS IPL procedures.
- Manager is responsible for ensuring that any work equipment is regularly inspected and records maintained. In addition all portable electrical equipment must display a current test identification label.
- Manager is responsible for ensuring Risk & COSHH assessments have been undertaken, so that adequate controls are in place.

Employee Responsibilities

- Employees must only carry out the task if they have received training.
- Employees must acknowledge that they have received and understood appropriate information to undertake the task safely.
- Employees must ensure that equipment is checked prior to use and is safe to use.
- Employees must only use equipment within specification and design parameters
- Employees must report any faults with work equipment to their Line Manager immediately.
- All employees are empowered to stop any job they feel is unsafe and must immediately report this to their line supervisor or HSE advisor.

Pre-Process Safety Checks

- Always read the COSHH risk assessment carefully
- Never mix cleaning agents, as poisonous gases could result (refer to manufacturers' instructions)
- After the cleaning solution has been agitated & time allowed to soften the soil, the solution should be completely removed to avoid the possibility of vaporizing the solution causing a health hazard
- Ensure hands are dry when plugging or unplugging electrical machinery
- When plugging a machine into an electric socket, make sure the switch is in the off position. Check if an independent circuit breaker is required. Do not plug/unplug patient/medical equipment
- Check the power supply cables and plug for damage, report and label if necessary, remove and do not use

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CONTROLLED DOCUMENT

- Avoid placing open skin near the steam pressure nozzle

Personal Protective Equipment (PPE)

- Wear safety goggles which conform to BS EN 166 349b
- As above plus also see relevant COSHH Assessment(s)
- **HSE Legislation**
- Health and Safety at Work Etc Act
- Management of Health and Safety at Work Regulations
- Manual Handling Regulations
- Control of Substances Hazardous to Health Regulations
- The Provision and Use of Work Equipment Regulations

Local Legislation/Guidelines

- Before starting any task refer to the Health & Safety guidance in the directory
- Consider the timing of the operation - try to undertake task at a quiet time
- Security clearance may be required for specific areas - check with your supervisor
- Clarify your responsibilities regarding use of keys, alarm systems etc. and opening/lockup procedure
- Refer to PSIPL policy for guidance on all cleaning processes, color coding, equipment, protective clothing, fluids and methods

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