

	Environmental Health and Safety Manual	
	Policy Number: <b>EH&amp;S 4-8</b>	
Title: <b>Receiving Chemicals or Chemical Products</b>		
Effective Date: 2/90	Revision: 2/97	Number of Pages: 2

**PURPOSE:** To ensure the safety of receiving and warehouse employees who may be exposed to chemicals or chemical products.

**SCOPE:** University wide.

**PROCEDURES:**

**I. General Rules**

1. All chemical containers shall be inspected upon delivery to receiving areas and to the user department. Chemical products or their containers that have been damaged and/or are leaking will not be accepted.
2. Chemicals which are not properly labeled will not be accepted. This includes compressed gas cylinders. According to the Hazard Communication Standard, chemical container labels must include:
  - A. Identity of the product
  - B. Name and Address of the product's manufacturer
  - C. Appropriate Hazard Warnings
    1. Health Hazards
    2. Physical Hazards
    3. Target Organs

**II. Spill and Leak Procedures**

1. In the event of a spill or leak, employees are to:
  - a. IDENTIFY the chemical (product) if possible.
  - b. Contact Public Safety at 333 and request the Hazardous Materials Response Team.

- b. ISOLATE the spill if possible. Do not put yourself in danger.
- c. If the spill is unidentifiable or suspected to be toxic, EVACUATE the area immediately.

### **III. Personal Exposure Procedures**

- 1. If an employee accidentally experiences a chemical splash on the skin:
  - a. Remove all contaminated clothing.
  - b. Rinse the affected area with water for approximately 15 minutes. Use an Emergency Shower if available.
  - c. Gently dry the area.
  - d. Seek further medical attention.
  - e. Fill out an INCIDENT/ACCIDENT form.
- 2. If an employee accidentally experiences a chemical splash in the eye(s):
  - a. Immediately flush the eye(s) with a continuous flow of water for at least 15 minutes. DO NOT RUB!
  - b. Seek further medical attention.
  - c. Fill out an INCIDENT/ACCIDENT form.

#### **INQUIRIES/REQUESTS:**

Environmental Health and Safety  
110 Suffolk Hall  
Zip 6200  
Main Office: 632-6410  
FAX: 632-9683

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**RELATED DOCUMENTS:** OSHA 29 CFR 1910.1200 *Hazard Communication*

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