COSHH++

Promoting the Safe Use of Chemicals in Cleaning

COSHH KIT RELATES TO

Salon

[SALON]

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HANDBOOK

This **COSHH++ EXPRESS** support package covers the following topics

WHAT IS COSHH?
COSHH - what it means to you

HAZARD VS RISK?
the difference between hazard and risk

MANAGING RISK
how to manage risk in cleaning

IDENTIFYING THE HAZARD - CLP
hazard pictograms - what do they mean?

PRODUCT HAZARDS
your product vs hazard summary

PPE
PPE - personal protection equipment

PPE PRODUCT SUMMARY
PPE summary for all your products

FIRST AID AND IMMEDIATE ACTIONS
first aid and immediate actions

THE GOLDEN RULES
the golden rules of chemical safety

DOS AND DO NOTS
chemicals in cleaning - dos and do nots

DILUTION RATES AND RATIOS
dosing chemicals into water

Control of Substances Hazardous to Health

The aim of COSHH is
to protect people against risks to their health, whether immediate or delayed, from substances hazardous to health arising from a work activity.

COSHH is a legal objective and requirement

- It is there to enforce and raise safety standards in the workplace.
- It is there to reduce the frequency and severity of accidents involving chemicals and other hazardous substances..
- It is the law that requires employers to control substances that have the potential to cause harm.
- However, it is not solely the responsibility of the employer...

Supplier

Classify and label products in accordance to government regulations.

Ensure correct product labelling

Display (if applicable) hazard warning symbols

Provide Safety Data Sheets

Employer

Ensure health and safety in the workplace.

Carry out and document Risk Assessments

Provide information and training

Implement Control Measures (procedures)

Employee

Must protect themselves and others in the workplace.

Comply with employer's control measures (procedures)

Use safety equipment and protective clothing

Know safety precautions

Adopt good practice for safe handling of chemicals

Report any spillages, accidents or concerns

If in doubt - ASK!

REACH

Develop exposure scenarios and identify 'Risk Management Measures' for named tasks and procedures

In essence, the manufacturer is responsible for a chemical being safe for its intended purpose.

COSHH

Control exposure in all uses by site and process-specific measures.

In essence, the employer is responsible for how the chemical is stored / used / disposed of for any given task at any given location

COSHH is everyone's responsibility - we are all responsible for complying with COSHH.

Ignorance of the law is no defence and should your actions (or inaction) cause an accident you could be charged with anything from negligence to manslaughter.

Therefore, it is important that you fully understand your responsibility - not only to ensure your safety and your colleagues safety, but also to avoid falling foul of the law.

This may all sound rather alarming. Thankfully, it is really very, very simple to stay legal and stay safe...

HAZARD

the potential of a substance to cause you harm
think of it as "how much harm or damage could happen"

severity

RISK

the likelihood that it will harm you in use
think of it as "how likely the harm or damage will happen"

probability

How great the RISK is depends upon several factors :

- the hazard
- how it is used
- how it is controlled
- who is exposed
- how much exposure occurs
- how long does the exposure occurs for
- what task is being performed

Consider a hazardous chemical such as an oven cleaner. This is a very strong chemical and will clearly be labelled as such. It has the potential to cause harm if it is splashed onto the skin or into the eyes.

We need a strong product to properly and effectively clean the oven, so we cannot mitigate or reduce the hazard of the task. However, we can manage the risk better, By ensuring we wear gloves to protect our skin and goggles to protect the eyes we reduce the risk of suffering harm.

Also, think about exposure time vs exposure level. Take our oven cleaning task - you could use a much less hazardous product... However, you may have to use much more, for far longer. Quite possibly increasing the overall risk to be the same or greater than our more 'dangerous' hazardous product!

managing and controlling risks

An understanding of the factors that contribute to risk was covered on the previous page. Each factor can be controlled / managed which reduces the risk and ultimately makes the handling and use of the chemicals safer.

managing...

the hazard

Substituting the chemical for an alternative with a lower hazard - if viable. Eg. switching from a powder to a liquid or to a ready-to-use product.

the task and/or how its used

Can the cleaning process be done in another way? Can it be automated or can the chemical be used in a way so as to reduce risk? Eg. exterior window cleaning using pole systems instead of ladders.

the control measures

This is a very broad term.. It relates to managing the environment and users of the chemical. If the product produces fumes you can implement control measures such as improved ventilation (from opening windows to providing extraction or breathing apparatus). Better training and supervision of employees along with defined procedures are also control measures.

the exposure (method and duration)

Exposure is the term to describe how a substance can get into the body. These are referred to as exposure routes; inhalation (breathing in fumes, dust, mist or vapours), contact (with skin or eyes), ingestion (swallowing) or injection. Using control measures such as PPE (personal protective equipment) - gloves, clothing, goggles etc can protect the user. We must also consider other peoples exposure. The general public or non-cleaning staff - closing areas off to prevent them coming into contact with the chemicals. The time exposed is also a factor. You may see the term WEL (Workplace Exposure Limits) - this is in essence the amount you can be exposed to in a given amount of time. A larger dose in a short time (acute) may be less harmful than a small continuous dose over a long time period (chronic).

CLP - Chemical Labelling and Packaging

The new hazard symbols were adopted Europe wide on the 1st June 2015. These symbols are part of the Globally Harmonised System (GHS) for the classification and labelling of chemicals - which means they will eventually be standard across the world. Product carrying the old, orange 'DPD' symbols may no longer be supplied.

CLP - understanding the change

not just a hazard symbol!

The hazard symbols are not to be viewed on their own - they must be assessed in conjunction with the other safety information presented on the label.

Hazard Symbol(s)

The CLP icon highlighting the hazard(s) applicable to the product. These symbols are to draw your attention and instruct you to read the additional hazard information text.

Signal Word

Highlights the severity of the hazard ("Warning" or "Danger")

Hazard Statements

These replace the old CHIP risk (R) phrases. This is key information and tells you the specific hazard information.

Precautionary Statements

Replace the old CHIP safety (S) phrases. These are the instructions that must be followed. These phrases state what you must do, what PPE is required, any additional control measures. In addition these phrases can tell what to do in the event of accidental exposure, how to store the product and how to dispose of it.

the symbols

there are nine symbols

Exclamation Mark
Health Hazard / Hazardous to the ozone layer

Flame
Flammable

Corrosion
Corrosive

Health Hazard
Serious health hazard

Skull and Crossbones
Acute toxicity

Flame over circle
Oxidising

Exploding bomb
Explosive

Gas cylinder
Gas under pressure

Environment
Hazardous to the environment

your product hazard summary

Which of my products are hazardous?

The summary below shows which of your specified products are classified as hazardous under the Chemical Labelling and Packaging regulations.

It is important to know, that these classifications are for the chemical in neat/un-diluted form. The hazard may be significantly reduced (or possibly removed altogether) once mixed to the ready-to-use or task specific dilution.

NO PRODUCTS IN CATEGORY

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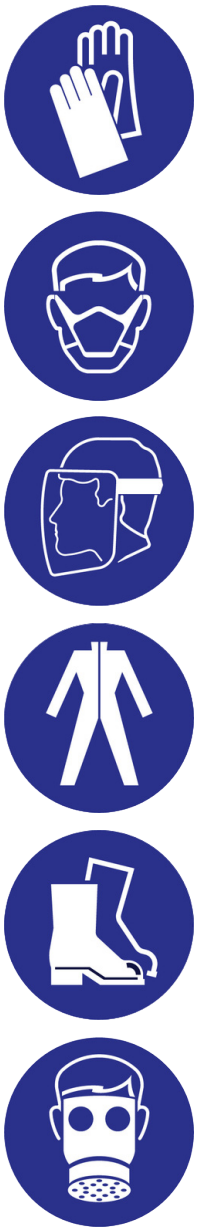
NO PRODUCTS IN CATEGORY

No products in the Selden range carry these hazard symbols

NOT CLASSIFIED / NOT HAZARDOUS

PPE (Personal Protection Equipment)

understanding and utilising safety equipment



You must make full use of any Personal Protective Equipment which is provided for your use. If you are in any doubt over the correct PPE required for a given task then ASK!

Never overlook your overalls as a means of protection. They may seem pretty flimsy but they can protect you from all sorts of potential hazards. Be sure to use them as intended, not with the sleeves rolled up to clean an oven, for example. And don't forget to change them immediately if any chemical is spilled on them.

Gloves and gauntlets will give excellent protection of hands and forearms, even if you do find them uncomfortable to wear.

Goggles are essential when handling any chemical which could spill or splash. You only get one pair of eyes, so look after them.

In some situations it may be necessary to wear some protection on your feet. This may be the case if you are washing down a waste disposal area, and run the risk of walking through a solution of water and chemicals.

using task specific and appropriate PPE

The PPE expressed on the product label is the "minimum requirement for the maximal exposure in normal use". This means the manufacturer has specified what PPE must be used when handling the product for its intended purposes.

PPE is a precaution. It is there to reduce RISK. Remember, the RISK is not solely about the chemical - how long you use it for, at what concentration and for what purpose are all key factors and determine the actual PPE needed.

For example, the label on a 5L bottle of hard surface cleaner may specify eye protection and gloves. This is most likely based upon the RISK associated with decanting and dilution. Once diluted at 80:1, the hazard is significantly lowered and therefore the risk of damage to the eyes/skin may also be reduced.

This revised risk is calculated by a chemical assessment. It requires a fundamental understanding of the chemical being used and for what purpose. In many cases this can only be done by a H&S professional or via the manufacturer. Thankfully, Selden chemicals are supported by CleanFM and we can do the calculations for you and provide a chemical assessment specific to your needs.

It is worth noting, risk can go up as well as down! A ready-to-use oven cleaner will instruct the user to wear appropriate skin and eye protection. However, this assessment will have been based on normal use. Normal use may have assumed 15 minutes exposure time. If you are cleaning ovens for 3 hours a day then the assumption was incorrect. Therefore, when re-assessed the user needs to wear breathing apparatus too.

Change in risk - oven cleaning

As the exposure time increases the required PPE changes to include breathing apparatus

T004-750ml

Oven Cleaning

Spray onto Surface and leave

Wipe and rinse

Exposure Duration: 15 mins

Exposure Duration: 3 Hours

Unless otherwise instructed (via training or safety documentation) ALWAYS use the PPE specified on the product- as a minimum.

your product ppe summary

Which of my products require PPE?

The summary below shows which of your specified products require PPE as per the safety calculations.

It is important to understand that this PPE requirement is for handling the neat chemical or for performing the manufacturer approved tasks. PPE requirement may be assessed for your specific tasks and exposure durations by your employer. However, in the absence of this assessment YOU MUST follow the manufacturers guidance.

NO PRODUCTS IN CATEGORY

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First Aid and Immediate Actions

General First Aid Actions

"accidents can happen – take the correct actions immediately."

First aid advice varies from one product to another, you should familiarise yourself with the specific requirements stated on the SDS sheets for the products in use on your site.

The following are a list of general actions

Assess the situation, do not put yourself in danger, summon appropriate help

Eyes

- Remove contact lenses if worn
- Rinse immediately with plenty of clean water for at least 10 minutes, holding the eyelids open
- Seek medical advice if irritation persists
- Find out what is in the eye so you can tell the paramedic or doctor (Keep bottles etc)

Inhalation

- Move casualty away from source of vapour, spray or mist, Preferably to fresh air.
- Keep casualty warm and at rest.
- Seek medical advice if irritation persists
- Find out what has been inhaled so you can tell the paramedic or doctor (Keep bottles etc)

Skin

- First Aider must wear suitable protective gloves
- Rinse the affected area with clean water
- While rinsing the affected area, carefully remove any contaminated clothing or jewellery, unless it is attached to the skin.
- Continue rinsing for 20 minutes
- Once rinsed keep the person warm using a blanket or layers of clothing (avoiding the injured area)
- Seek medical advice if irritation persists
- Find out what has been split on the skin so you can tell the paramedic or doctor (Keep bottles etc)

Ingestion

- Get the affected person to spit out any chemical which may be in their mouth
- **Never induce vomiting**
- Stay with the person as their condition may get worse
- Seek medical advice
- Find out what has been swallowed so you can tell the paramedic or doctor (Keep bottles etc)

In the event of medical advice being sought, we strongly suggest giving the Chemical Safety Assessment to the medical practitioner. This contains all the information and access to further medical data that they will need to treat the patient.

Alternatively, a copy of the Safety Data sheet.

The general guidance provided here does not replace appropriate first aid training.

The Golden Rules of Chemical Safety

"Think SAFETY."

ALWAYS treat all chemicals with respect - familiarity can breed complacency.

AVOID personal contact with chemicals. Protect the skin and eyes. Avoid swallowing / inhaling.

ALWAYS wear protective equipment as instructed. Use eye protection, gloves, protective workwear, etc.

ALWAYS obey instructions supplied with the chemicals - Refer to labels & safety literature.

ALWAYS replace closures on containers.

ALWAYS store chemicals correctly.

ALWAYS ensure that safe systems of work are implemented whenever chemicals are handled.

ALWAYS know the emergency first aid procedures.

Pay attention to the particular hazards of individual chemicals. eg corrosives.

AND

NEVER indulge in horseplay.

NEVER smoke, eat or drink near chemicals: use only designated areas.

NEVER mix chemicals unless specialised knowledge is available.

ENSURE EYEWASH FACILITIES ARE AVAILABLE WHERE THERE IS A SPLASH DANGER, ESPECIALLY WHEN HANDLING CONCENTRATES

NEVER SPRAY AEROSOLS ONTO HOT SURFACES

Chemical Cleaning DOs & DO NOTs

DO

Wherever possible, ensure chemicals are kept in a secure and locked room
Use the correct chemical for the task being carried out
Wear rubber gloves and protective glasses at all times
Inform your supervisor / manager of any accidents or spillages involving chemicals
Thoroughly wash hands after using chemicals
Follow the directions for use on the label / product guidance sheet
Ensure work areas are well ventilated when using chemicals
Thoroughly wash out any buckets after use
Rinse and clean any equipment after use. Store equipment securely and safely
Report any faulty / leaking containers
Follow emergency and first aid procedures in the event of an accident

DO NOT

Mix chemicals under any circumstances
Leave chemicals in unmarked containers
Put chemicals into other incorrect containers
Leave chemicals unattended
Deviate from manufacturer's instructions
Use chemicals you are not trained to use
Use any chemicals other than those approved
Store chemicals other than those approved
Issue chemicals to unauthorised persons

Dilution Rates & Ratios

"90% of people do not understand percentages, the other 12% aren't much better"

Dilution Ratio

Dilutions are most often expressed as ratios, such as "1 part chemical to 10 parts water". This can also be represented as 1:10. (*it can also be 'approximated' as 10%*)

water						
litres (L)	0.5	0.75	1.0	2.0	5.0	10.0
millilitres (ml)	**500**	**750**	**1000**	**2000**	**5000**	**10000**
ratio / rate	**chemical required (ml)**					
1 : 5	**100** 4	**150** 6	**200** 8	**500** 20	**1000** 40	**2000** 80
1 : 10	**50** 2	**75** 3	**100** 4	**200** 8	**500** 20	**1000** 40
1 : 20	**25** 1	**37** 2	**50** 2	**100** 4	**250** 10	**500** 20
1 : 40	**13** 1	**19** 1	**25** 1	**50** 2	**125** 5	**250** 10
1 : 50	**10** 1	**15** 1	**20** 1	**40** 2	**100** 4	**200** 8
1 : 60	**8** 1	**12** 1	**16** 1	**32** 2	**83** 4	**166** 7
1 : 80	**6** 1	**9** 1	**13** 1	**26** 2	**63** 3	**125** 5
1 : 100	**5** 1	**7** 1	**10** 1	**20** 1	**50** 2	**100** 4
1 : 150	**3** 1	**5** 1	**7** 1	**14** 1	**33** 2	**67** 3
1 : 200	**3** 1	**4** 1	**5** 1	**10** 1	**25** 1	**50** 2
1 : 250	**2** 1	**3** 1	**4** 1	**8** 1	**20** 1	**40** 2

The maths!

how much water do you have	5L
what is this in 'ml' (x 1000)	**5000**
what is your dilution rate	1 : **40**
divide ml by dilution	**5000** / **40**
equals required amount of chemical	**125** ml

to convert this to pumps - divide this number by the size of your pump, eg 25ml pump

125 / 25 **5 x**

Above chart uses the recommended 25ml pelican pump. You may obtain bespoke dilution charts tailored to your dose type and size from cleanfm.com

1

Number of 25ml shots required

accurate, low waste dose

good dose, slight under/ over, but okay

some excess

poor - dose size is wasteful - use different pump or method