COSHH information on Cleaning Substances 2010

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 COSHH
(as amended)

General:

The following contains general information on cleaning substances used BY All Clean Ltd. Approved cleaning substances have been assessed in compliance with the above COSHH Regulations. However, this does not constitute a risk assessment for cleaning processes, particularly where this may involve the use of a number of different substances. Under the **Management of Health and Safety at Work Regulations 1992**, a site-specific risk assessment is required for each process.

The duty for this assessment lies with individual managers with support from Workable Management Solutions Ltd. A full listing of substances that have been assessed, together with guidance cab be found in the All Clean Ltd (yellow) COSHH Manual. Products which have been approved for use are listed in this manual along with the personal protective equipment (PPE) and control measures detailed. Although some products do not have a hazard classification, any substance may have the potential to cause harm if the proper precautions are not observed. Only use the product or substance for the use or uses intended and pay attention to any label precautions.

Generic assessments have been carried out for groups of products (for example washing up liquids, toilet cleaners) as not all brand names are listed in the COSHH Substance Database. Products with Hazard Warning Symbols will need to be specifically assessed. Whenever possible, cleaning chemicals which do not have a hazard warning symbol should be used. It is recommended that you regularly contact your supplier to check whether a safer alternative product is available. You should not be using a product that is not listed in the All Clean Ltd yellow COSHH manual.

Control Measures for Cleaning Substances

The assessments for cleaning substances have been completed by examining the use of each individual product; however, cleaning normally involves the use of a number of different products. If this is the case, your risk assessment should take this in to account. Where specific control measures and/or personal protective equipment are required, these will be listed in the yellow COSHH manual and must always be observed when using the product.

Gloves:

Adverse effects from cleaning chemicals may include sore, irritated hands or more long-term effects such as dermatitis. These conditions may occur because of frequent and/or prolonged contact. Gloves are provided for your use and should always be used whenever cleaning is carried out. Where no special precautions are shown, rubber gloves should be worn whenever use of cleaning chemicals is likely to be regular, frequent or prolonged. Latex gloves should be worn as some workers may have an allergic reaction to the rubber. Single-use gloves should be thrown away every time they are taken off. Hands should be thoroughly washed after gloves have been worn.

Eye Protection:

Some of the cleaning products that are approved for use are classified as corrosive or irritant. Corrosive chemicals will cause burns and may cause permanent damage when in contact with skin and eyes. Eyes are particularly at risk from these types of chemicals, therefore goggles or face shields should always be worn whenever corrosive chemicals in concentrated form are handled, together with gloves and any other PPE recommended. Wearing goggles is also recommended when using any chemical where splashing may occur.

Dilution:

The correct dilution is essential to minimise risks. Measuring jugs and pump dispensers should be provided and used. Always ensure that you add the chemical to the water when diluting a reagent and not the other way. Always wear the appropriate PPE when diluting chemicals and remember that the diluted solution could be hazardous. Concentrated products should never be used where skin contact is likely, for example on toilet seats.

Cleaning Substances

Aerosol Products:

When using any aerosol product direct spray away from other people, avoid inhaling the spray and avoid contact with skin and eyes. Eye protection should be used if aerosols are to be used above head height and there is a risk of drips forming (e.g., graffiti removers). Furniture polish should be applied direct to the duster/cloth and not onto furniture, as particles may fall to the floor causing a slip hazard. Fly sprays should not be used in kitchen and food preparation areas. Always use aerosols in well-ventilated areas and avoid sources of ignition, as the propellant inside an aerosol canister is flammable. Aerosol canisters should never be pierced, burnt or crushed even when empty.

Oven Cleaners:

Check with the COSHH database to see if the over cleaner has been approved for use. However, extreme care should still be taken when handling oven cleaners as many are classified as corrosive and gloves and goggles must be worn at all times. Oven cleaners should only be used in well ventilated areas and away from sources of ignition. Some cleaners are left to stand for a period once they have been applied to the ovens. If such a product is to be used, clear warning signs should be left on, or in front, of the appliance to prevent third parties from being accidentally exposed to the chemical. Any spillages should be dealt with immediately using the correct PPE. Small spillages should be wiped up using a cloth and then the area thoroughly washed with soapy water. Large spillages must be contained using an inert absorbent material and the waste transferred to a suitable container for disposal with a waste contractor.

Hard Surface Cleaners:

Hard surface cleaners are one of the most widely used reagents in the work place. Due to the aggressive nature of the cleaning product, gloves and glasses should be worn at all time. Hard surface cleaners are commonly categorized as 'Irritants' and need to be handled in a proper manner. The product must only be used in sufficiently ventilated areas and every step should be taken to prevent inhalation of the spray. If the cleaner is in powdered form then care should be taken to ensure the powder does not become airborne and inhaled. As with the case of laundry products, this should not require the need for dust masks as long as sensible safety measures are taken

Floor Maintenance:

Floor maintenance products can be particularly hazardous. Some products are classed as either 'Irritants' or 'Corrosive' and must be handled with care. The cleaning products pose the additional risk of causing surfaces to become extremely slippery. Warning signs must be placed around the whole area being cleaned and, if possible, the cleaning should be carried out during minimum occupancy of the building. Slips are a major cause of industrial injury and every action should be taken to eliminate the risk. Proper footwear must be worn and if possible the cleaning should be performed by working backwards, away from an area that has been treated. The floor should then only be walked on once the surface has had sufficient time to dry. Floor maintenance products should only be used in properly ventilated areas and gloves should be worn to prevent prolonged skin exposure. For spillages, wear the necessary PPE, clean the area immediately and erect warning notices around the affected site. Many floor polishes are solvent based. It is important that all sources of ignition are eliminated and that the area is **thoroughly ventilated.**

Carpet and Upholstery Cleaners:

Some carpet and upholstery cleaners are classified as 'Irritants'. If possible, to minimise risk try to used products that do not carry a hazard symbols. Gloves and glasses should be worn when using pump dispensers, or aerosols and care should be taken not to inhale the spray. Some cleaners are flammable and must not be used near sources of ignition. Spillages should be cleaned immediately, using the appropriate PPE and following the procedures outlined in the 'substance assessment'.

Bleach:

Bleach is a powerful oxidising agent. The active ingredient is chlorine, which is rapidly lost from the solution when a bottle of bleach is opened. Bleach solution containing more than 10% active chlorine is classified as 'Corrosive' under the Chemicals Hazard Information and Packaging (CHIP) Regulations. Bleach solutions containing more than 5% but less than 10% active chlorine are classified as 'Irritant' under the CHIP regulations. All bleach solutions have the ability to liberate toxic chlorine gas when they come into contact with acids. The use of bleach as a bactericide/disinfectant is not advocated since there are other more suitable and safer products. Bleach tablets eliminate the problems of storage associated with liquid bleach. The use of bleach as a general cleaning agent and/or disinfectant should be discouraged throughout All Clean Ltd sites. Gloves and glasses must be worn at all times when handling bleach and extreme care should be taken when dealing with spillages. Every step must be taken to prevent the generation of chlorine gas and the waste should be stored in a clean container until a contractor can be contacted to collect it.

Disinfectants:

Disinfectants act by destroying or de-activating harmful micro-organisms. Many disinfectants have been approved for use by All Clean Ltd employees and are a much safer alternative to using bleach. However, safety procedures must still be followed to prevent accidents from happening. Gloves and glasses should be worn at all times when handling disinfectants regardless of the activity. Care must be taken to prevent inhalation of the spray and the product should only be used in areas with good ventilation. Safety procedure should be observed when cleaning up spillages and a fresh supply of PPE should be available.

Liquid Deodorizer/Air Fresheners:

Gloves should be worn for frequent or prolonged use of liquid deodorizers or air fresheners to minimise skin exposure. Many air fresheners are flammable and should only be used away from sources of ignition. Because, of the nature of the products, and the fine sprays formed during their use, care should be taken to prevent inhalation of the reagent. Any spills, or excess material, must be properly cleaned to prevent a slip hazard.

Furniture Polish:

All Clean Ltd employees use many different furniture polishes. The majority of these products should only be used in sufficiently ventilated areas due to the fumes they give off. Many of the polishes are categorised as 'Flammable' and a few are 'Highly Flammable' under the CHIP Regulations so they must only be used away from sources of ignition. Gloves should be worn for prolonged or frequent use, as the solvents used in some of the products can dry or denature the skin. If there is a risk the furniture polish may come into contact with the eyes, then safety glasses, or goggles must also be worn.

Machine Dishwashing Products:

Many of the reagents used in machine dishwashing carry a hazard classification. Where possible, use a cleaning reagent that does not have a hazard classification symbol. Gloves should be worn when handling the chemicals and care should be taken to prevent spills. Many of these products are now available in tablet form, which make handling easier and reduces the possibility of accidents. Spilt material must clean, wearing the correct PPE, and disposed of accordingly. Some automatic dishwasher chemicals are classified as corrosive and can cause tissue damage. These products should be used with an automatic dispensing unit to minimise the need for handling. However, when replacing empty containers, gloves, goggles/face shield and protective overalls must be worn to prevent contact with eyes and skin.

Graffiti Remover:

The use of graffiti remover should be carefully monitored due to the hazardous nature of the product. Check with the substance database to confirm the graffiti remover you are using has been approved for use. Gloves and glasses/goggles must be worn at all times to prevent damage to the eyes or skin tissue. The cleaning product must only be used in areas with sufficient ventilation and away from sources of ignition due to the flammable nature of the chemicals involved. Only use the minimum amount of reagent required to carry out the cleaning task. Treated areas may need to be cleaned thoroughly afterwards using the necessary PPE.

Liquid Detergents:

Gloves should be worn for prolonged or frequent use of liquid detergents due to their ability to remove oils and de-nature the skin. Prolonged exposure to detergents can lead to 'Occupational Dermatitis' and every step must be taken to minimise the risk. Wherever there is a danger of splashing or that the detergent may enter the eyes, safety glasses or goggle must be worn. Small spillages can be washed away with copious amounts of water to the drains. However, large spills must be contained and cleaned up wearing the appropriate PPE.

Toilet Blocks/Urinal Sanitizers:

Bleach is a powerful oxidising agent. The active ingredient is chlorine, which is rapidly lost from the solution when a bottle of bleach is opened. Bleach solution containing more than 10% active chlorine are classified as 'Corrosive' under the Chemicals Hazard Information and Packaging (CHIP) Regulations. Bleach solutions containing more than 5% but less than 10% active chlorine are classified as 'Irritant' under the CHIP regulations. All bleach solutions have the ability to liberate toxic chlorine gas when they come into contact with acids. The use of bleach as a bactericide/disinfectant is not advocated since there are other more suitable and safer products. Bleach tablets eliminate the problems of storage associated with liquid bleach. The use of bleach as a general cleaning agent and/or disinfectant should be discouraged throughout All Clean Ltd sites. Gloves and glasses must be worn at all times when handling bleach and extreme care should be taken when dealing with spillages. Every step must be taken to prevent the generation of chlorine gas and the waste should be stored in a clean container until a contractor can be contacted to collect it.

Storage:

Careful consideration should be given to the storage of cleaning chemicals and chemical compatibility. For example, acid and alkali based cleaners should be kept apart as should bleach and acid-based chemicals. Ensure all chemicals, where possible, are stored with their labels facing forward and that liquids are not stored above solids. Hazardous chemicals should be stored in a locked cabinet. Store the minimum practical amount of flammable cleaning chemicals indoors. Chemical storage areas should be properly ventilated with typically 5-10 air changes per hour. Any spillages in, or around, the storage area must be cleaned immediately. Chemical containers must not be re-used once they are empty as this could lead to problems with incorrect labelling or an adverse chemical reaction occurring.

First Aid:

All employees must be made aware of the necessary first aid procedures before handling hazardous chemicals. They must know which members of staff are designated first aiders and the location of eye wash bottles/stations. It is in every employee's interest that health and safety precautions are adhered to in order to prevent accidents happening in the workplace.

Training:

The COSHH Regulations requires that you provide employees with suitable and sufficient information, instruction and training which should include:

- The names of the cleaning substances they work with or could be exposed to and the risks created by such exposure;
- The main findings of your risk assessments;
- The precautions they should take to protect themselves and others;
- How to use any personal protective equipment and clothing provided;
- Emergency procedures (e.g. spillages etc) which need to be followed.

Spillages:

If any spillages of cleaning chemicals occur it will be necessary to clean up the affected area. This could result in an increased exposure which may not be adequately covered by your risk assessment. It is recommended that procedures are drawn up to deal with any potential spillages and should include:

- Sealing off the contaminated area;
- Notices to warn others of the spillage;
- Equipment or materials to contain and clean the spillage (e.g.
- absorbent material);
- Personal protective equipment;
- Disposal of any contaminated waste.

Approved by Mark Weston, (Managing Director) Date: 5th February 2010 Review Date: 5th February 2011

Signature: