

1.0 PURPOSE (S)

- 1.1 To outline the procedures and responsibilities of all personnel concerning chemical management from procurement until disposal.

2.0 SCOPE

- 2.1 This document applies to all relevant operations in UMPSA

3.0 REFERENCE (S)

- 3.1 Occupational Safety and Health (Classification, Labelling and Safety Data Sheet), CLASS Regulations 2013
- 3.2 Occupational Safety and Health (Prohibition of Use of Substance) Order 1999
- 3.3 Occupational Safety and Health (Use and Standards of Exposure of Chemicals Hazardous to Health), USECHH Regulations 2000
- 3.4 Environmental Quality (Scheduled Waste) Regulations 2005
- 3.5 FMA (Mineral Dust) Regulations 1989
- 3.6 NFPA 30: Flammable and Combustible Liquids Code
- 3.7 NFPA 45: Standards on Fire Protection for Laboratories Using Chemicals
- 3.8 Guidelines for The Preparation of Chemical Register, 2005, DOSH
- 3.9 Guidelines on Storage of Hazardous Chemicals: A Guide for Safe Warehousing of Packaged Hazardous Chemicals, 2005, DOSH
- 3.10 Manual on Recommended Practice on Assessment of the Health Risks Arising from the Use of Chemicals Hazardous to Health at the Workplace, Third Edition, 2018, DOSH.

4.0 DEFINITION

No.	Terms	Descriptions
4.1	Chemical Hazardous to Health (CHTH)	Any chemical or preparation which a. Listed in Schedule I or II USECHH Reg. b. Possesses any of the properties categorised in Part B of Schedule I of CPL Regulation. c. Comes within the definition of "pesticide" under the Pesticide Act 1974 [Act 149]

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No.	Terms	Descriptions
		d. Listed in the First Schedule of the Environmental Quality (Schedule Waste) Regulations 2005
4.2	OSHMO	Occupational Safety & Health Management Unit
4.3	PTJ	Responsibility Centre
4.4	RP	Student's Residence
4.5	UMPSA	Universiti Malaysia Pahang Al-Sultan Abdullah
4.6	User	Personnel who are involve with chemical management e.g. procurement, storage, transporting, manipulation and disposal or recycling.

5.0 RESPONSIBILITY AND AUTHORITY

No.	Person in Charge	Responsibility and Authority
5.1	User	To comply with all procedures stated in this document.
5.2	PTJ/RP	<ul style="list-style-type: none"> i. To ensure implementation and enforcement of this procedure. ii. To provide adequate personnel and resources to ensure proper implementation of this procedure. iii. To carry out inspection/audit to determine PTJ/RP's compliance to this procedure iv. To provide user with adequate information and/or training regarding to chemical management v. To stop any chemicals handling activity performed by user without adequate control measures. vi. To appoint any staff/unit to control chemical procurement.
5.3	OSHMO	<ul style="list-style-type: none"> i. Facilitate PTJ/RP to comply with this procedure.

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		ii. To monitor compliance of this procedure at PTJ/RP level
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6.0 PROCEDURES

6.1 General procedure for chemical management is as follows: -

- 6.1.1 User should inform the type of chemicals used by him/her to the personnel assigned by PTJ/RP.
- 6.1.2 User should be well verse on the property of the chemical.
- 6.1.3 User should never work with unknown chemical.
- 6.1.4 Chemical should not be stored together with incompatible chemicals.
- 6.1.5 All chemicals used in the workplace should be identified and recorded in chemical inventory.
- 6.1.6 Chemical should be shared, if possible, to minimize quantities of hazardous chemical stored.
- 6.1.7 All chemical wastes (scheduled waste) shall be handled similar to new chemicals.
- 6.1.8 Scheduled waste should be disposed at allocated container. Do not disposed scheduled waste into sink.
- 6.1.9 User should not eat, drink or smoke while handling chemical.
- 6.1.10 User should always use appropriate personal protective equipment when handling chemical. Proper feet protection must be used to ensure that the chemical cannot penetrate through it. Refer Safety Data Sheet for information on required personal protective equipment.
- 6.1.11 Handle chemical at location that do not pose additional or unnecessary hazard.
- 6.1.12 Conduct risk assessment prior to handling any chemical.
- 6.1.13 User should not smell chemical directly.
- 6.1.14 Always remember to pour acid into water, not the other way around.
- 6.1.15 Wash your hand properly at the end of chemical handling's session.

6.2 Safety Data Sheet (SDS)

- 6.2.1 All chemical purchased/used should come together with SDS. Information's that should be provided in the SDS is stipulated in Regulation 13(2) of the CLASS 2013.

6.3 Procurement of Chemicals

- 6.3.1 Users are advised to review the SDS before procuring any chemical to identify the risk of the chemical and recommended control measure. If user

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has an option to use other chemicals, user is advised to choose the less hazardous chemicals.

- 6.3.2 User must ensure that recommended control measure stated in the SDS is available or can be made available before purchasing it.
- 6.3.3 Full risk assessment is required before purchasing any hazardous chemicals.
- 6.3.4 PTJ/RP shall screen all chemicals that will be purchased to ensure PTJ/RP has adequate facilities and procedures to store or handle these chemicals.
- 6.3.5 It is advised for PTJ/RP to have an up-to-date and accessible chemical inventory to help user identify available chemicals in order to minimize the quantity of chemicals stored.
- 6.3.6 PTJ/RP and user should implement First In First Out principle to avoid chemical wastage.
- 6.3.7 PTJ/RP and user should only purchase chemical that is needed in minimum quantity.
- 6.3.8 If the chemical planned to be purchased require permission from certain government body, user is advised to acquire permission before purchasing it.

6.4 Classification, Packaging and Labeling

6.4.1 Classification

Users which formulate, produce and commercialize new chemical are required to make a classification and furnish SDS information in accordance with Industrial Code of Practices CLASS 2013 to DOSH through UMP's Department of Research and Innovation; and OSHMO.

6.4.2 Packaging

A user shall ensure that a hazardous chemical is supplied in packaging which satisfies the following requirements:

- i. If the packaging is a container, the container must be so designed and constructed so that the contents cannot escape unless there is a requirement for it;
- ii. The packaging materials are not susceptible to adverse attack by the contents;
- iii. The packaging and fastening (if provided) are strong and sturdy to meet the normal stress and strain of handling; and
- iv. Containers with replaceable fastening devices are so designed that the packaging can be repeatedly fastened without the contents escaping.
- v. A user must also ensure that once any package which is initially closed with a seal is opened, the seal is broken and cannot be repaired.
- vi. No chemical can be stored in any container not properly designed for storing chemicals e.g., drinking bottle.

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6.4.3 Labeling

A user must also ensure that every packaging is labeled clearly. The label should contain the following information:

- i. The product identifier
- ii. The supplier identification
- iii. The signal words
- iv. The hazard statements
- v. The hazard pictogram
- vi. Precautionary statement

6.4.4 If the packaging of the hazardous chemical is a container of 125mL in size and below, the packaging shall be labeled legibly and indelibly containing in the following information:

- i. The product identifier
- ii. The product identification
- iii. The signal words
- iv. The hazard pictogram, if applicable
- v. A statement which reads “read Safety Data Sheet before use”

6.5 Receiving Chemicals

6.5.1 User must ensure that the chemical received is the same as what ordered.

6.5.2 User must ensure that supplier provide dual language SDS for the chemical supplied.

6.5.3 User must ensure that the chemical received is in good condition in term of its packaging, labeling and other aspects.

6.5.4 The chemical received must be stored in proper location as soon as possible.

6.5.5 The chemical inventory must be updated upon receiving the chemical.

6.6 Chemical Storage

6.6.1 The best location to store chemical received is at chemical storage that has proper ventilation, segregation, separation, emergency equipment and fire protection.

6.6.2 Ventilation or extraction should be sufficient to allow the dilution or extraction of vapors or gases that may escape or seep out of containers during storage.

6.6.3 The storage should have sufficient space to give reasonable working conditions.

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- 6.6.4 The entrance of the chemical store must be properly labelled with information such as the hazard, smoking restriction and emergency response plan.
 - 6.6.5 If CHTH is stored in the storage, warning of hazard shall be written in national language and English and printed in dark red against white background.
 - 6.6.6 Chemical must be classified, segregated and stored base on its hazard and compatibility. Refer SDS for detailed information on how to properly store the chemicals.
 - 6.6.7 Liquid chemicals must be stored in properly ventilated space, such as cabinet or rack.
 - 6.6.8 Liquid chemicals should not be stored above eye level.
 - 6.6.9 Heavy chemicals must be stored at bottom level to avoid spillage and ergonomic issues.
 - 6.6.10 Among suggested best practice storage scheme to store chemicals are by dividing it into categories such as flammable, toxic, corrosive and oxidizing.
 - 6.6.11 Chemical store must be designed to prevent any spillage from flowing into storm drain. If possible, provide secondary container in the cabinet or other area where chemical is stored.
 - 6.6.12 Conduct regular inspection in the area where chemicals are stored.
 - 6.6.13 Risk assessment of storage areas, including of lighting and emergency egress, should be undertaken to ensure that all of these factors are taken into consideration.
 - 6.6.14 PTJ/RP should ensure adequate security measure has been undertaken to ensure proper access of chemicals to the staffs, students and public.
- 6.7 Relabeling of Chemical
- 6.7.1 If there is a need to transfer chemical from its original container to another container, the container must have the same properties and offer the same protection as the original container.
 - 6.7.2 The container must be labelled properly to avoid confusion while ensuring safety of the user. Among the information that must be provided are owner's name, contact number, identity of the chemicals, preparation date and other relevant information.
- 6.8 Chemicals Hazardous to Health (CHTH)
- 6.8.1 PTJ/RP shall ensure that the exposure of any person to any CHTH in Schedule I USECHH Regulation 2000 at no time exceeds the ceiling limit specified for that chemical in that schedule.
 - 6.8.2 Under Regulation 5(1), USECHH Regulations 2000, PTJ/RP should identify and register all CHTH at the workplace and record it in Chemical Register. At UMP, all chemicals must be registered in the Chemical Register. PTJ/RP

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must come out with a way to differentiate between CHTH and non-CHTH in the register.

6.8.3 Chemical Health Risk Assessment (CHRA) shall be carried out prior to any work which may expose or likely to expose any person at work to CHTH.

6.8.4 Appropriate control measure shall be taken to prevent or minimize risk from the use of CHTH. To facilitate the assessment of the control measures, the numerous controls are categorized as follows:

Technical Control

- i. Elimination of CHTH from the place of work
- ii. Substitution of less hazardous chemicals for CHTH
- iii. Total enclosure of the process and handling systems
- iv. Isolation of the work to control the emission of CHTH
- v. Modification of the process parameters
- vi. Application of engineering control equipment
- vii. Provision of approved personal protective equipment.

Organizational Control

- i. Adoption of safe work system and practices
- ii. Providing information, instruction and training
- iii. Personal hygiene

Emergency Response Preparedness

- i. Emergency procedure
- ii. Medical emergency response

6.9 User shall take appropriate action before handling any chemicals i.e.:

6.9.1 Read carefully SDS to identify and understand the risk of chemical, how to store, control the exposure and manage spill (if any) and etc.

6.9.2 Locate the nearest emergency exit, break glass and emergency shower and/or eye bath in the case of fire/gas leakage and/or spill.

6.9.3 Memorize or store in hand phone, contact number of emergency response team at PTJ and UMP's Emergency Number for emergency purpose.

6.9.4 Ask your supervisor or laboratory staff or chemical expert if you have any doubt regarding to chemical itself or method that will be used.

6.9.5 Work in a group of at least two (2) person when working outside normal office hour or at isolated area. If not possible, inform your supervisor or staff on duty.

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6.9.6 Always take appropriate action to prevent chemical accident.

6.10 Chemical Handling

6.10.1 Fume hood should be used for any chemical procedures that have the potential to create airborne chemical concentration that might approach Permissible Exposure Limit (PEL) as stated in Schedule 1 and II of Occupational Safety & Health (Use and Standards of Exposure of Chemicals Hazardous to Health) Regulations 2000, explosion or fire hazards or odor that is annoying to personnel within the laboratory or adjacent laboratory/office.

6.10.2 SDS must be read and understood before handling chemical.

6.10.3 Avoid handling flammable chemical nearby fire source.

6.10.4 Use minimal amount of chemical to avoid chemical wastage. Do not pour chemical back into the original bottle to avoid contamination.

6.10.5 Proper supervision and training must be provided to all chemical user.

6.11 Safe Handling and Storage for Corrosive Chemicals

General

6.11.1 Corrosives (liquids, solids, and gases) are chemicals that can cause visible destruction of or irreversible alterations in, living tissue by chemical action at the site of contact.

6.11.2 Corrosive effects can occur not only to the skin and eyes, but also to the respiratory tract through inhalation and to the gastrointestinal tract through ingestion. Corrosive liquids have a high potential to cause external injury to the body, while corrosive gases are readily absorbed into the body through skin contact and inhalation.

6.11.3 Corrosive solids and their dusts can damage tissue by dissolving rapidly in moisture on the skin or within the respiratory tract when inhaled. In order to minimize these potential hazards, precautionary procedures must be observed when handling corrosives.

Handling

6.11.4 Corrosive chemicals should be handled in a fume hood to ensure that any possible hazardous or noxious fumes generated are adequately vented.

6.11.5 When mixing concentrated acids with water, add the acid slowly to the water. Allow the acid to run down the side of a container and mix slowly to avoid violent reactions and splattering. Never add water to acid.

6.11.6 Protective carriers should be used when transporting corrosive chemicals.

Storage

6.11.7 Containers and equipment used for storage and processing of corrosive material should be corrosion resistant.

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- 6.11.8 Corrosive chemicals should be stored below eye level, preferably near the floor to minimize the danger of its falling from cabinets or shelves.
- 6.11.9 Acids and caustics (i.e., bases) should be stored separately from each other. Secondary containers can be used to help with separation within a corrosive cabinet.
- 6.11.10 Inorganic acids should be separated from organic acids and flammable/combustible material (inorganic acids are particularly reactive with flammable/combustible material).
- 6.11.11 Acids should be segregated from active metals (e.g., sodium, potassium, and magnesium) and from chemicals that can generate toxic gases (e.g., sodium cyanide and iron sulfide).

6.12 Safe Handling and Storage for Oxidizing Agents

General

6.12.1 Oxidizing agents are chemicals that bring about an oxidation reaction. The oxidizing agent may:

- i. Provide oxygen to the substance being oxidized (in which case the agent has to be oxygen or contain oxygen or;
- ii. Receive electrons being transferred from the substance undergoing oxidation (chlorine is a good oxidizing agent for electron-transfer purposes, even though it does not contain oxygen).

6.12.2 The intensity of the oxidation reaction depends on the oxidizing-reducing potential of the material involved.

6.12.3 Fire or explosion is possible when strong oxidizing agents come into contact with easily oxidizable compounds, such as metals, metal hydrides or organics. Because oxidizing agents possess varying degrees of instability, they can be explosively unpredictable.

6.12.4 Examples of oxidizing agents

- i. Gases: fluorine, chlorine, ozone, nitrous oxide, oxygen
- ii. Liquids: hydrogen peroxide, nitric acid, perchloric acid, bromine, sulfuric acid.
- iii. Solids: nitrites, nitrates, perchlorates, peroxides, chromates, dichromates, picrates, permanganates, hypochlorites, bromates, iodates, chlorites, chlorates, persulphates.

Handling

6.12.5 Appropriate personal protective equipment (safety goggles, gloves, lab coat, etc.) should be worn when working with oxidizers.

6.12.6 If a reaction is potentially explosive, or if the reaction is unknown, use a fume hood (with the sash down as a protective barrier), safety shield, or other methods for isolating the material or the process.

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6.12.7 Oxidizers can react violently when in contact with incompatible materials. For this reason, know the reactivity of the material involved in an experimental process. Assure that no extraneous material is in the area where it can become involved in a reaction.

6.12.8 The quantity of oxidizer used should be as minimum as necessary for the procedure. Do not leave excessive amounts of an oxidizer in the vicinity of the process.

6.12.9 Perchloric acid must not be used in a regular chemical fume hood.

Storage

6.12.10 Oxidizers should be stored in a cool, dry place.

6.12.11 Oxidizers should be segregated from organic material, flammables, combustibles and strong reducing agents such as zinc, alkaline metals, and formic acid.

6.12.12 Oxidizing acids such as perchloric acid and nitric acid should be stored separately in compatible secondary containers away from other acids.

6.13 Safe Handling and Storage for Reactive Chemicals

General

6.13.1 Reactive are substances that have the potential to vigorously polymerize, decompose, condense, or become self-reactive due to shock, pressure, temperature, light, or contact with another material.

6.13.2 All reactive hazards involve the release of energy in a quantity or at a rate too great to be dissipated by the immediate environment of the reaction system, so that destructive effects occur. Reactive chemicals include:

- i. Explosives
- ii. Organic peroxides
- iii. Water-reactive
- iv. Pyrophoric

6.13.3 Effective control is essential to minimize the occurrence of reactive chemical hazards.

Explosives

6.13.4 Cause sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden adverse conditions. Heat, light, mechanical shock, detonation, and certain catalysts can initiate explosive reactions.

6.13.5 Compounds containing the functional groups azide, acetylide, diazo, nitroso, haloamine, peroxide, and ozonide are sensitive to shock and heat and can explode violently.

6.13.6 Appropriate personal protective equipment (face shield, safety goggles, leather outer gloves, chemical resistant gloves, lab coat, etc.) should be worn when working with explosives.

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- 6.13.7 Before working with explosives, understand their chemical properties, know the products of side reactions, the incompatibility of certain chemicals, and monitor environmental catalysts such as temperature changes.
- 6.13.8 Containers should be dated upon receipt and when opened. Expired explosives should be discarded promptly.
- 6.13.9 Explosives should be kept as minimum as necessary for the procedure.
- 6.13.10 If there is a chance of explosion, use protective barriers (e.g., fume hood sash and safety shield) or other methods for isolating the material or process.
- 6.13.11 Explosives should be stored in a cool, dry, and protected area. Segregate from other materials that could create a serious risk to life or property should an accident occur.

Organic Peroxides

- 6.13.12 Contain an -O-O- structure bonded to organic groups. These compounds can be considered as structural derivatives of hydrogen peroxide, H-O-O-H, in which one or both of the hydrogen atoms have been replaced by an organic group.
- 6.13.13 Generally, organic peroxides are low-powered explosives that are sensitive to shock, sparks, and heat due to the weak -O-O- bond which can be cleaved easily.
- 6.13.14 Some organic compounds such as ethers, tetrahydrofuran, and p-dioxane can react with oxygen from the air forming unstable peroxides.
- 6.13.15 Peroxide formation can occur under normal storage conditions, when compounds become concentrated by evaporation, or when mixed with other compounds. These accumulated peroxides can violently explode when exposed to shock, friction, or heat.
- 6.13.16 Appropriate personal protective equipment (safety goggles, gloves, lab coat, etc.) should be worn when working with organic peroxides or peroxide-forming compounds.
- 6.13.17 Containers should be labeled with the receiving and opening dates. Unopened material should be discarded within 1 year and opened material should be discarded within 6 months.
- 6.13.18 Containers should be airtight and stored in a cool, dry place away from direct sunlight.
- 6.13.19 Segregate from incompatible chemicals.
- 6.13.20 Peroxide formers, liquid peroxides, or solutions should not be refrigerated below the temperature at which the peroxide freezes or precipitates. Peroxides in these forms are extra sensitive to shock (never store diethyl ether in a refrigerator or freezer).
- 6.13.21 Unused peroxides should never be returned to the stock container.

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- 6.13.22 Metal spatulas should not be used with peroxide formers. Only ceramic or plastic spatulas should be used. Contamination by metal can cause explosive decomposition.
- 6.13.23 Friction, grinding, and all forms of impact, especially with solid organic peroxides should be avoided.
- 6.13.24 Never use glass containers with screw cap lids or glass stoppers. Instead, use plastic bottles and sealers.
- 6.13.25 Containers with obvious crystal formation around the lid or viscous liquid at the bottom of the container should NOT be opened or moved.

Water Reactives

- 6.13.26 React with water or moisture in the air releasing heat or flammable, toxic gas. Examples include alkali metals, alkaline earth metals, carbides, hydrides, inorganic chlorides, nitrides, peroxides, and phosphides.
- 6.13.27 Appropriate personal protective equipment (safety goggles, gloves, lab coat, etc.) should be worn when working with water-reactives.
- 6.13.28 Water-reactives should be stored under mineral oil in a cool, dry place. Isolate from other chemicals.
- 6.13.29 Water-reactives should not be stored near water, alcohols, and other compounds containing acidic OH.

Pyrophorics

- 6.13.30 Ignite spontaneously in air below 130 °F (54 °C). Often the flame is invisible. Examples of pyrophoric materials include silane, silicon tetrachloride, white and yellow phosphorus, sodium, tetraethyl lead, potassium, nickel carbonyl, and cesium.
- 6.13.31 Appropriate personal protective equipment (safety goggles, gloves, lab coat, etc.) should be worn when working with pyrophorics.
- 6.13.32 Pyrophorics should be used and stored in inert environments.

6.14 Safe Handling and Storage for Flammable Liquids

General

- 6.14.1 Chemicals which exist, at ambient temperatures, in a liquid form with sufficient vapor pressure to ignite in the presence of an ignition source are called flammable liquids (note that the flammable liquid itself does not burn; it is the vapor from the liquid that burns).
- 6.14.2 Invisible vapor trails from these liquids can reach remote ignition sources causing flashback fires. In addition, these liquids become increasingly hazardous at elevated temperatures due to more rapid vaporization. For these reasons, precautionary measures must be observed when handling and storing flammables.

Handling

- 6.14.3 Appropriate personal protective equipment (gloves, lab coat, and safety goggles) should be worn when working with flammable liquids.

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- 6.14.4 Flammable liquids should never be heated using open flames. Preferred heat sources include steam baths, water baths, oil baths, hot air baths, and heating mantels.
- 6.14.5 Ignition sources should be eliminated in areas where flammable vapors may be present.
- 6.14.6 Flammable liquids should only be dispensed under a controlled environment like free from ignition sources and in well ventilated area to prevent the formation and concentration of flammable vapors.

Storage

- 6.14.7 Only approved and labeled closed tanks and container are allowed to store, handle and dispense flammable liquids.
- 6.14.8 Flammable liquid stored outside of flammable storage cabinets in the laboratory should be kept to the minimum necessary for the work being done.
- 6.14.9 Flammable storage cabinets and safety cans should not be altered or modified unless specified by National Fire Protection Agency guidelines.
- 6.14.10 Flammable liquids should only be stored in explosion-proof or laboratory-safe refrigeration equipment.
- 6.14.11 Flammable liquid containers filled or empty should not be stored in hallways or obstructing exits.
- 6.14.12 Flammables and combustibles should not be stored near oxidizers, corrosives, combustible material, or near heat sources. Make sure all chemicals stored near flammable and combustibles are compatible.
- 6.14.13 Effective fire protection system shall be installed where flammable liquid stored.

6.15 PPE

- 6.15.1 Safety goggles/glasses, protective gloves, leather or latex front-covering shoes, long pants or skirt and a long sleeves laboratory coat should always be worn when working with chemicals.
- 6.15.2 Do refer SDS if special PPE is required to handle certain chemical.
- 6.15.3 Appropriate protective gloves that are resistant to permeation or penetration by the chemicals should be selected and tested for the absence of pin holes prior to being use.
- 6.15.4 Do not roll up laboratory coat sleeves or wear it outside the laboratory.
- 6.15.5 Laboratory coat must be regularly washed. It should be washed separately from other clothes.
- 6.15.6 Safety goggle must be used when handling large volume of chemicals or hazardous chemicals.
- 6.15.7 Avoid from wearing shoes made of cloth or non-water-resistant material as spilled chemical can be absorbed through it.

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- 6.15.8 Appropriate respiratory protection must be used depending on the type of chemical used and process handled.
- 6.15.9 High quality PPE must be used.
- 6.15.10 Only PPE that has acquired DOSH-SIRIM approval can be used.

6.16 Emergency Equipment

- 6.16.1 Eyewashes and safety showers should be readily available in areas where chemicals are used, stored and disposed. In the event of skin and eye contact with a chemical, the affected area should be immediately flushed with water for 15 to 20 minutes. Then, contaminated clothing should be removed and medical attention should be sought.
- 6.16.2 Appropriate spill kit, fire blanket and fire extinguisher should be made available in areas where chemicals are used and stored.

6.17 Chemical Spillage

- 6.17.1 Emergency Response Plan for chemical spillage must be referred.
- 6.17.2 Refer SDS for accurate measure to be taken with regard to the chemical spilled.
- 6.17.3 PTJ must ensure that chemical spill kit is available at location where chemical is used.
- 6.17.4 Prevent the spillage from spilling into storm drain.
- 6.17.5 Turn off all ignition source nearby the spillage if the chemical spilled is flammable.
- 6.17.6 The material used to contain the spillage must be disposed as scheduled waste.

7.0 APPENDIX

- 7.1 Chemical Register Form
- 7.2 Usage of HF Form
- 7.3 Ill Health Notification Form

8.0 RECORD

- 8.1 Safety Data Sheet (SDS)
- 8.2 Chemical Register
- 8.3 Chemical Health Risk Assessment Report (CHRA)
- 8.4 Medical Surveillance Report
- 8.5 LEV Monthly and Annual Inspection, Testing and Examination Report

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