

## 14.18 Miscellaneous Chemical Safety

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to ensure the safety of its employees and customers who may be working with or around hazardous chemicals.

### Procedure:

Chemicals must never be mixed.

The storage of chemicals must be in accordance with information provided on the respective MSDS. Chemicals must be stored away from direct sunlight and heat. Stacking chemicals is to be avoided. Neutral chemicals (7 ph factor) should be stored with like chemicals, alkaline chemicals should be stored with other alkaline chemicals and acidic chemicals stored with other, acid-based chemicals.

Chemical stock should be monitored monthly for proper labeling, container condition, expiration dates and color changes. The MSDS should be consulted for the chemical's proper color.

Containers should never be re-used unless they have been properly decontaminated.

Use caution when wearing contact lenses as some chemicals may cause irritation or damage to the lens.

Do not eat, drink or chew gum while utilizing chemicals. Foods can absorb chemicals and cause illness.

All employees must know where to find the nearest emergency shower and eye wash station, if available.

Employees must use extreme caution and avoid inhaling or smelling chemicals. Some chemicals can cause damage to membranes, skin and, in severe cases, cause nose bleeds, illness, burns and allergic reactions. Not all chemicals have odors. Most janitorial products are impregnated with odors that are pleasant. The MSDS should be consulted for information before smelling a chemical.

Certain contracts require clearance before a chemical is permitted on the job site. The customer may require an MSDS and may want to approve the chemical's storage location.

Outdated MSDS must be discarded and replaced immediately.

Chemical solutions should be removed from equipment before storage.

Employees are responsible for cleaning spills of chemicals included in the work site inventory only; the customer is responsible for all other chemicals on site.