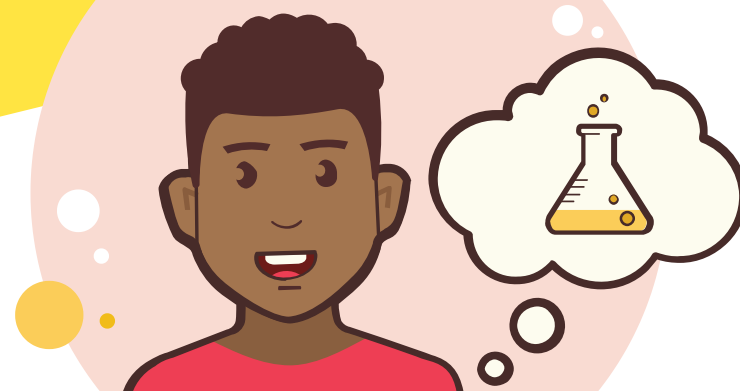


PROCUREMENT OF CHEMICAL GUIDELINES

ORDERING CHEMICALS



What should we consider before purchasing chemical?

Risk Control

1

Elimination & Substitution

- Safer alternative.
Investigate other chemicals, method & procedure that is safer. Consider the chemical waste production.
- Substitution of less hazardous chemical.
Example : using Heptane instead of Hexane.
- Reduced the size
- Reduced the concentration

Engineering & Isolation

- Access to adequate storage facilities, considering the incompatibility, space and stability of chemical.
Example : Freezer to store cold chemical, sufficient space for new chemical.
- Access to specific facilities required for handling.
Example : Fume hood & Local Exhaust Ventilation (LEV).

Regulatory Requirement

2

Labeling & Relabeling

- Labeling on each packaging must comply to CLASS Regulation 2013.

Safety Data Sheet (SDS)

- Supplier must be able to supply chemical together with the SDS that comply to ICOP 2014.

First Aid, Emergency Response & PPE

- Refer SDS.

Training & Safe Work Procedure

- Training is conducted.
- Safe work procedure is prepared.

RECEIVING CHEMICALS



Upon arrival of chemical, we must inspect each item ordered.

Checklist on receipt of chemical :

- Special requirement of the chemicals are met.
- Delivered chemicals is as described when ordered.
- Packaging is free from contamination.
- Clear labeling that comply to the regulation.
- Invoice & delivery order is provided for finance purpose.

Checklist when chemical arrived to the workplace :

- Update the Chemical Inventory & Chemical Register.
- Ensure the current SDS is accessible.
- Write date of receipt on chemical container.
- Store the chemicals correctly & safely.

