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FREE SAFETY RESOURCE

Chemical Safety and PPE

Safe storage, dilution, PPE and spill response for cleaners and workplaces.

FREE
PDF

1

Read the SDS

Before every new product

2

Wear the right PPE

Gloves, eyes, footwear

3

Dilute correctly

Chemical into water

4

Never mix products

Store and label safely

Safe cleaning, every shift.

Vetted, insured cleaners across Australia

FREE PRINTABLE CHECKLIST

Chemical Safety and PPE Checklist

Safe storage, dilution, PPE and spill response for professional cleaners and workplaces.

SITE / BUSINESS

DATE

CHECKED BY

Know your SDS

Under Australian WHS rules, a current Safety Data Sheet (SDS) must be available for every hazardous chemical at the workplace. In an emergency call 000. For poisoning advice, call the Poisons Information Centre on 13 11 26, 24/7.

Before you start

6 tasks

- ☐ Read the product label and SDS
- ☐ Check the SDS register is current
- ☐ Confirm the product suits the surface
- ☐ Check PPE is on hand and in good condition
- ☐ Open windows or turn on ventilation
- ☐ Put out wet floor signs

PPE by task

6 tasks

- ☐ Nitrile gloves for all chemical handling
- ☐ Eye protection when spraying or decanting
- ☐ Mask or respirator for aerosols and dust
- ☐ Enclosed, non-slip footwear
- ☐ Apron when handling concentrates
- ☐ Knee pads for floor and low work

Storage and labelling

7 tasks

- ☐ Keep chemicals in original or labelled containers
- ☐ Never use food or drink bottles
- ☐ Label decanted bottles with product name and hazards
- ☐ Store upright with lids closed
- ☐ Keep away from food, heat and direct sunlight
- ☐ Store acids and alkalis separately
- ☐ Keep out of reach of children and the public

Mixing and dilution

5 tasks

- ☐ Follow the manufacturer's dilution ratio
- ☐ Use dosing pumps or measuring jugs
- ☐ Add chemical to water, not water to chemical
- ☐ Never mix different products
- ☐ Date diluted solutions and replace as directed

First aid ready

4 tasks

- ☐ Know where the first aid kit and eyewash are
- ☐ Know the first aid steps on each SDS
- ☐ Keep 13 11 26 and 000 visible on site
- ☐ Record every exposure or injury

Spill response

7 tasks

- ☐ Alert others and isolate the area
- ☐ Check the SDS for spill instructions
- ☐ Put on the right PPE before cleaning up
- ☐ Contain with absorbent material
- ☐ Ventilate the area
- ☐ Dispose of waste as the SDS directs
- ☐ Report and record the incident

- **End of shift**

5 tasks

- ☐ Rinse and dry equipment
- ☐ Return chemicals to secure storage
- ☐ Wash hands thoroughly
- ☐ Report damaged PPE or equipment
- ☐ Note low stock for reordering

Notes

Incidents, low stock or follow-ups

Short on time? Let the professionals handle it.

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