



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:01

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 01

SAFE HANDLING OF CHEMICALS

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Purpose	To avoid any personal damage / harm from the effects of hazardous chemicals	Scope	ISG
Responsibility	Concerned HODs / Head/SOX		
Performance criteria	No. of incidents / accidents on such cases		
Cross reference	ISO : 14001, OHSAS: 18001, HSE procedure for Register of regulations (HSEP: 03), HSE procedure for Register of OHS hazards and risk		

PPEs and Precautions

	Insulated rubber gloves		Appropriate insulated rubber footwear		Protective clothing must be worn
	Eye protection as identified must be worn at all times		Maintain personal hygiene throughout work processes		Store in a secure location/ keep locked up
	Ensure working Fire Extinguisher of correct type near work area		Respiratory protection as required		

Procedures and Controls

S. No.	Activity	Responsibility
1.	Definition : Manufacture, Storage and import of Hazardous Chemicals Rule 1989 under the Environment Protection (EP) Act 1986 define ~Hazardous Chemicals' based on toxicity, flammability and explosively.	---
2.	Legal requirements : The Factories Act and the Environment Protection Act & the Rules made under these acts require : • Identification & Labelling, Obtaining Material Safety Data Sheet & Disclosure of information to the workers. • Training & supervision • Safe storage, handling & disposal • Emergency planning and preparedness • Monitoring of work environment and health of workers	---
3.	Obligation of workers under Factories Act : No worker in factory shall wilfully : • Misuse any appliance • Do anything likely to endanger himself or others • Neglect to make use of any appliance provided for security, safety and health of employees • Refuse to undergo medical examination	Supervisor
4	Identification & Labelling : • Label the containers clearly with contents, name & address of manufacture/ importer, physical and health hazards & recommended PPEs • Know how to use the information provided on the labels	Supervisor



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	• Do not handle any unlabelled container. Check with your supervisor	
5	Storage : • Store chemicals in a cool, dry and well ventilated place away from heat and ignition sources. Avoid storage in open sun. Also refer MSDS. • Store reactive chemicals separately. • Do not refill empty containers with any chemical other than the one originally contained. Use containers in first in first out basis. • Keep flammable chemicals in closed containers • Store poisonous substances such as cyanides in locked cabinets away from acids.	Supervisor
6	Handling : • Ensure electrical bonding and grounding while transferring flammable chemicals from one container to another • Follow strictly the approved procedures for loading / unloading • Use PPEs as necessary • Handle containers with care, using appropriate trolleys • Keep cylinders upright with caps and chain them. • Watch for the posted signs indicating areas requiring particular precautions and strictly adhere to them.	Supervisor
7	Disposal : • Don't pour acids/ alkalis in the drainage without proper neutralization • Do not drain out toxic / flammable chemicals with water. Collect it with absorbent materials for its safe disposal • Decontaminate the used containers not intended for reuse and make up usable by puncturing before disposal and follow them strictly	Supervisor
8.	Handling Emergencies : • Know and understand precautions and procedures in case of spillage/ leakage/ fire if any • Keep safety & emergency kits in working order and accessible • Keep antidote ready and handy while handling toxic chemicals • Get trained in first aid procedures • Drivers of vehicles transporting hazardous chemicals should know the emergency procedure.	Supervisor



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9.	General : • Use no sparking tools and flame proof electrical equipment in the area where flammable chemicals are used stored • Follow established work permit systems • Periodically vent all drums containing volatile liquids, if provision is available • Do not keep any food stuff or take meals in the area where hazardous chemicals are stored / handled. Wash hands before eating. • Do not use any solvent for cleaning hands. Use soap. • Maintain good housekeeping standards and avoid spillage. • Clean the floor immediately in case of any spillage. • Change contaminated clothes immediately. • Never take the chemicals away from the job for personal use. • Identify hazardous chemicals at your workplace and know their properties.	Supervisor
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Site Safety department to identify all possible Chemical Hazard Areas and ensure control as per this OCP.

In addition, relevant records pertaining to actions taken to be prepared and kept.

Records:

Record Title	Record No.	Location	Responsibility	Retention Period

Verification, Corrective and Preventive Action:

HOD / Site In-charge shall ensure effective implementation of the above procedure. In case of any deviation, shall take suitable corrective and preventive action.

Revision History

Revision Date	Revision No.	Old Text	New Text	Reason	Revised by (with sign)