

11/14/2016

POLICY & PROCEDURE, CHEMICAL AND LABORATORY SAFETY
The City of Troy
Walnut Creek Wastewater Treatment Plant Laboratory

The chemistry laboratory can be a dangerous place; consequently, employees shall make safety their highest priority. The City of Troy mandates that persons working in potentially hazardous environments wear personal protective equipment (PPE). While little that you will be asked to do is intrinsically dangerous, a majority of the materials that you handle are in some way potentially dangerous if they are handled carelessly. Perhaps the greatest potential danger in your laboratory work will be from corrosive substances, such as strong acids and bases that readily attack human tissues. One of the most vulnerable parts of your body is your eyes and they must be protected from chemical splashes.

It is the policy of the Walnut Creek Wastewater Treatment facility that any employee who handles and or test, cleans, etc. with any of the following chemicals shall wear protective systems listed within this policy. Approved eye protection is required for all people in all locations where a chemical hazard has been identified.

It is also mandatory of any employee who is required to handle these chemicals listed to thoroughly wash, with soap and water, their hands before and after use, testing, cleaning, etc. This procedure will help lessen potential exposure to employees open skin in/around the hands and eye contact.

It is require that approved safety goggles be worn at all times (covering the eyes) when you are working with these below listed chemicals, or in the vicinity of others using these chemicals. We will not tolerate exceptions to this rule. You will not be permitted to work in the laboratory if you do not wear them under said conditions.

Applied/Required Chemicals:

- Sodium Hydroxide
- Hydrochloric Acid
- Acetic Acid
- Sulfuric Acid
- Nitric Acid
- Ammonium Chloride

If you have a problem with goggles fogging, we recommend that you leave the laboratory to remove the goggles for a short period of time; be sure to put them back on before returning to the lab. Anti fog wipes may also be used to prevent this from interfering with an employees work duty. Goggles/glasses may not be removed in the laboratory unless you are no longer working with the above listed chemicals. The City of Troy will make several pair of OSHA/ANSI approved glasses available to lab employees; all models must provide splash protection and conform to manufacturing standards (ANSI Z87.1-1989).

Approved safety glasses will be located on the second shelf, in front of the dish washer inside of the lab. All safety glasses used inside of the lab should be maintained as per manufactures recommendations and kept in a clean and neat fashion. All safety glasses should be cleaned after each use, and returned to the appropriate area for storage. If safety glasses are found to be out of place, missing, damaged, etc. employees shall notify the Lab Supervisor immediately.

Lab employees shall follow these written standards; policy and standards will be directly monitored and enforced by the Lab Supervisor, and/or Risk Management Coordinator. Employees who are found to be non compliant with these policies will be susceptible to progressive disciplinary action via the Utility Project Manger.

First Offence: Oral Warning (Documented)

Second Offence: Written Warning

Third Offense: Potential Suspension