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|  UCLA ENVIRONMENT, HEALTH & SAFETY | Illness and Injury Prevention Program (IIPP) Training Guide |
| | 501 Westwood Plaza, 4 th Floor • Los Angeles, CA 90095 Phone: 310-825-5689 • Fax: 310-825-7076 • www.ehs.ucla.edu |

Effective dissemination of safety information is an integral part of the Injury and Illness Prevention Program (IIPP). This document was created to facilitate worker safety training. Training must be completed before the use of any tool or piece equipment, exposure to any hazardous condition, or when new hazards are identified.

In Preparation for this meeting (items needed):

- **Training Documentation Form**
- **IIPP Manual**
- **Copy of departmental specific IIPP as appropriate**
- **Copies of Safety Recommendation Form to pass around to employees**

Objectives of the IIPP

The IIPP is designed to maintain a safe and healthy work environment on campus. Required by law, it complies with California Code of Regulations Title 8, Section 3203. By having an IIPP, UCLA management demonstrates a commitment to and concern for employee safety. In addition to providing employees and students with a safe work environment, the IIPP assures compliance with health and safety codes while improving worker efficiency and reducing costs related to work-related illnesses and injuries.

Supervisor & Employee Responsibility

Supervisors are responsible for carrying out the duties required to implement and enforce the IIPP in the areas they supervise. Supervisors must provide employees with general and job specific safety training, and make sure employees wear appropriate personal protective equipment (PPE). They must also identify and correct any hazards in the workplace. They are also responsible for taking disciplinary actions against any employee that does not follow safety policies and procedures when working.

Individual employees are responsible for following work procedures and safety guidelines for any task they complete. This includes the use of required PPE. If employees do not know how to safely complete a job, they must ask for needed instruction and training. When they see any safety hazards or issues, they must report them to supervisors.

How to Identify Hazards

A health and safety inspection program reduces unsafe conditions that expose faculty, staff, students, and visitors to incidents that could result in personal injuries or property damage. It is the responsibility of each department to ensure that appropriate, systematic safety inspections are conducted on a regular basis. Periodic inspections must be completed in all departments, using the Self-Inspection Checklist, located in the IIPP manual. Records of all inspections must be kept in the IIPP Manual for a period of three years.

Other ways that hazards can be identified is through the use of Employee Safety Recommendation forms, or by including safety as an agenda item during staff, safety, or tailgate meetings. Employees cannot be reprimanded for reporting any safety issue.

A Job Safety Analysis (JSA) can be used to analyze high hazard activities. A JSA describes job tasks in step-by-step fashion, identifies associated hazards at each step, and outlines proper hazard controls that minimize the risk of injury or illness to the individual(s) performing that task.

Hazard Mitigation

The purpose of Safety Inspections is to identify safety issues or hazards. Once a hazard has been identified, it must be investigated so it can be reduced or eliminated. The Hazard Identification/Correction Form in the IIPP Manual provides a way of recording the mitigation of hazards that have been identified through an inspection. As mentioned above, the JSA can also be used to mitigate hazards associated with specific tasks.

Discussion Points:

- How does an IIPP help employees maintain a safe working environment?
- What are the safety responsibilities of each employee?
- What tool is used to identify safety hazards?
- Where can employees locate inspection reports that have been done?
- What should employees do if they see a hazard in the workplace?
- What are some ways employees can report safety issues or safety hazards?
- What are some hazards that have been reduced or eliminated in your department during the last year?

Accident Investigations

Supervisors must investigate any accidents, injuries, occupational illnesses, and near-miss incidents that occur in the areas they supervise. Basic questions that must be answered during the investigation include: who, what, when, where, and why. An accident investigation guide and form are located in the IIPP Manual to help investigate any incidences that occur. The purpose of completing the investigation is to determine the cause and make any repairs or procedural changes to avoid future illnesses and injuries.

Training

The best way to maintain a safe work environment is to make sure employees are aware of the hazards and safety procedures associated with their jobs. All employees must be trained in general safe work practices during their orientation. Specific training on dealing with any hazards unique to each employee's job assignment must be provided before they begin work. All training must be documented. Training can be completed during group safety training programs, or one-on-one sessions with supervisors or their designees. If employees do not have the training required to complete a job safely, they must inform their supervisors so they can be trained before beginning work.

Communication

In addition to training, two-way communication between employers and employees is essential for an effective safety program. Staff meetings and tailgates should be designed to promote two-way communication between supervisors and employees concerning safety issues. Safety Recommendation Forms can be completed and submitted anonymously if desired. The IIPP Manual is designed to communicate global safety information to employees, and should be located in a place that is accessible to all employees. It includes safety information as well as the IIPP, SOPs and JSAs for hazardous activities, and information on hazardous chemicals used in the work environment including a copy of the MSDS. Departmental newsletters and safety bulletin boards are other ways safety information is communicated.

Compliance

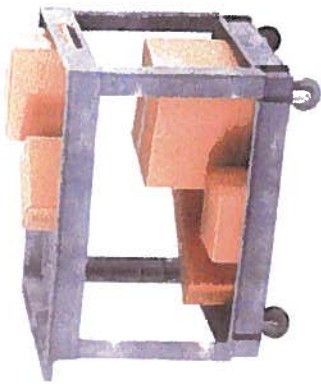
A safety program is useless if no one pays attention to it. Supervisors must set positive examples for working safely and require safe work practices from their staff. If employees do not follow safe working practices, it must be brought to their attention and appropriate safety training provided to them. If they then fail to follow safe work practices, supervisors must follow the University's Disciplinary Process and any applicable union contract agreements to discipline employees.

Discussion Points:

- What is the purpose of an accident investigation?
- What are the basic questions you must answer during an accident investigation?
- What safety training is required before working with a hazardous chemical?
- If you do not know how to safely perform a job when asked to do it, what should you do?
- What are the methods used in your department to communicate safety information?
- What happens if an employee repeatedly performs a task in an unsafe manner after being provided with appropriate training and PPE?

Key Takeaway Points

- The IIPP is designed to make sure UCLA employees are safe from injury and illness when working.
- Supervisors are responsible for providing employees with general and job specific safety training.
- Supervisors must set good examples and make sure employees follow safety procedures when working.
- Supervisors must provide all employees with appropriate PPE for the jobs they complete.
- Employees must follow all work procedures and safety guidelines.
- Employees must use required PPE when working.
- Shop safety inspections must be completed quarterly.
- Any hazards identified during an inspection must have an action plan developed with timeline to eliminate or reduce the hazard.
- Hazard abatement is the responsibility of the supervisor.
- All accidents, injuries and near misses should be investigated to determine cause and implement procedures to reduce future problems.
- All employees must receive safety training, and it must be documented.
- Employees cannot be reprimanded for reporting safety issues.
- Staff meetings, tailgates, newsletter, bulletin boards and e-mails are effective methods for communicating safety information.
- Employees must be disciplined if they do not follow safety procedures when working.



JOB SAFETY ANALYSIS

Job Title/Task: Archiving Records

Analyzed by:

Date:

Task Steps

1. Place documents in boxes.
2. Move boxes from desk to cart.
3. Transport boxes to storage.
4. Place boxes on shelves.

Hazards

Repetitive-stress and back injuries caused by lifting heavy loads
 Cuts and punctures from staples
 Stress and strain injuries from improper lifting and bending
 Strain from pushing/pulling an overloaded cart
 Slipping on wet or slick floors
 Stress and strain injuries from improper lifting and bending
 Falling off the stepladder

Controls

Do not over-fill boxes – they should weigh no more than 25 lbs. Use proper lifting techniques. Seek advice of an ergonomics specialist, if needed.
 Use fingertip protectors or wear gloves.
 Use proper lifting techniques.
 Do not overload cart (maximum of 3 boxes). Place heavy boxes on lower shelf.
 Evaluate condition of floors along path from office to storage area, especially if the weather is rainy.
 Do not move heavy loads until floor is dry.
 Use proper lifting techniques.
 Make sure you have received training in proper ladder techniques.

Required Personal Protective Equipment

Recommended Personal Protective Equipment (PPE)

1. Gloves or fingertip protectors if necessary.

Required Training

Required Training:

1. Proper lifting techniques
2. Proper ladder techniques



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In Preparation for this meeting (items needed):

- Training Documentation Form
- Campus Evacuation Map
- Fire extinguisher (for demonstration purposes)

Be Prepared

Fire safety is everyone's responsibility. Fire safety training is required annually to prepare all employees for a fire emergency. The following measures can help to be better prepared to handle a fire:

- Know the exit routes from your office, floor, and building. Study these in advance. It is easy to become disoriented during an actual emergency.
- Know the locations of fire extinguishers and know how to use them via the PASS method. Take the time to read the instructions. Report any missing extinguishers immediately.
- Make sure that emergency numbers are posted on your telephone. Include your room number.
- Report any unsafe conditions to the EH&S Fire Division immediately (x59797).

Discussion Topic: What has your workplace done in preparation for a fire?

Fire Do's and Don'ts

Most fires start out small, but after a few minutes they can be out of control. It's important to act fast to sound the alarm and just as important to know what to do and to do it fast. Here are a few do's and don'ts that will help you stay safe during a fire:

- **DO:** Close all doors. This will slow the spread of fire and smoke. Activate the nearest fire alarm pull station.
- **DO:** Report the fire; don't assume someone else will do it. Call the campus police at 911 or 310-825-1491 from a cell phone.
- **DO:** Use stairs to vacate the building. Assemble outside.
- **DON'T:** Use an elevator. Elevators can be very dangerous in a fire, even when they appear to be safe. **Never use elevators to exit!**
- **DON'T:** Arbitrarily break windows. Falling glass is a serious threat to pedestrians and fire fighters or rescue personnel below.
- **DON'T:** Exit until you have felt the top of exit door. If the door is hot, or if excessive smoke prevents your exit, keep the door closed.
- **DON'T:** Go back for your personal belongings if ordered to leave the building.

Types of Fires and Extinguishers

Fire extinguishers can be classified into four classes depending on the type of fire they extinguish.

Class A- (ASH) Ordinary combustibles fires such as paper, rags, wood

Class B- (BOIL) Flammable liquid fires such as oil, solvents, gasoline, grease

Class C- (CHARGE) Electrical fires

Class D- Combustible metals

Here are the **most common types of fire extinguishers:**

Pressurized water extinguisher - Use only on Class A fires. Do not use on Class B or C fires. (This could cause fire spread or electrical shock.)

Carbon Dioxide - Use on Class B or C fires

Dry chemical/Combination A,B,C- Use on Class A, Class B, and Class C fires.

Discussion Topic: What types of fire extinguishers are used in your workplace?

How to use a Fire Extinguisher

If a fire extinguisher is used, remember the **“PASS” acronym:**

Pull ring from extinguisher handle.

Aim nozzle at base of fire.

Squeeze Handle.

Sweep nozzle back and forth as you advance

Fire extinguisher training is available from the EH&S Fire Division (x59797).

Discussion Topic: Does everybody know what PASS stands for? (Ask for the audience to reiterate it.)

Fire Prevention

- Do not store items in corridors, aisles, exit routes, stairwells, fan rooms, equipment rooms, or electrical rooms. Keep these areas clear.
- Try to avoid using extension cords for various small appliances. Do not use ungrounded plugs or multiple outlet adapters. These are not permitted and tend to overload electrical circuits, causing fires to occur.
- Do not store materials in corridors, stairways, fan rooms, equipment rooms, and electrical rooms. These areas must be kept clear at all times.
- Always keep fire rated doors closed. These doors are designed to slow the spread of fire and protect egress routes.
- Store and handle chemicals and flammable liquids properly. Flammable liquids must be stored in limited quantities and be kept in approved flammable liquids storage cabinets.

Discussion Topic: What other fire prevention measures have been instituted in your workplace?

In the Event of a Fire

Use the nearest emergency shower or stop, drop, and roll! We all remember this second piece from elementary school when the firefighters came to visit.

Discussion Topic: Identify the nearest emergency showers and practice stop, drop, and roll.

Key Takeaway Points

- Knowing the evacuation routes and meeting location for the shop.
- Preparing for and knowing what to do in the event of a fire.
- Knowing how to use a fire extinguisher.
- Knowing fire prevention measures.

See Also

- Fire Extinguisher Training through the EH&S Fire Division (x59797)
- UCLA Emergency Management



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In Preparation for this meeting (items needed):

- Training Documentation Form
- Campus Evacuation Map
- Departmental Emergency Response Plan
- [UCLA Emergency Management website](#): Emergency Preparedness Links

Emergency Planning

Immediately after an emergency, essential services may be cut-off and local disaster relief and government responders may not be able to reach you right away. One of the most important steps you can take to prepare for emergencies is to develop a disaster plan.

Creating a Disaster/Evacuation Plan

- Review the UCLA Campus Evacuation Map with the employees. Identify the evacuation areas for your department.
- If you have one, review your departmental emergency response plan with the employees. If you don't have one, develop a plan with your department.
- Discuss and plan how your employees would stay in contact if you were separated. Identify two meeting places: the first should be near your building & the second should be away from building, in case you cannot return.
- Draw, display, and discuss a floor plan of your building with all exits, hazards and evacuation routes.
- Discuss a plan for evacuating people with special needs or with disabilities.
- Ensure employees know where emergency telephone numbers and emergency broadcast stations are posted (preferably by telephones).
- Encourage employees to take a first aid and CPR class. (Class available through the David Geffen School of Medicine, Center for Prehospital Care, 310-267-5959.)
- Develop a plan for shutting off electricity, gas and water supplies at main switches and valves in your building. Have the tools you would need to do this (usually adjustable pipe and crescent wrenches).

Disaster Supply Kits

Review the items that your shop might need in the event of an emergency (e.g., water, food, essential medication). Make sure employees are aware of the resources and information on the UCLA Emergency Management website.

If you have a disaster supply kit, review its contents and update if necessary.

Earthquake Safety Recommendation

There are actions you can take before or even while an earthquake is happening, that will reduce your chances of being hurt. Lights may be out or hallways, stairs, and room exits may become blocked by fallen furniture, ceiling tiles, and other debris. Planning for these situations will help you to take action quickly. Train employees in the following

- Drop, cover, and hold; move only as far as necessary to reach a safe place.

- If indoors, stay there until shaking stops. Many fatalities occur when people run outside, only to be killed by falling debris from collapsing walls and windows.
- If outdoors, find a spot away from buildings, trees, streetlights, power lines, and overpasses.
- If in a vehicle, pull over at a clear location and stop.
- Make sure the shop furniture and materials are seismically restrained.
- Secure materials stored on shelves.
- Store heavy and breakable objects on low shelves.
- If in a high-rise building, expect the fire alarms and sprinklers to go off during an earthquake. Do not use the elevators.
- What other preventive actions can you take to ensure the safety of yourself or your coworkers?

Key Takeaway Points

- Knowing the evacuation routes and meeting location for employees in your department.
- Familiarity with the departmental emergency response plan.
- Awareness of disaster supply kit resources.
- Preparing for and knowing what to do in an earthquake.
- UCLA Emergency Management Website <http://map.ais.ucla.edu/go/campus-safety>

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In Preparation for this meeting (items needed)

- Training Documentation Form
- Prepare to demonstrate proper lifting techniques.
- Consider the lifts workers must complete. Be prepared to review lifts requiring 2 workers or mechanical lifting devices.
- Prepare to demonstrate stretches that employees should perform to prepare for and compensate for work they have to do.

Introduction

Many lifting injuries can be prevented by reducing the weight and number of lifts as much as possible, and by learning how to use appropriate lifting techniques when it is necessary to lift and carry objects.

Use forklifts, hoists, carts, dollies, and other types of lifting equipment when you have to lift or move heavy or bulky objects. If you must lift or move objects by hand, use of proper lifting techniques can save you a great deal of pain and misery.

Before lifting an object, assess the situation by asking yourself the following questions:

- Can you lift this load safely, or is it a two-person lift?
- How far will you have to carry the load?
- Is the path clear of clutter, cords, slippery areas, overhangs, stairs, curbs and uneven surfaces?
- Will you encounter closed doors that need to be opened?
- Once the load is lifted, will it block your view?
- Can the load be broken down into smaller parts?
- Would gloves improve your grip or protect your hands?

Size up the load

- Test the weight by lifting one of the corners. If it is too heavy or is shape awkwardly, stop.
- Consider asking for help from fellow workers, or break down the load into smaller parts.
- Try to use a mechanical lift or a hand truck.

Discussion Topic: What objects do you often carry at your workplace? Can these objects be carried in a safer manner?

The Art of Lifting

There is really no "right way" to lift. However, there are more and less demanding ways to lift. The key to working safely is to figure out how to lift in the least demanding way possible when you have to move materials or tools. Here are some guidelines to reduce your risk exposure when lifting:

Keep It Close and Keep the Curves! The closer a load is kept to your power zone, the easier it is to keep the natural curves of your back. When the spine is in the natural curves, the vertebra, discs, ligaments and muscles are in their strongest and most supportive position.



Staggered Stance: Lifting with the feet close together and in line with each other makes it more difficult for you to use your legs to help with the lift. Staggering your stance encourages the legs to become involved and reduces the demands on your back. Simply stepping toward a load (with a staggered stance) moves the center of gravity closer to the load and minimizes the demands of the lift. If you feel your weight shifting forward onto your forward leg, you have successfully transferred this weight demand from your back to your stronger legs.



Build a Bridge: In most cases, the demands of any lift are determined by the position of the lifter's upper body during the lift. Many people lift by bending over at the waist, leaving their upper body hanging like a "one-sided bridge". This places all the demands of the lift onto the lower back. This load can be reduced by "building a bridge" to support the weight of the upper body. To do this, place an arm on your leg or a nearby stationary object. If you need both of your arms to manage the object you are lifting, step forward toward the load with one leg and create a "bridge" with your legs to reduce the workload on your back.



Feet First: Moving your feet first gets you closer to the load and reduces the amount you have to reach. The farther you reach, the more you have to lift your upper body as well as the load. Moving your feet first also helps reduce the risk of twisting while you lift.

Discussion Topic: Ask for volunteers to demonstrate the concepts of "Keep it Close and Keep the Curves", "Staggered Stance", "Build a Bridge", and "Feet First".

Prepare and Compensate:

Lifting and carrying loads can be hard work. Like athletes, workers can avoid injuries or discomfort by preparing the body for work. Muscles generate more force when warm and full of oxygen. Stretching and moving around prior to work helps pump blood into your muscles. Blood warms up muscles and brings in oxygen, allowing your muscles "to breathe". This can be particularly effective at the beginning of the workday and after breaks.

Compensating for work demands simply means letting the body recover from work in an efficient manner. Performing periodic stretches can minimize accumulation of fatigue throughout the day. Stretches can "apologize" to the body for working it so hard.



Discussion

- Do you prepare and compensate before and after lifting and carrying heavy loads? Demonstrate some simple stretches that can help the employees prepare and compensate before and after a lift.

Use Mechanical Lifting Devices Whenever Possible

The best way to avoid a back injury is to reduce the number of lifts you have to do as much as possible. Hand trucks, pushcarts and forklifts are great engineering controls that reduce your exposure to lifting hazards. If you use a forklift, make sure you have training and are authorized to operate one.

Using hand trucks and pushcarts

- Push rather than pull. It is easier and safer to push than to pull. You can use your body weight to assist when pushing.
- Use powered carts when available.
- Keep close and lock your arms. Stay close to the load, try not to lean over and keep the curves of your back when pushing or pulling.
- Use both hands. Carts are easier to push and control using both hands.
- Use tie-downs, if necessary, to secure the load.

Discussion

- What devices are available to you in your workplace to reduce your exposure to lifting hazards? Are these devices enough or is there a need for additional devices?

Key Takeaway Points

- Evaluate the lifts you must do and determine if they can be safely done alone. If not, ask for help or get a mechanical lifting device.
- Remember there is no "right" or "wrong" way to lift. There are less or more demanding ways.
- Follow these four guidelines to reduce the demands of the lifts you must complete:
 - Keep it close and keep the curves
 - Staggered stance
 - Build a bridge
 - Feet first
- When using carts, push rather than pull whenever possible. Use both hands and stay close to the load.

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|  UCLA ENVIRONMENT, HEALTH & SAFETY | Hazard Communication IIPP Training Guide |
| | 501 Westwood Plaza, 4 th Floor • Los Angeles, CA 90095 Phone: 310-825-5689 • Fax: 310-825-7076 • www.ehs.ucla.edu |

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In preparation for this meeting (items needed):

- Training Documentation Form
- A list of chemicals used in your department
- Print out an MSDS for 2 or 3 chemicals used in your department
- Find a container that has a chemical with a label
- Gather some examples of PPE used to protect workers from chemicals (e.g., goggles, gloves, respirators)

Introduction

Many chemicals used in campus shops are considered hazardous. All employees who work with these materials must understand the health hazards involved and how to protect themselves. Cal-OSHA regulations require employers to communicate the hazards of these chemicals to employees through the use of chemical labels and material data safety sheets (MSDS).

Physical & Health Hazards

Hazardous chemicals pose a physical or health danger. Chemicals are classified as being physically hazardous when they are flammable, combustible, corrosive, or reactive. Chemicals presenting health hazards include carcinogens, toxics, irritants, and sensitizers. The health effects of chemicals can be either acute (short-term), or chronic (long-term). Acute effects can show up immediately or soon after the exposure. Chronic effects may take years to show up.

Chemical substances can take a variety of forms. They can be in the form of solids, liquids, dusts, vapors, gases, fibers, mists, and fumes. Solids and liquids are easier to recognize since they can be seen. Fumes, vapors and gases are usually invisible. The form of a substance has a lot to do with how it gets into your body and what harm it can cause.

Chemicals get into the body through three main routes of exposure: breathing (inhalation), skin or eye contact, or swallowing (ingestion). Once chemicals have entered your body, some can move into your bloodstream and reach internal "target" organs, such as the lungs, liver, kidneys, or nervous system and damage them.

Discussion Topics:

- What chemicals or chemical products are used in your work area?
- Where do you store your chemicals or chemical products?
- How can you identify the chemicals used in your department?
- What are some physical and health hazards associated with common chemicals in your workplace?
- How can chemicals enter the body?

Material Safety Data Sheets/Labels and Warnings

Warnings and labels on containers can provide basic safety information concerning the contents of the container. All containers must have labels. Material Safety Data Sheets (MSDSs) are data sheets that contain information about the health and safety properties of workplace chemical products. They are usually written by the supplier or manufacturer of the product. All employees must have access to MSDSs for the chemicals they use.

An MSDS is required to have certain information. The form is divided into sections that provide a different type of information about the chemical product. These sections are not always the same on every MSDS. Under Cal/OSHA's Hazard Communication standard, an MSDS must contain the following information:

- Product identity and ingredients
- Physical and chemical characteristics
- Fire and explosion hazards
- Reactivity data
- Health hazards including symptoms, routes of exposure, and potential to cause cancer
- Legal exposure limits
- Precautions for safe handling and use
- Protective control measures
- Personal protective equipment
- Emergency and first aid procedures
- Spill and leak procedures

Exposure/Exposure Limits

When reading Material Safety Data Sheets (MSDS), you will frequently encounter abbreviations such as PEL, TWA, STEL, and IDLH. These abbreviations provide workers with important information on how long they can be exposed to a chemical before harm may occur. The permissible exposure limit (PEL) is the maximum amount of a chemical a worker can be exposed to over an eight-hour period. The PEL is usually shown as a time-weighted average (TWA) to calculate exposure for an eight-hour workday and 40-hour work week. Short-term exposure limit (STEL) is the amount of a chemical the worker should not be exposed to over a fifteen minute period. Immediately Dangerous to Life and Health (IDLH) means the chemical poses an immediate threat to your health.

Protection

The three accepted strategies for controlling exposure to hazardous materials are engineering controls, administrative controls, and personal protective equipment (PPE). Engineering controls remove the hazard from the worker. An example of an engineering control is use of local exhaust ventilation or a fume hood. Administrative controls reduce worker exposure to hazardous materials. Examples include work practice changes, such as working with small quantities of chemicals or limiting exposure times. PPE is the least desirable control and should be used as last resort. The use of PPE does not reduce or eliminate the hazard at the source, but it does protect the worker from exposure. Sometimes, PPE is the only solution available.

Discussion Topics:

- What are the two primary methods of communicating chemical hazards to employees? What labeling procedures do you use in your facility?
- Where are the MSDSs kept in your facility?
- What type of information can be found on an MSDS?
- What engineering and administrative controls are in place at your facility?
- Why is the information on the MSDS important?
- Who can employees ask for more information on any chemical they work with if they would like it?

- What job tasks in your workplace involve chemical use that could expose an individual to the permissible exposure limit?
- What type of PPE is required to work with chemicals in your facility?

Key Takeaway Points

- Hazardous chemicals can pose health and/or physical hazards.
- Physical hazards refer to a chemical's potential fire and/or explosive properties, and the chemical's stability and reactivity to air, water, light, sparks, or heat.
- Health hazards affect the body in some negative way. Effects may be acute or chronic in nature.
- Chemicals get into the body through three main routes of exposure: breathing (inhalation), skin or eye contact, or swallowing (ingestion).
- Information relating to chemicals and their hazards can be found on labels and MSDS provided by the manufacturer.
- MSDSs should be kept in your IIPP Manual for all employees to use.
- The MSDS will have all the information an employee needs to know about the chemical they are working with.
- The permissible exposure limit (PEL) is the maximum amount of a chemical a worker can be exposed to over an eight-hour period.
- Workers can be protected by implementing engineering and administrative controls.
- If engineering and administrative controls cannot adequately reduce the exposure level of a chemical, PPE should be used to protect workers from exposure.
- Always use appropriate PPE when you work with or are in an area when chemicals are used.



The Procter & Gamble Company
 P&G Household Care
 Fabric & Home Care Innovation Center
 5299 Spring Grove Avenue
 Cincinnati, OH 45217-1087

MATERIAL SAFETY DATA SHEET

MSDS #: RQ0703619

Supersedes: RQ0701618

Issue Date: 2/5/08

Issue Date: 8/22/07

SECTION I - PRODUCT IDENTIFICATION

Identity: **Liquid Hand Dishwashing Detergents and Antibacterial Hand Soaps** **Finished Product**

Brands: **JOY**

(Ultra Joy Refreshing Lemon [95221033], Ultra Joy with Bleach Alternative Citrus Burst [95523323], Ultra Joy Lemon Lime Odor Eraser [95920989], Ultra Joy Orange Dishwashing Liquid/Antibacterial Hand Soap [95254376]; Non-Ultra Joy Lemon [95321497]; Non-Ultra Joy Orange Dishwashing Liquid/Antibacterial Hand Soap [95321499])

P&G Telephone Number: 1-800-253-2753

or call Local Poison Control Center or your physician.

SECTION II - HAZARDS IDENTIFICATION

Potential Health Hazards (Acute and Chronic): (See Section 11 for more information)

Ingestion: Ingestion may cause transient gastrointestinal irritation.

Eye Contact: May cause mild, transient irritation.

Skin: Transient irritation with prolonged exposure to concentrated material.

Inhalation: N/A

Signs and Symptoms of Exposure:

Ingestion: May result in nausea, vomiting, and/or diarrhea.

Eye Contact: May cause stinging, tearing, itching, swelling, and/or redness.

Skin: Prolonged contact with concentrated material may be drying or transiently irritating to skin.

Inhalation: N/A

Potential Environmental Effects: (See Section 12 for more information)

SECTION III - COMPOSITION AND INGREDIENTS

Ingredients listed on the product label are: biodegradable anionic surfactants and **no phosphate**. For Joy Bleach Alternative, ingredients listed on the product label are: biodegradable anionic surfactants, enzymes, and **no phosphate**. For antibacterial hand soaps, active ingredient is triclosan at 0.1%. Inactive ingredients for antibacterial hand soaps are listed in the Drug Facts box on back label.

Hazardous Ingredients as defined by OSHA, 29 CFR 1910.1200, and/or WHMIS under the HPA:

| <u>Chemical Name</u> | <u>Common Name</u> | <u>CAS No.</u> | <u>Composition</u> | <u>LD50/LC50</u> |
|----------------------|--------------------|----------------|--------------------|------------------|
| | | | <u>Range</u> | |
| | | | | |

SECTION IV – FIRST AID INFORMATION

First Aid Procedures:

Ingestion: Drink 1 or 2 glasses of water.

Eye Contact: Flush thoroughly with water for 15 minutes.

Skin: If prolonged contact occurs, rinse thoroughly with water. If spilled on clothing, change clothes. If symptoms persist or recur, seek medical attention.

Inhalation: N/A

Other: Consumer product package has the following precautionary statement on the back label: "For external use only. Keep out of the reach of children. If Dawn gets in eyes, rinse thoroughly with water. If swallowed, drink a glass of water to dilute."

SECTION V - FIRE FIGHTING INFORMATION

Flammable Properties: The liquid hand dishwashing detergents have a flashpoint of 115-135°F (46.1-57.2°C) Pensky-Martens Closed cup. However, the detergents do not sustain combustion according to ASTM D4209.

Flammable Properties:

Upper Flammable Limit: N/A

Lower Flammable Limit: N/A

Explosive Limits: UEL: N/A LEL: N/A

Auto-ignition Temperature: N/A

Hazardous Combustion Products: N/A

Explosion Data (Sensitivity to Mechanical Impact): N/A

Explosion Data (Sensitivity to Static Discharge): N/A

Extinguishing Media:

Suitable: CO₂, water or dry chemical may be used.

Unsuitable: N/A

Protection of Firefighters:

Specific Hazards Arising from the Material: None.

SECTION VI - ACCIDENTAL RELEASE MEASURES

Personal Precautions: None

Environmental Precautions: DISPOSAL IS TO BE PERFORMED IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS. Solutions of the detergents may be allowed to be flushed down sewer - First check with your local water treatment plant. Recycling is recommended for undiluted scrap product. Do not landfill.

Steps To Be Taken In Case Material is Released or Spilled: Prevent spills from reaching a waterway. Sorbents may be used. Read "Waste Disposal Method" below for further information.

SECTION VII – HANDLING AND STORAGE

Precautions To Be Taken In Handling: No special precautions necessary.

Precautions To Be Taken In Storage: No special precautions necessary.

SECTION VIII - EXPOSURE CONTROLS / PERSONAL PROTECTION

Recommended Exposure Guidelines: N/A

Engineering Controls: N/A

Personal Protective Equipment (PPE): N/A

Eye/Face Protection: None required with normal household use.

Industrial Setting: For splash protection, use chemical goggles. Eye wash fountain is recommended.

Skin Protection: None required with normal household use.

Industrial Setting: Protective gloves (rubber, neoprene) should be used for prolonged direct contact.

Respiratory Protection: No special precautions for casual exposure.

Ventilation Local Exhaust: None required with normal consumer use. *Special:* None

Industrial (General): Normal general dilution ventilation is acceptable. *Other:* None

SECTION IX - PHYSICAL AND CHEMICAL PROPERTIES

Appearance (color, physical form, shape): Clear, opaque or colored liquids.

Odor: Perfumed

Odor Threshold: N/A

Physical State: Liquid hand dishwashing solution

Vapor Pressure (mm Hg): N/K

Vapor Density (Air=1): N/K

Boiling Point: N/K

Partition Coefficient (n-octanol/water): N/K

Volatile Organic Compound (VOC): Not applicable - Product not regulated for VOC Content at State or Federal level

Flash Point (Method Used): 115-135°F (-46.1-57.2°C)
Pensky-Martens (Closed cup) but do not sustain combustion according to ASTM D4206.

Reserve Alkalinity: N/A

Solubility in Water: Complete

Decomposition Temperature: N/K

Evaporation Rate (nBuOAc=1): N/K

Specific Gravity/Density: ca. 1

Melting/Freezing Point: -30°F (-1.1°C)

pH (10% solution): 9

SECTION X - STABILITY AND REACTIVITY

Chemical Stability: Stable

Conditions to Avoid: None known

Incompatible Materials: None

Hazardous Decomposition Products: None known

Possibility of Hazardous Reactions: None known

SECTION XI - TOXICOLOGICAL INFORMATION

Liquid hand dishwashing detergents have a relatively low order of toxicity, may cause transient irritation and are expected to be emetic.

Chronic Effects: No chronic health effects reported.

Target Organs: No target organs reported.

Carcinogenicity: This finished product is not carcinogenic. **NTP:** No **IARC:** No **OSHA:** No

SECTION XII - ECOLOGICAL INFORMATION

All surfactants are readily biodegradable.

SECTION XIII - DISPOSAL CONSIDERATIONS

Waste Disposal Method: DISPOSAL SHOULD BE IN ACCORDANCE WITH FEDERAL, STATE/PROVINCIAL AND LOCAL REGULATIONS

Non Household Setting: Products covered by this MSDS, in their original form, when disposed as waste, are considered **non hazardous waste** according to Federal RCRA regulations (40 CFR 261). Disposal should be in accordance with local, state and federal regulations. Solutions of diluted detergent in the course of use, may be allowed to be flushed down sewer. First check with your local water treatment plant. Recycling is recommended for undiluted scrap product. Do not landfill.

California Hazardous Waste: Not hazardous, in accordance with 22 CFR 60261.20 through 22 CFR 60261.21

Household Use: Household product is safe for disposal down the drain during detergent use or in the trash. Dispose of empty bottle in the trash or recycle where facilities exist.

SECTION XIV - TRANSPORT INFORMATION

Products covered by this MSDS, in their original form, are not regulated for transportation.

Ground Transport (US DOT): Not regulated

Air Transport (IATA): Not regulated

Marine/Water Transport (IMB): Not regulated

SECTION XV - REGULATORY INFORMATION

United States

All intentionally-added components of this product are listed on the US TSCA Inventory.

This product is not subject to warning labeling under California Proposition 65.

EPA Reg. No.: Not Applicable

This product contains the following SARA 313/302/304/311/312 chemicals:
None

This product contains the following CERCLA chemicals:

| Chemical Name | CAS Number | Max Range in Product (%) |
|---------------|------------|--------------------------|
| | | |

State Right-to-Know:

The following ingredients present in the finished product are listed on state right-to-know lists or state worker exposure lists:

| Ingredient | CAS # | Max Level | State | | | | |
|------------|-------|-----------|-------|----|----|----|----|
| | | | IL | MA | NJ | PA | RI |
| | | | | | | | |

Perfumes contained within the products covered by this MSDS comply with appropriate IFRA guidance

Canada

All ingredients are CEPA approved for import to Canada by Procter & Gamble. This product has been classified in accordance with the hazard criteria of the Canadian Controlled Products Regulations (CPR) and this MSDS contains all information required by the Controlled Products Regulations.

SECTION XVI - OTHER INFORMATION

Pertinents contained within the products covered by this MSDS comply with appropriate IFRA guidance.

| | | | |
|--------------------|---------------|---|---|
| P&G Hazard Rating: | Health: | 1 | 4=EXTREME |
| | Flammability: | 1 | 3=HIGH |
| | Reactivity: | 0 | 2=MODERATE 1=SLIGHT 0=NOT SIGNIFICANT |

*N/A. - Not Applicable

*N.K. - Not Known

Data supplied is for use only in connection with occupational safety and health.

DISCLAIMER: This MSDS is intended to provide a brief summary of our knowledge and guidance regarding the use of this material. The information contained here has been compiled from sources considered by Procter & Gamble to be dependable and is accurate to the best of the Company's knowledge. It is not meant to be an all-inclusive document on worldwide hazard communication regulations.

This information is offered in good faith. Each user of this material needs to evaluate the conditions of use and design the appropriate protective mechanisms to prevent employee exposures, property damage or release to the environment. Procter & Gamble assumed no responsibility for injury to the recipient or third persons, or for any damage to any property resulting from misuse of the product.



View Section : **1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16**

SECTION 1: CHEMICAL PRODUCT and COMPANY IDENTIFICATION

RQ0704619

Product Name: **(Ultra Joy Refreshing Lemon [95221033], Ultra Joy with Bleach Alternative Citrus Burst [95523323], Ultra Joy Lemon Lime Odor Eraser [95920989], Ultra Joy Orange Dishwashing Liquid/Antibacterial Hand Soap[95254376]; Non-Ultra Joy Lemon [95321497]; Non-Ultra Joy Orange Dishwashing Liquid/Antibacterial Hand Soap [95321499])**

Manufacturer MSDS.: RQ0704619

Manufacturer Name: Procter and Gamble Company

Address: P&G Household Care
Fabric & Home Care Innovation Center
5299 Spring Grove Avenue
Cincinnati, OH 45217-1087

P&G Telephone Number: 1-800-253-2753
or call Local Poison Control Center or your physician

Revision Date: 2/5/08

Supersedes: 8/22/07

Trade Names: Identity: Liquid Hand Dishwashing Detergents and Antibacterial Hand Soaps
Finished Product

Brands: JOY

Supersedes: RQ0701618

[To Top of page](#)

SECTION 2 : COMPOSITION, INFORMATION ON INGREDIENTS

RQ0704619

| Ingredient Name | CAS# | Ingredient Percent |
|------------------------|-------------|---------------------------|
|------------------------|-------------|---------------------------|

EC Index Number:

1

Ingredients listed on the product label are: biodegradable anionic surfactants and no phosphate. For Joy Bleach Alternative ingredients listed on the product label are: Biodegradable anionic surfactants enzymes, and no phosphate. For antibacterial hand soaps, active ingredient is triclosan at 0.1%. Inactive ingredients for antibacterial hand soaps are listed in the Drug Facts box on back label.

Hazardous Ingredients as defined by OSHA, 29 CFR 1910.1200. and/or WHMIS under the HPA

[To Top of page](#)

SECTION 3 : HAZARDS IDENTIFICATION

RQ0704619

Environment Hazards: (See Section 12 for more information)

Applies to All Ingredients :

Potential Health Effects: (Acute and Chronic): (See Section 11 for more information)

Eye Contact: May cause mild, transient irritation.

Skin Contact: Transient irritation with prolonged exposure to concentrated material.

Inhalation: Not Applicable

Ingestion: Ingestion may cause transient gastrointestinal irritation.

Signs/Symptoms: Ingestion: May result in nausea, vomiting, and/or diarrhea.

Eye Contact: May cause stinging, tearing, itching, swelling, and/or redness.

Skin Contact: Prolonged contact with concentrated material may be drying or transiently irritating to skin.

Inhalation: Not Applicable

[To Top of page](#)

SECTION 4 : FIRST AID MEASURES

RQ0704619

Eye Contact: Flush thoroughly with water for 15 minutes.

Skin Contact: If prolonged contact occurs, rinse thoroughly with water. If spilled on clothing, change clothes. If symptoms persist or recur, seek medical attention.

Inhalation: Not Applicable

Ingestion: Drink 1 or 2 glasses of water.

Other First Aid: Consumer product package has the following precautionary statement on the back label: "For external use only. Keep out of reach of children. If Dawn gets in eyes, rinse thoroughly with water. If swallowed, drink a glass of water to dilute."

[To Top of page](#)

SECTION 5 : FIRE FIGHTING MEASURES

RQ0704619

Fire: Flammable Properties: The liquid hand dishwashing detergents have a flashpoint of 115-135 deg F (46.1-57.2 deg C) Pensky-Martens (Closed cup). However, the detergents do not sustain combustion according to ASTM D4206.

Explosion: Explosive Limits:
UEL: Not Applicable
LEL: Not Applicable

Flash Point: 115-135 deg F (46.1-57.2 deg C)

Flash Point Method: Pensky-Martens (Closed cup)

Upper Flammable or Explosive Limit: Not Applicable

Lower Flammable or Explosive Limit: Not Applicable

Auto Ignition Temperature: Not Applicable

Extinguishing Media: CO₂, water or dry chemical may be used.

Unsuitable Media: Not known

Hazardous Combustion Byproducts: Not Applicable

Protective Equipment: Protection of Firefighters:
Specific Hazards Arising from the Material: None

Sensitivity to Impact: Mechanical Impact: Not Applicable

Static Discharge Effects: Not Applicable

[To Top of page](#)

SECTION 6 : ACCIDENTAL RELEASE MEASURES

RQ0704619

Personal Precautions: None

Spill Cleanup Measures: Prevent spills from reaching a waterway. Sorbents may be used. Read "Waste Disposal Method" below for further information.

Environmental Precautions: DISPOSAL IS TO BE PERFORMED IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS. Solutions of the detergents may be allowed to be flushed down sewer -- First check with your local water treatment plant. Recycling is recommended for undiluted scrap product. Do not landfill.

[To Top of page](#)

SECTION 7 : HANDLING and STORAGE

RQ0704619

Handling: No special precautions necessary.

Storage: No special precautions necessary.

[To Top of page](#)

SECTION 8 : EXPOSURE CONTROLS, PERSONAL PROTECTION

RQ0704619

Engineering Controls: Not Applicable

Ventilation System: Industrial (General): Normal/general dilution ventilation is acceptable.

Special: None

Local Exhaust: None required with normal consumer use.

Other Exhaust Information: None

Personal Protective Equipment Routine Handling: Not Applicable

Skin Protection Description: None required with normal household use.

Industrial Setting: Protective gloves (rubber, neoprene) should be used for prolonged direct contact.

Eye/Face Protection: None required with normal household use.

Industrial Setting: For splash protection, use chemical goggles. Eye Wash fountain is recommended.

Respiratory Protection: No special precautions for casual exposure.

Exposure Limits: Recommended Exposure Guidelines: Not Applicable

[To Top of page](#)

SECTION 9 : PHYSICAL and CHEMICAL PROPERTIES

RQ0704619

Physical State/Appearance: Clear, opaque or liquid

Color: Colored

Odor: Perfumed

Physical State: Liquid hand dishwashing solution

pH: (10% solution): 9

Decomposition Temperature: Not Known

Vapor Pressure: (mm Hg): Not Known

Vapor Density: (Air=1): Not Known

Flash Point: 115-135 deg F (46.1-57.2 deg C)

Flash Point Method: Pensky-Martens (Closed cup) but do not sustain combustion according to ASTM D4206.

Boiling Point: Not Known

Freezing Point: ~ 30 deg F (-1.1 deg C)

Melting Point: ~ 30 deg F (-1.1 deg C)

Solubility: In Water: Complete

Specific Gravity: Ca. 1
 Density: Ca. 1
 Evaporation Point: (nBuOAc= 1): Not Known
 Volatile Organic Compound Content: Not applicable - Product not regulated for VOC Content at State or Federal level
 Odor Threshold: Not Applicable
 Coefficient of Water/Oil Distribution: Partition Coefficient (n-octanol/water): Not Known
 Reserve Alkalinity: Not Applicable

[To Top of page](#)

SECTION 10 : STABILITY and REACTIVITY

RQ0704619

Chemical Stability: Stable
 Conditions to Avoid: None known
 Incompatibilities with Other Materials: None
 Reactivity: Possible Hazardous Reactions: None known
 Hazardous Decomposition Products: None known

[To Top of page](#)

SECTION 11 : TOXICOLOGICAL INFORMATION

RQ0704619

Applies to All Ingredients :

Acute Health Effects: Liquid hand dishwashing detergents have a relatively low order of toxicity, may cause transient irritation and are expected to be emetic.
 Chronic Effects: No chronic health effects reported.
 Carcinogenicity: This finished product is not carcinogenic.
 NTP: No
 IARC: No
 OSHA: No

Other Toxicological Information: Target Organs: No target organs reported.

[To Top of page](#)

SECTION 12 : ECOLOGICAL INFORMATION

RQ0704619

Ecological Paragraph: All surfactants are readily biodegradable.

[To Top of page](#)

SECTION 13 : DISPOSAL CONSIDERATIONS

RQ0704619

Waste Disposal: Waste Disposal Method: DISPOSAL SHOULD BE IN ACCORDANCE WITH FEDERAL, STATE/PROVINCIAL AND LOCAL REGULATIONS.

Non-household Setting: Products covered by this MSDS, in their original form, when disposed as waste, are considered non-hazardous waste according to Federal RCRA regulations (40 CFR 261). Disposal should be in accordance with local, state and federal regulations. Solutions of diluted detergent in the course of use, may be allowed to be flushed down sewer. First check with your local water treatment plant. Recycling is recommended for undiluted scrap product. Do not landfill.

California Hazardous Waste: Not hazardous in accordance with 22 CCR 66261.20 through 22 CCR 66261.24

Household Use: Household product is safe for disposal down the drain during detergent use or in the trash. Dispose of empty bottle in the trash or recycled where facilities exist.

[To Top of page](#)

SECTION 14 : TRANSPORT INFORMATION

RQ0704619

| | |
|--|--|
| Transportation Information: | Product covered by this MSDS in their original form, are not regulated for transportation. |
| DOT Shipping Information: | Not regulated |
| IATA: | Not regulated |
| Maritime Transportation CGVS/CGVE/IMDG: | Not regulated |

[To Top of page](#)

SECTION 15 : REGULATORY INFORMATION

RQ0704619

Applies to all ingredients:

TCSCA 8(b): Inventory Status: All intentionally-added components of this product are listed on the US TSCA Inventory.

Section 302: This product contains the following SARA 302 Chemicals: None

Section 304: This product contains the following SARA 304 Chemicals: None

Section 312 Hazard Category: This product contains the following SARA 311/312 Chemicals: None

Section 313 Toxic Release Form: This product contains the following SARA 313 Chemicals: None

State: This product is not subject to warning labeling under California Proposition 65.

Canada WHMIS: All ingredients are CEPA approved for import to Canada by Procter & Gamble. This product has been classified in accordance with the hazard criteria of the Canadian Controlled Products Regulations (CPR) and this MSDS contains all information required by the Controlled Products Regulations.

Perfumes contained within the products covered by this MSDS comply with appropriate IFRA guidance.

EPA Reg. No.: Not Applicable

[To Top of page](#)

SECTION 16 : ADDITIONAL INFORMATION

RQ0704619

MSDS Revision Date: 2/5/08
Supersedes: 8/22/07

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Perfumes contained within the products covered by this MSDS comply with appropriate IFRA guidance.

P&G Hazard Rating:
Health: 1
Flammability: 1
Reactivity: 0

4 = EXTREME
3 = HIGH
2 = MODERATE
1 = SLIGHT
0 = NOT SIGNIFICANT

Abbreviations:
*N/A. - Not Applicable
†N/K. - Not Known

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[To Top of page](#)