A RISK MANAGEMENT MODULE:
CHEMICAL HAZARDS
IN THE WORKPLACE

Section 1: 4 Instructor Pages
Section 2: 14 Learner Pages
Section 3: 1 Miscellaneous Pages

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Chemical Hazards at Work

Did you know that there are more than 650,000 chemicals being used in workplaces around the country? Some of these chemicals are harmless and some of them are toxic—but which are which? Without government regulations (set by the Occupational Safety and Health Administration), you could be working with dangerous chemicals and not even know it!

In the past, employees had to guess whether a chemical was poisonous, required the use of gloves or was dangerous to breathe. Recently, workplace safety has improved, mainly thanks to OSHA. For example, OSHA demands that every health care worker be taught about biohazards such as used needles and dirty wound dressings. And, thanks to the Right to Know law, OSHA makes sure that every employee is taught about chemical hazards in the workplace.

You may think that you don’t work with any dangerous chemicals, but remember that the Right to Know law applies to everything from dish soap, laundry bleach and ammonia to copy machine toner, glue and highlighter pens. And remember that many everyday chemicals can explode, start on fire, irritate your skin or cause breathing problems.

You use Standard Precautions with every patient just in case they have a contagious disease like hepatitis or HIV, right? Keep in mind that nearly every chemical requires you to use some kind of safety precaution. Learning about these precautions keeps you safe from unnecessary injury and illness due to chemical exposure.

Did You Know?

- Nutmeg is extremely poisonous if injected into the veins.
- Some toothpastes contain antifreeze.
- Murphy’s Oil Soap is the chemical most commonly used to clean elephants!
- There are more than 1,000 chemicals in a cup of coffee. Of these, only 26 have been tested, and half caused cancer in rats.
- Poinsettia plants are not poisonous. If you eat the flower, you may feel sick but you won’t die.
- 97% of all paper money in the U.S. contains traces of cocaine.
- Apple seeds contain cyanide—a strong, poisonous chemical. A man who liked the taste of apple seeds once saved up a cupful and then ate them all at once. He quickly died of cyanide poisoning.

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Important Words to Know

OSHA: The Occupational Safety and Health Administration. This is the federal agency that regulates employee safety in all businesses (with 10 employees or more) in the United States.

HAZARDOUS CHEMICAL: Any chemical that may be a threat to your health or well-being.

EXPOSURE: Having a chemical enter your body by breathing it in, eating it, or getting it on your skin.

ACUTE EXPOSURE: Being exposed to a large amount of a chemical for a short amount of time.

CHRONIC EXPOSURE: Being exposed to a small amount of a chemical over a long period of time.

ACUTE HEALTH EFFECT: A health problem that develops immediately or very soon after exposure to a chemical.

CHRONIC HEALTH EFFECT: A health problem that develops a long time after exposure to a chemical.

CARCINOGENS: Substances that produce cancer in humans.

HEALTH HAZARD: A chemical which may cause acute or chronic health problems. This includes carcinogens, chemicals that damage the lungs, liver, blood, nervous system, skin and/or eyes.

INHALATION: Having a substance enter your body by breathing it in.

PHYSICAL HAZARD: A chemical that may react dangerously with other chemicals or may cause a fire or an explosion.

HAZARD WARNING: Any words, pictures, symbols (or combination of the three) on a container that lets someone know about any possible dangers from the chemicals inside.

MALODOROUS: Something that has a bad or offensive smell. Sometimes, this can be a clue that you are near a chemical.

FLAMMABLE SUBSTANCE: Something that will easily catch fire and keep on burning if exposed to air.

CORROSIVE CHEMICALS: These are substances, such as some acids, that can attack metals or cause permanent damage to human tissues such as skin and eyes.

PERMISSIBLE EXPOSURE LIMITS: The highest level of a chemical that is safe for employees to be in contact with (according to OSHA).

A STABLE CHEMICAL: A chemical that will not change if exposed to water, air or heat.

AN UNSTABLE CHEMICAL: A chemical that usually changes if exposed to water, air or heat. It can change into something dangerous, like a toxic gas. Or it can become so unstable that it explodes.

MSDS: This stands for Material Safety Data Sheet. An MSDS is required for every chemical used in the workplace. It contains information that tells employees if a certain chemical is hazardous.
You have the right to know if there are unsafe materials used in your workplace.

The “Right to Know” Law

In 1983, OSHA developed the Hazard Communication Standard. This regulation, which has four parts, is also known as the “Right to Know” law. It was created to protect the millions of workers who are exposed to chemicals at work every day. Since 1988, all businesses in the United States have had to follow this law, which protects employees from chemical hazards in the workplace. In addition, many states and cities have added their own laws to protect employees against chemical hazards.

The “Right to Know” law demands that all employers must train their employees about the chemicals that are used in their workplace. The goal of the law is to give employees the knowledge they need to be safe from chemical-related illnesses and injuries in the workplace.

What does this mean for you? Remember that the biggest risk for healthcare workers is from biohazards, not chemical hazards. You have a much greater chance of catching a contagious disease than you do of getting sick from a chemical. But, even though your risk of chemical exposure is pretty small, you still need to know how to protect yourself, your coworkers and your patients from chemical hazards.

“Right to Know” # 1: The Hazard Communication Program

- OSHA requires each employer to develop a written Hazard Communication Program. This program includes all the policies and procedures about chemical hazards in your workplace.
- The Hazard Communication Program must include the name of the person you can go to with questions about chemical hazards.
- It also includes information about how chemical containers will be labeled in your workplace.
- The Hazard Communication Program must spell out how you and your coworkers will be trained about chemical hazards.
- It must also include the location of the Material Safety Data Sheets for your workplace and any appropriate emergency information regarding chemical exposures.
"Right to Know" # 2: Material Safety Data Sheets

- Your employer must have a list of all the chemicals used in your workplace.
- For each chemical on the list, your employer must have a Material Safety Data Sheet. Just like drug companies give out an information sheet for every medicine they make, chemical manufacturers must provide an MSDS for each chemical they produce. Your employer is responsible for collecting the MSDS's from the chemical manufacturers.
  - Every MSDS lists the health and/or physical hazards of the chemical and how to protect yourself from harm.
  - These sheets must be kept in a spot where every employee can find them. You can also request a copy from your employer.

"Right to Know" # 3: Container Labels

- All containers in your workplace must be labeled with the correct safety information.
- Each label must have the name of the chemical inside, any hazard warnings and the name of the manufacturer. For example, a bottle of Clorox bleach must have a label that tells you it is bleach, that warns you about the dangers of bleach, and that tells you that Clorox was the company that made that bleach.
- If a small container is filled with a chemical from a larger container, both containers must have the same information on their labels. (If only one person is going to use the smaller container and then throw it away immediately, it does not have to be labeled.)

"Right to Know" # 4: Training and Information

- Every employee must be trained about chemical hazards in the workplace. This training must take place before you begin working with (or around) the chemicals.
  - The training must include information about the "Right to Know" law, how to find and read an MSDS and how to understand the information on a chemical label.
  - You must also be taught how to use any protective equipment you might need, such as gloves, masks or goggles.
  - The training should include information about how to clean up a chemical spill and how to receive immediate first aid should you need it.
  - Remember that you are responsible for asking questions if you don't understand any part of the training or you want to know more about a particular chemical.
Keep in Mind...

If you work in a client’s home, and you use normal household chemicals just like you would in your own home, then your employer does not need to have an MSDS for that product. For example, if at your client’s home, you use laundry detergent and toilet bowl cleaner the same way you would at your house, OSHA does not require an MSDS. You still need to follow the label warnings and directions...and never use an unlabeled product.

Reading a Material Safety Data Sheet

When you look at an MSDS, it might seem like you should be a chemistry professor to understand the information. Just keep in mind that each Material Safety Data Sheet tells you about:
- The hazards of the product.
- How to use the product safely.
- What to do if there is an emergency with that chemical.

The key is knowing where to look for that information. By studying a few sample MSDS’s, you’ll get the hang of where to find this important safety information. There are usually at least 8 sections to an MSDS, covering the following information:
1. The product name and manufacturer.
2. The chemical ingredients in the product. (It may be just one chemical or it may be a mixture.)
3. The characteristics of the product, including the appearance. (This is the part that sounds like a chemistry professor!)
4. Any physical hazards like fire and explosion, and what to do about them.
5. Any health hazards, including signs that you have been exposed.
6. Any protective equipment needed while using this product.
7. How to clean up a spill or a leak and how to dispose of this product.
8. How to handle and how to store this product.

Questions to Ask Yourself When Reading an MSDS

- Do I have the right MSDS for the product I’m working with?
- Is this MSDS less than three years old? (Every MSDS should be updated at least every three years.)
- Could this product become unstable? If so, how could that happen?
- Could this product explode or start on fire? If so, how do I keep that from happening?
- If it did start on fire, what should I use to put the fire out?
- Is it dangerous to mix this product with other chemicals? If so, which ones?
- Can this product cause harmful effects? If so, what?
- What can I do to keep myself safe while working with this product?
- If I need special protective equipment, do I have that equipment?
- What should I do if I spill this product?
A Sample MSDS for Waterless Hand Cleaner

SECTION 1 - CHEMICAL PRODUCT AND COMPANY IDENTIFICATION

PRODUCT NAME: WATERLESS HAND CLEANER
UPC NUMBER: 19740

PRODUCT USE/CLASS: Solvent-based hand cleaner

MANUFACTURER: DAP, INC.
P.O. BOX 277
DAYTON, OH 45401-0277

24 HOUR EMERGENCY:
INFO TRAC: 1-800-535-5053
DAP, INC.: 1-800-543-3840

PREPARE DATE: 09/19/96
GENERAL INFORMATION:
REVISION NO.: 6
REVISION DATE: 02/01/97

SECTION 2 - COMPOSITION/INFORMATION ON INGREDIENTS

<table>
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<tr>
<th>WT/WT %</th>
<th>ITEM</th>
<th>CHEMICAL NAME</th>
<th>CAS NUMBER</th>
<th>RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01</td>
<td>Mineral spirits</td>
<td>8052-41-3</td>
<td>40.0-70.0 %</td>
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<tr>
<td></td>
<td>02</td>
<td>Nonylphenol 40 E.O. Polyethoxylate</td>
<td>9016-45-9</td>
<td>3.0-7.0 %</td>
</tr>
<tr>
<td></td>
<td>03</td>
<td>Propylene Glycol</td>
<td>57-55-6</td>
<td>1.0-5.0 %</td>
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</tbody>
</table>

EXPOSURE LIMITS

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<tr>
<th>ITEM</th>
<th>ACGIH TLV-TWA</th>
<th>OSHA TLV-STEL</th>
<th>COMPANY PEL-TWA</th>
<th>COMPANY PEL-CEILING TLV-TWA</th>
<th>SKIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>100 ppm</td>
<td>N.E.</td>
<td>100 ppm</td>
<td>N.E.</td>
<td>N.E. NO</td>
</tr>
<tr>
<td>02</td>
<td>N.E.</td>
<td>N.E.</td>
<td>N.E.</td>
<td>N.E.</td>
<td>N.E. NO</td>
</tr>
<tr>
<td>03</td>
<td>N.E.</td>
<td>N.E.</td>
<td>N.E.</td>
<td>N.E.</td>
<td>N.E. NO</td>
</tr>
</tbody>
</table>

(See Section12 for abbreviation legend)

Remaining ingredients are not considered hazardous per the OSHA Hazard Communication Standard.

SECTION 3 - HAZARDS IDENTIFICATION

EMERGENCY OVERVIEW: CAUTION! Harmful if inhaled. Harmful or fatal if swallowed.

POTENTIAL HEALTH EFFECTS:

EFFECTS OF OVEREXPOSURE - EYE CONTACT: May cause eye irritation.
EFFECTS OF OVEREXPOSURE - SKIN CONTACT: May irritate skin.
EFFECTS OF OVEREXPOSURE - INHALATION: Vapor harmful if inhaled. Vapor may irritate nose and upper respiratory tract. Vapor inhalation may affect the brain or nervous system causing dizziness, headache or nausea.
EFFECTS OF OVEREXPOSURE - INGESTION: This material may be harmful or fatal if swallowed. Aspiration of material into the lungs due to vomiting can cause chemical pneumonitis which can be fatal. If ingested, this product may cause vomiting, diarrhea, and depressed respiration.
EFFECTS OF OVEREXPOSURE - CHRONIC HAZARDS: Reports have associated permanent brain and nervous system damage with prolonged and repeated occupational overexposure to solvents. Symptoms include: loss of memory, loss of intellectual ability, and loss of coordination.

MEDICAL CONDITIONS WHICH MAY BE AGGRAVATED BY CONTACT: None known.

PRIMARY ROUTE(S) OF ENTRY: SKIN CONTACT INGESTION

In the Know
Sample MSDS, continued...

SECTION 4 - FIRST AID MEASURES

EYE CONTACT: Flush with large quantities of water until irritation subsides. Contact a physician.

SKIN CONTACT: Wash with soap and water.

INHALATION: Remove to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Contact a physician immediately.

INGESTION: DO NOT INDUCE VOMITING. If irritation or complications arise, contact a physician or Regional Poison Control Center immediately.

SECTION 5 - FIRE FIGHTING MEASURES

FLASH POINT: Boils before flash. LOWER EXPLOSIVE LIMIT: N.A. UPPER EXPLOSIVE LIMIT: N.A.

AUTOIGNITION TEMPERATURE: N.E.

EXTINGUISHING MEDIA: CO2 DRY CHEMICAL FOAM

UNUSUAL FIRE AND EXPLOSION HAZARDS: None known.

SPECIAL FIREFIGHTING PROCEDURES: Full protective equipment, including self-contained breathing apparatus, is recommended to protect from combustion products. Cool exposed containers with water.

SECTION 6 - ACCIDENTAL RELEASE MEASURES

SPILL OR LEAK PROCEDURES: Dike spill area. Use absorbent material or scrape up dried material and place into containers.

SECTION 7 - HANDLING AND STORAGE

HANDLING INFORMATION: KEEP OUT OF REACH OF CHILDREN.

STORAGE INFORMATION: Store away from caustics and oxidizers. Keep away from heat, spark, and flame. Keep containers tightly closed when not in use. Keep containers from excessive heat and freezing. Do not store at temperatures above 120 degrees F.

OTHER PRECAUTIONS: Intentional misuse by deliberately concentrating and inhaling vapors may be harmful or fatal. Do not take internally.

SECTION 8 - EXPOSURE CONTROLS/PERSONAL PROTECTION

ENGINEERING CONTROLS: Normal room ventilation.

RESPIRATORY PROTECTION: Not required under normal use and adequate ventilation.

EYE PROTECTION: Not required.

SKIN PROTECTION: Not required.

OTHER PROTECTIVE EQUIPMENT: None required.

HYGIENIC PRACTICES: Remove contaminated clothing and wash before reuse.
Sample MSDS, continued...

SECTION 9 - PHYSICAL AND CHEMICAL PROPERTIES

- **BOILING RANGE**: 175 - 185°F
- **APPEARANCE**: White gel
- **SPECIFIC GRAVITY**: 0.9000
- **VAPOR PRESSURE**: 10 mm Hg @ 68°F
- **ODOR**: Pleasant odor
- **VAPOR DENSITY**: Is heavier than air
- **EVAPORATION RATE**: Is faster than Butyl
- **SOLUBILITY IN H2O**: Slight Acetate
- **PHYSICAL STATE**: Opaque gel
- **VAPOR PRESSURE**: 10 mm Hg @ 68°F

SECTION 10 - STABILITY AND REACTIVITY

- **CONDITIONS TO AVOID**: Excessive heat and freezing.
- **INCOMPATIBILITY**: Strong oxidizers and caustics.
- **HAZARDOUS DECOMPOSITION PRODUCTS**: Normal decomposition products, i.e. COx, NOx
- **HAZARDOUS POLYMERIZATION**: Will not occur under normal conditions.

SECTION 11 - DISPOSAL CONSIDERATIONS

- **WASTE MANAGEMENT/DISPOSAL**: Dispose of according to Federal, State, and Local Standards. Discarded material should be incinerated at a permitted facility. Liquids cannot be disposed of in a landfill. Do not reuse empty container. State and Local regulations/restrictions are complex and may differ from Federal regulations. Responsibility for proper waste disposal is with the owner of the waste.

U.S. FEDERAL REGULATIONS: AS FOLLOWS -

SECTION 12 - OTHER INFORMATION

- **HMIS RATINGS** - **HEALTH**: 1 **FLAMMABILITY**: 2 **REACTIVITY**: 0

**LEGEND:**
- ACGIH - AMERICAN CONFERENCE OF GOVERNMENTAL INDUSTRIAL HYGIENISTS
- N.A. - NOT APPLICABLE
- N.E. - NOT ESTABLISHED
- PEL - PERMISSIBLE EXPOSURE LIMIT
- NTP - NATIONAL TOXICOLOGY PROGRAM
- SARA - SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT OF 1986
- STEL - SHORT TERM EXPOSURE LIMIT
- TLV - THRESHOLD LIMIT VALUE (8 HR. TIME WEIGHTED AVERAGE OR TWA)
- VOC - VOLATILE ORGANIC COMPOUND
- N.D. - NOT DETERMINED
Understanding the Sample MSDS

Look carefully through every section of the sample MSDS.

What does Section 1 tell you?
This MSDS is for a product called Waterless Hand Cleaner and it is made by a company called DAP, Inc. (Waterless Hand Cleaner can be used when you need to wash your hands but you're not near a sink.)

How about Section 2?
In this section, you learn that this hand cleaner is a mixture of three different chemicals, but it is mostly made of mineral spirits (40 – 70%). Section 2 also tells you about the exposure limits. None of the three chemicals has a time limit for how long they can be in contact with the skin.

What can you learn from Section 3?
Right away, you learn that breathing in or swallowing the hand cleaner is very dangerous. Section 3 also tells you that you should avoid getting it in your eyes and that it may irritate some people's skin. You learn the effects of breathing in this product: dizziness, headache or nausea; and the effects of swallowing this product: vomiting, diarrhea and slow breathing. Some chronic hazards are listed. This means you would probably only want to use Waterless Hand Cleaner once in a while—not every time you clean your hands.

What does Section 4 tell you?
This section gives you important first aid information. It lets you know what to do if you get the Waterless Hand Cleaner in your eyes. If it irritates your skin, you should wash with soap and water. And, it tells you that you need a physician's care right away if you breathe in or swallow this product.

What's in Section 5?
Here you learn that there isn't much risk of this product starting on fire. It would start to boil before it started on fire, and chances are, you wouldn't let the product get that hot! If there is a fire, you should use a standard fire extinguisher. Firefighters are warned to use their full equipment—including a mask—to fight a fire that involves this product.
Understanding the Sample MSDS

How about Section 6?
This section lets you know that there is no special procedure for cleaning up a leak or spill. You don’t have to wear gloves to clean up this product. (That makes sense, since it’s a hand cleaner!)

What does Section 7 say?
This section warns you to keep this product away from children—probably because of the health dangers if breathed or swallowed. It also warns you about storing the product away from excessive heat or cold.

Anything important in Section 8?
The only warning for this product is to wash it off your clothing!

What's in Section 9?
Here’s the chemistry part of this MSDS. At least they put in plain English that this product is a white gel with a pleasant smell!

Can you learn anything from Section 10?
Again, you are warned to keep the product away from extreme heat or cold. And this section lets you know that this product is stable. It is not likely to explode!

How about Section 11?
This tells you not to reuse an empty product container and to dispose of it according to your local regulations.

What's Section 12 all about?
This last section lets you know what the abbreviations used throughout the MSDS mean. For example, N.E. means “not established” and STEL means “Short term exposure limit.”

NOTE: If you still have questions about the information in the sample Material Safety Data Sheet, please ask your supervisor. Understanding MSDS’s is important to your safety in the workplace. You may want to try reading a few more Material Safety Data Sheets, just for practice. Ask your supervisor where the MSDS’s are kept in your office or facility.
Chemical Containers

If you transfer a chemical from one container to another:
- Be sure the containers have the same label. For example, don’t put Windex in an empty PineSol bottle—the label won’t match the product.
- Check that the new container is clean and empty. You don’t want to accidentally mix chemicals. For example, putting bleach into a bottle that used to contain ammonia could produce toxic fumes!

If you see a container without a label:
- Don’t use the product!
- Report any unlabeled container to your supervisor.

For properly labeled containers:
- Make sure you read and understand the instructions and warnings for that product. Ask your supervisor if you are unsure what a label is telling you.
- Before discarding an empty container, scratch off the label.

Spills & Protective Equipment

- Follow the instructions on the Material Safety Data Sheet and your workplace policies and procedures for cleaning up chemical spills.
- Keep in mind that healthcare workers need protective equipment, such as gloves, gowns, masks and goggles, mostly for biohazards rather than chemical hazards.

However, protective equipment is sometimes needed when you work with chemicals. Remember that the MSDS tells you what equipment is needed for safe handling of a particular chemical or product.

First Aid for Chemical Hazards

The first aid you need for a chemical exposure depends on the type of chemical and how the exposure happened. The MSDS spells out the kind of first aid required for each product. Here are some examples of first aid for chemical exposures:

Inhalation (Breathing in a chemical):
- Getting some fresh air.
- Going to the hospital and getting oxygen.

Ingestion (Swallowing):
- Drinking water or milk.
- Being made to vomit.
- Calling poison control to find out what to do.

Skin Contact:
- Washing your skin with soap and water.
- Being treated for burns.

NOTE: Make sure you know how to get first aid if you need it. Report any chemical exposures to your supervisor.
Important Tips for Working with Chemicals

- Be sure you know where to get information about hazardous chemicals in your workplace.

- Read and follow warning labels on any chemical you use. For example, some cleaners say, “Use in a well-ventilated area” or “Avoid contact with skin”.

- Know how to read an MSDS. Some of the information sounds like scientific gibberish, but pay close attention to the basic safety warnings.

- Ask your supervisor if you have any questions about the chemicals you work with.

- Learn about chemicals before you start working with them.

- Use protective equipment, such as gloves and a mask whenever required by the MSDS or the label of a particular product.

- Follow your workplace policies for handling, cleaning up and disposing of chemicals.

- Get first aid right away if you have physical effects that may be from a chemical. Watch out for signs of chemical exposure in your coworkers and your clients.

- Put safety first. Don’t fool around with chemicals on the job! Use all chemicals as instructed. For example, use the right amount as directed on the label. Don’t think, “Well, if 1/4 cup works, then 1/2 cup must work even better.”

- Stay alert to any potential chemical hazards such as a coworker mixing two chemicals or a client asking you to use a chemical with no label. If you can’t resolve the problem yourself, ask your supervisor for help.

- Know where the fire extinguishers are where you work. Some chemicals are flammable and could cause a fire if exposed to extreme heat.

- Don’t remove the label from a chemical bottle unless you are throwing it away. Don’t use any chemical if you aren’t sure what it is.

- Don’t mix any chemicals or cleaning products—unless there is a workplace policy for doing so. Even everyday household cleaning products can be deadly if they are mixed together.

- Remember that you are responsible for asking questions if you have concerns about chemical hazards in the workplace. Your supervisor is responsible for answering your questions or for helping you find the information you need.
Are You “In the Know” About Chemical Hazards?

Circle the best choice and then check your answers with your supervisor!

1. The MSDS for Hydrogen Peroxide says it is a corrosive chemical which can irritate the skin. If you spill Hydrogen Peroxide on your skin, you should:
   A. Call a doctor right away.
   B. Get some fresh air.
   C. Wash your skin with soap and lots of water.
   D. Wipe the chemical off with a paper towel.

2. True or False
   A chemical might be dangerous to your health when you are exposed to a small amount over a long period of time.

3. The MSDS for bleach says that “inhalation may cause bronchial irritation or pulmonary edema”. To avoid these health hazards, you should:
   A. Wear gloves when you use bleach.
   B. Use bleach in a well-ventilated area.
   C. Wear goggles.
   D. Never mix bleach with water.

4. True or False
   The MSDS for toilet bowl cleaner states it is nonflammable. This means that it can start on fire easily.

5. The Hazard Communication Standard requires all employers to:
   A. Use special orange containers for all chemicals.
   B. Post a copy of the law in employee restrooms.
   C. Immunize employees against Hepatitis B.
   D. Train employees about chemical hazards in the workplace.

6. The label on a container must include the:
   A. Safety warnings for the product.
   B. History of the product.
   C. Cost of the product.
   D. Name of the person who invented the product.

7. True or False
   An MSDS can help keep you safe by teaching you to handle and store chemicals properly.

EMPLOYEE NAME

I understand the information presented in this inservice. I have completed this inservice and answered at least six of the test questions correctly.

Employee Signature

DATE

Inservice Credit: 60 minutes

Supervisor Signature

Self Study

File competed test in employee’s personnel file.

Group Study