

Operating instructions for hazardous substances

The following section outlines how operating instructions for handling hazardous substances can be structured, which content is important, and where the relevant information can be obtained.

Work area, workplace, activity

The scope of the operating instructions must be specified here. The name of the work area or activity must be stated. In addition, the name of the person responsible and the date on which the operating instructions were created should be added. This makes it easy to see whether the operating instructions are still up to date.

Information on the work area, workplace, and activity can be obtained from the internal organizational plan and the current risk assessment in accordance with the ArbSchG and BetrSichV.

Hazardous substances (designation)

The hazardous substance must be named here. To do this, enter the hazardous substance name that is known to employees. The chemical name must also be listed. For preparations and products, these are the names of the substances relevant to health hazards.

Several substances can be grouped together if they pose the same hazards and require the same protective measures.

Hazardous substances: now with GHS labeling!

Please note that hazardous substances must be labeled in accordance with GHS ("Globally Harmonized System of Classification and Labelling of Chemicals") since December 1, 2010. A transition period until June 1, 2015, is provided for mixtures. The GHS pictograms replace the old hazard symbols. This must be taken into account when creating operating instructions for hazardous substances.

With the changeover to GHS classification and labeling of chemicals, the familiar rectangular orange hazardous substance symbols are being replaced by new hazard pictograms (red-bordered diamonds with black symbols on a white background).

Hazards to humans and the environment

The hazards identified from the information on specific hazards (R phrases) and from the manufacturer's additional information must be described. Any findings of your own that go beyond the information provided on the label should also be taken into account. Hazard symbols can also be used to describe the hazards.

Information on hazards to humans and the environment can be found in the safety data sheet under Chapter 3 "Possible hazards" and Chapter 15 "Regulations."

Protective measures and rules of conduct

The protective measures and rules of conduct listed here are divided into: technical/structural protective measures (e.g., ventilation, protective devices), organizational protective measures (e.g., labeling, instruction),

Personal/behavioral protective measures (e.g., personal protective equipment, hygiene, preventive medical checkups, employment restrictions).

The regulations of the fire safety regulations, the building-specific alarm plan, and the occupational safety documentation of the respective facility ("facility-related documentation") form the binding basis for the measures to be included in the operating instructions in the event of danger.

Behavior in case of danger

The protective measures and rules of conduct required in the event of danger (leakage, release of hazardous substances, fire, explosion) must be listed, e.g.:

- Emergency call 0-112, then the control room -3333
- additional technical protective measures (e.g., emergency stop),
- additional personal protective measures,
- necessary measures against environmental hazards.

Information on how to behave in case of danger can be found in the safety data sheet under Chapter 7 "Handling and storage," under Chapter 5 "Firefighting measures," and under Chapter 6 "Measures in case of accidental release."

The regulations of the fire protection regulations, the building-specific alarm plan, and the occupational safety documentation of the respective facility (facility-related documentation) form the binding basis for the measures to be included in the operating instructions for emergencies.

First aid

The first aid measures to be taken "on site" must be specified. It should be clearly stated when a doctor must be called and which measures should be avoided. The following classification should be used:

- After inhalation,
- After eye contact,
- After skin contact,
- After ingestion,
- After burns.

First aid information can be found in the safety data sheet under Chapter 4 "First Aid Measures".

Proper disposal

This section describes how hazardous waste that has been generated during operation or released unintentionally is to be disposed of properly. Information must be provided

- on suitable personal protective equipment,
- disposal containers with hazard labels,
- collection points,
- absorbents,
- cleaning agents and options.

Information on proper disposal is available from Department 7.

Handling the sample operating instructions

To provide support, sample operating instructions are gradually being made available on the intranet. The essential content has already been drafted, but must be adapted to the specific conditions at the company. The respective specialist manager is responsible for the content.

The sample operating instructions can be edited using standard word processing programs such as

WORD. The text can be edited freely. Don't forget to save the edited operating instructions!

Changes can also be made by hand.

Important: The operating instructions only become binding once they have been signed by the supervisor.

Blank templates can be found on the Internet at www.arbeitsschutz.tu-dortmund.de/.