



COSHH: Staff Responsibilities

In order to encourage safe working practices when using chemicals in the workplace, follow these key rules:

- Read all instruction labels carefully and follow the guidance given
- Always use the personal protective equipment (clothing, gloves, glasses, etc) provided
- Never mix chemicals under any circumstances
- Never put chemicals into unmarked containers
- Never put chemicals into bottles or containers which have other uses, particularly eating and drinking
- Be sure you know the first aid treatment required if you accidentally spill chemicals on yourself or others; or always have the relevant safety data sheet to hand for guidance
- Store all chemicals safely and securely, and keep away from children
- Do not use faulty or damaged equipment. Report faulty equipment and damaged containers immediately to your supervisor.
- Develop and follow safe working practices around the workplace.

Version Update: January 2012