






CONVENTION & EXHIBITION (PUTRAJAYA) SDN. BHD.

## CHEMICAL HANDLING


Co-X/QHS/SOP15

Revision No.: 00

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	<b>TITLE</b>	CHEMICAL HANDLING		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2022
			<b>REVISION NO.</b>	00
	<b>REFERENCE NO.</b>	Co-X/QHS/SOP15	<b>PAGE NO.</b>	Page 3 of 5

## 1.0 OBJECTIVE

The objective of this procedure is to ensure chemical used in Putrajaya International Convention Center (PICC) premises are handled correctly and in a safe manner.

## 2.0 SCOPE

This procedure is applicable to all employees involving in cleaning and sanitizing of food contact surface.

## 3.0 DEFINITION


- 3.1 Co-X : Convention & Exhibition (Putrajaya) Sdn. Bhd.
- 3.2 QHSE : Quality, Health, Safety & Environment
- 3.3 HOD : Head of Department
- 3.4 SDS : Safety Data Sheet
- 3.5 N/A : Not Applicable

## 4.0 RESPONSIBILITIES

- 4.1 Respective Head of Department (HOD), Stewarding & Hygiene Manager and Supervisor to monitor and assist the assignment.

## 5.0 REFERENCE

- 5.1 ISO 9001:2014 Clause 8.1 Operation planning and control

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			<b>REVISION NO.</b>	00
	<b>REFERENCE NO.</b>	Co-X/QHS/SOP15	<b>PAGE NO.</b>	Page 4 of 5


## 6.0 PROCEDURE

### 6.1 Potential Hazards with Chemicals

- 6.1.1 Most chemicals are poisonous if ingested; hence they must be kept away from food, in sealed containers.
- 6.1.2 Chemicals must never be stored in food containers.
- 6.1.3 Chemicals bottles / containers must be correctly labeled.
- 6.1.4 They must be used in their correct concentration, if the concentration is too high it may damage the person or the object it comes in contact with.
- 6.1.5 Never mix chemicals, they may explode or give off a poisonous gas.
- 6.1.6 Always transport chemicals in sealed containers.
- 6.1.7 Chemicals must always be thoroughly rinsed off a surface.
- 6.1.8 The correct chemical must be used for the correct job.
- 6.1.9 Chemical spills must be cleaned up immediately as per the Safety Data Sheet (SDS) specification.

### 6.2 Safety Data Sheet (SDS)

- 6.2.1 SDS for every chemical used in PICC premises must be supplied together and reviewed by respective HOD in order to ensure they are correctly used and disposed.
- 6.2.2 Chemicals used must be in correct concentration to avoid wastage and to ensure safety.
- 6.2.3 Summary of detailed description of every chemical used in PICC are required as below:
  - 6.2.3.1 Chemical Name:
  - 6.2.3.2 Chemical used for:
  - 6.2.3.3 Directions for use: (As per the SDS)
  - 6.2.3.4 Personal Protective equipment to be worn: (As per the SDS)
  - 6.2.3.5 Area used:
  - 6.2.3.6 First Aid: (As per the SDS)
  - 6.2.3.7 Any other important information

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			<b>REVISION NO.</b>	00
	<b>REFERENCE NO.</b>	Co-X/QHS/SOP15	<b>PAGE NO.</b>	Page 5 of 5

### 6.3 Handling and Storage

- 6.3.1** Users shall refer to the information obtained from SDS for safe handling and storage of chemicals.
- 6.3.2** Where necessary, Personal Protective Equipment (PPE) or training shall be provided to the users prior to the usage of the chemicals.
- 6.3.3** At a minimum, users handling chemicals shall use gloves for hand protection. Where necessary, other PPEs such as eye, skin or respiratory protection shall be used.
- 6.3.4** A safe location for storage of chemicals shall be allocated in order to minimize the effects of an incident and separate from process area, with proper temperature, humidity and ventilation.
- 6.3.5** All chemicals shall be clearly labelled with adequate precautions and safety handling.

## 7.0 RECORDS

N/A

## 8.0 APPENDIX / ATTACHMENT

N/A