



CELCOM TIMUR (SABAH) SDN. BHD.

SAFE WORK PROCEDURES	
Chemical Safety	
DOCUMENT NO. : CTSSB-OSHMP/SWP-19	

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DATE:	1 st JANUARY 2013	1 st JANUARY 2013	1 st JANUARY 2013

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1.0 GOVERNING POLICY

This procedure is made under the CTSSB's Occupational Safety and Health Policy.

2.0 PURPOSE

The purpose of this procedure is to ensure that safety of all CTSSB employees, contractors and suppliers when purchasing, handling, storing, or disposing of chemical i.e. solvent.

3.0 SCOPE

This procedure shall apply to all CTSSB's employees and other interested parties at all CTSSB's premises and associated work areas.

4.0 REFERENCES

- i. OSH Act 1994
- ii. FMA 1967
- iii. OHSAS 18001:2007
- iv. DOSH Guidelines – " Hazard Identification, Risk Assessment and Risk Control'
- v. CTSSB's OSH Management Plan : Part Four : Responsibility, Authority & Accountability
- vi. CTSSB's Safe Work Procedure : Hazard Identification, Risk Assessment and Risk Control: **CTSSB-OSHMP/SWP -01**
- vii. CTSSB's Safe Work Procedure : Workplace Inspection for OSH Compliance: **CTSSB-OSHMP/SWP -02**
- viii. CTSSB's Safe Work Procedure : Accident Reporting and Investigation: **CTSSB-OSHMP/SWP -04**

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5.0 RESPONSIBILITY, AUTHORITY AND ACCOUNTABILITY

i. Manager of Human Resources and Administration

- Responsible for the overall implementation of this procedure including its periodic review.

ii. Head of Department (HOD) / Officer in-charge (OIC)

- The HOD / OIC are fully responsible for ensuring the implementation of this procedure and transmittal of the safety information to their subordinate.
- HOD / OIC or designated person shall ensure the implementation of this safe work procedure by instruct or train the new employee or contractor at any workplace under their control.

iii. All Employees (Including Contractor)

- To comply with this procedures at all time while at workplace owned or under the control of the CTSSB.
- To follow with instructions and/or to give full cooperation to the management or any officer this has been given an authority in order to ensure the implementation of this procedure.
- Each employee shall be held responsible for performing all work in a safe manner so that injuries to that person and to others will be avoided.
- An employee shall notify his employer or supervisor before attempting any work which, in the employee's opinion, appears hazardous above and beyond normal operating conditions.
- An employee shall report all injuries to his employer or supervisor without delay, regardless of the nature of the injury.
- Good housekeeping of all work areas and equipment shall be practiced.

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6.0 TERMS AND DEFINITIONS

i. Chemicals

- Chemicals can be either an acid, alkaline, solvent both are corrosive to humans

ii. PPE

- Personal Protective Equipment

iii. MSDS

- Material Safety Data Sheet (MSDS) is an information sheet, which provides basic information on the safe use of a substance, properties of the substance, health effects, precautions for use, safe handling and storing, emergency procedures and other factors.

iv. Emergency Procedures

- Emergency procedures are divided into two categories
 - a. Procedure for the neutralisation and containment of a chemical spill
 - b. Procedure for the treatment of a person contaminated by chemicals

v. Spill Clean-Up Material

- Non combustible, inert absorbents such as sand, cotton rack and gunny sacks

vi. CPL

- Classification Packaging and Labeling

vii. ERT

- Emergency Response Team

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7.0 DETAILS PROCEDURE

i. General Requirements

- **Project In-charge / Contractor shall**

- a. To ensure hazardous chemicals are being used, handled, labeled, stored and disposed off safely.
- b. Update Material Safety Data Sheet (MSDS).

ii. Control of Corrosive Materials

- Prior to introducing a new hazardous substance into the workplace it is essential that the MSDS be obtained and the hazards associated with the substance identified. If the substance is found to be particularly hazardous, the first action is to ascertain if there is a less hazardous substance that shall perform the same function.
- All corrosive materials used by CTSSB shall be registered in a chemical register. The appropriate MSDS for each substance shall be available to all users.

iii. Handling Corrosive Materials

- Prior to handling or working with any corrosive material, the person must be trained in MSDS which contain but is not limited to safe work and handling procedures, types of PPE to be used and emergency procedures for the material that they shall be handling or working with.
- Prior to handling or working with any corrosive material the trained person shall ensure that he/she has read and understood all the procedures and has the correct PPE required for the task.

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iv. Corrosive Material Storage

- When storing corrosive materials, ensure the storage area is cool, dry and if required in well ventilated area.
- Spill clean-up material, and fire fighting equipment shall be located in close proximate to the storage area.
- The minimum amount of corrosive material shall be stored at one time.
- The storage area must be inspected regularly for deficiencies and stocktaking performed periodically to ensure that superfluous materials are removed.
- Materials are to be segregated and stored in accordance with the MSDS.
- All storage areas shall be with the appropriate signage and bunds shall be in place.
- All corrosive material containers shall be of appropriate type and in good condition.
- All containers shall be labelled in accordance with legislation and other related requirements.

v. Disposal Of Corrosive Materials

- All disposal containers must be made of corrosion resistant material but is not limited to glassware, can and Polypropylene container.
- All containers must be labelled in order to identify the contents.
- If possible, empty containers should be decontaminated prior to disposal. The manufacturer or supplier should be contacted for advice on decontamination.
- Never dispose of corrosives into sinks or drains. Dispose of them in accordance with the manufacturer or suppliers directions.
- Corrosive material containers should never be used for any purpose other than that which they are intended. Always treat an empty container as corrosive waste.
- All disposals of corrosives materials must comply with the relevant legislation and other related requirements

vi. Spills

- There shall be a system in place to notify all personnel working in an area of a spill. In case of spillage, all personnel should be able to identify and evacuate from the spill area
- For major spill, ERT member shall be informed immediately.
- Adequate spill clean up material shall be available to contain any spill.
- There shall be an emergency response procedure in accordance with the MSDS for containing and cleaning-up spills, all PPE required for the task shall be used.

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vii. Human Contamination

- Safety showers and eye wash stations shall be provided in all areas where corrosive materials are stored or used in production.
- All employees working with corrosive materials shall be trained in the emergency and first aid procedures for accidental exposure and contamination.
- All employees shall be trained in the correct use and maintenance of PPE and personal hygiene practises that must be applied when handling with corrosive materials.

8.0 RECORD OF AMENDMENT

Version No	Approval Date	Approved by	Amendment

9.0 APPENDICES

- i. Standard Form
- Nil