



WEEKLY SAFETY MEETING

All Euramax Subsidiaries

CHEMICAL LABELS

Safety Meeting Contents

- Meeting Notice
- Leaders Guide
- Employee Handout
- Employee Quiz
- Meeting Sign-In Sheet
- Employee Puzzle

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice by the timeclock
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)
- Make copies of the employee quiz (one for each employee)
- Make copies of the weekly puzzle (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet – ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out
- Pass out the employee quiz
- Pass out the weekly puzzle
- Keep the meeting simple
- Encourage discussion and questions

WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER
CHEMICAL LABELS

TIME: _____

DATE: _____

PLACE: _____



WEEKLY SAFETY MEETING

All Euramax Subsidiaries

CHEMICAL LABELS

Leaders Guide

EURAMAX PROCEDURE REFERENCE:

F-1.0: Hazard communication and Chemical Safety Program (HazCom/MSDS)

MEETING OBJECTIVE:

EPA surveys have indicated that a large percentage of workers do not read labels for chemicals. There are more OSHA citations for violations of HazCom than any other general industry standard. To state the obvious – hazardous chemicals are *hazardous*, causing such tragedies as fires, explosions, and serious illness if not handled properly.

MEETING PREPARATION:

Read the Euramax procedure, understand the contents, and ensure compliance.

Bring an example of a common chemical in its original container that your employees use to the meeting. Bring the MSDS sheet for the chemical to the meeting.

Review the employee handout to see if there is any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

MATERIALS CHECKLIST:

Sample of a common chemical
MSDS sheet of the common chemical
Flip chart and marketing pens

MEETING

INTRODUCTION

EPA surveys have indicated that a large percentage of workers do not read labels for chemicals. There are more OSHA citations for violations of HazCom than any other general industry standard. To state the obvious – hazardous chemicals are *hazardous*, causing such tragedies as fires, explosions, and serious illness if not handled properly.



WEEKLY SAFETY MEETING

All Euramax Subsidiaries

CHEMICAL LABELS

Leaders Guide

U.S. Environmental Protection Agency surveys of employees who use chemicals strongly suggest many reasons that employees don't read labels, including:

Poor reading skills – chemical labels aren't exactly literary masterpieces; they are often full of unfamiliar words that few people readily understand and sometimes use small print that is physically difficult to read.

Language barriers – employees for whom English is a second language may simply be unable to read and understand the information on a label.

Familiarity and overconfidence – employees who have been using a substance for a long time may think they already know what they need to know about the substance and its hazards, even if they don't.

None of these are acceptable answers when it comes to your safety! Today we are going to talk about chemical labels and why you need to understand what's on the label.

Hold up the example of a common chemical that your employees use. Remind your employees that all products containing hazardous chemicals are required by law to include certain safety information on the label.

Question: What types of information can you get off the label?

Answer: Brand, common, and chemical name

Signal words – “Danger” for substances that are highly flammable or corrosive, “Poison” for those that are highly toxic, “Caution” or “Warning” for other types of hazards

Instructions for safe handling and use – remind the group that these are not optional

Description of the principal hazards of the product and how to avoid them

First-aid information if present on the label

Symbols and number codes that indicate the level of hazard that is present

WEEKLY SAFETY MEETING

All Euramax Subsidiaries

CHEMICAL LABELS

Leaders Guide

Question: Where can more information be found about a chemical?

Answer: The MSDS

Explain to your employees where MSDS sheets are located at your facility. Show your employees the MSDS that you brought to the meeting.

Question: A portable container filled from a labeled container by an employee must be labeled how?

Answer: Name of the product
Physical and health hazards

Question: What should you always do when working with chemicals?

Answer: Always:
Read the label and MSDS for every chemical you work with

Check that every container you use has a label

Report missing or damaged labels so they can be replaced

Put labels on portable containers for all hazardous chemicals

Be familiar with your company's emergency procedures for chemical spills, fires, and exposure.

Question: What should you never do when working with chemicals?

Answer: Never:
Use a container that isn't labeled.
Cover labels so they can't be read.
Ignore label warnings.
Don't ever sniff a chemical to identify it.
Avoid putting your hands into corrosives or solvents unless you're wearing gloves
Don't use a chemical if you don't know what it is.
Don't skip safety precautions to get the job done faster.

WEEKLY SAFETY MEETING

All Euramax Subsidiaries

CHEMICAL LABELS

Leaders Guide

SUMMARY:

Every chemical container must be labeled by the manufacturer or supplier with general information on the potential hazards and how to use the product safely. The label at a minimum must have the: name of the product, name and address of the manufacturer, and the physical and health hazards associated with the product.

Hazard warnings need to reflect physical hazards such as flammability, corrosivity, or reactivity. Health hazards also need to be communicated including specifics on how employees may be affected by chemical exposure.

Never use a chemical from an unlabeled container. If the label is missing or unreadable, report it to any supervisor immediately.

Never remove or deface existing container labels unless the container is immediately labeled with the required information.

EMPLOYEE HANDOUT

- A. Employee Handout
- B. Chemical Labels Quiz
- C. Chemical Labels Crossword

QUIZ ANSWERS:

- 1. False
- 2. True
- 3. False
- 4. True
- 5. True

WEEKLY SAFETY MEETING

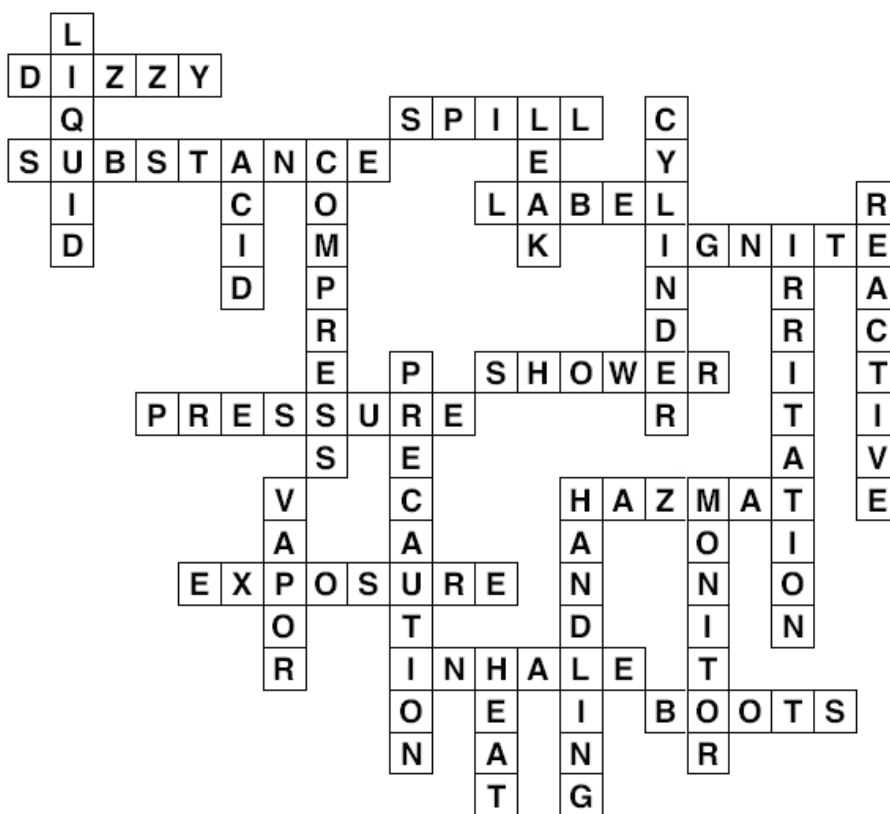
All Euramax Subsidiaries

CHEMICAL LABELS

Leaders Guide

PUZZLE 2 ANSWERS:

Chemical Safety 2



WEEKLY SAFETY MEETING

All Euramax Subsidiaries

CHEMICAL LABELS

Employee Handout

Warning labels, found on all containers of hazardous chemicals in the workplace, provide much of the information you need to know to use hazardous chemicals safely. Understanding warning labels will help you handle and use these chemicals properly and avoid health and safety problems in the workplace.

What's on a Warning Label

All warning labels show the **name** of the chemical; the name, address and phone number of the manufacturer or importer; and the chemical code number. All warning labels will contain one of three **signal words** that indicate **just** how dangerous the chemical is. *Warning* indicates a greater hazard than *Caution* does, while *Danger* indicates the highest level of hazard. Highly toxic chemicals will be labeled *Poison*.

The label will also contain information about physical hazards—if the chemical is flammable, explosive, corrosive and so forth. Health hazard

information will list such dangers as eye, lung and skin irritation, burns or systemic illnesses.

Other Information

Warning labels may also tell you how to store and dispose of the chemical properly: the type of container needed, how to dispose of chemicals and containers. The label may indicate precautions to take, such as how to clean up, what personal protection equipment to use with the chemical, and how to handle leaks or spills. First-aid instructions may include antidotes for poisons and what steps to take when someone is exposed to the chemical.

Make Sure It's Labeled

Making certain that hazardous materials are properly labeled is a responsibility that all employees must share. Labels are required on all stationary containers. If you find a container with no label or with a torn or illegible label, report it to your supervisor immediately. Don't attempt to use or handle the chemical until you know for



sure what it is. If you're carrying hazardous chemicals in a portable container that someone else might use, you should label the container to ensure the safety of other workers.

Read the Label—Each Time

When health and safety are at stake, it pays to double-check. Always read the label whenever you use any hazardous chemical. Although you may have used the same chemical many times, the manufacturer may have changed the formula, or provided the wrong concentration. Avoid identifying chemicals by the label's color or design

Always read the label whenever you use any hazardous chemical.

alone. If the label raises any questions in your mind about the appropriateness of your environment and protective equipment to deal with the hazardous chemical, check company policy or consult your supervisor before using the chemical. Taking responsibility for knowing the contents of chemical containers protects not only you, but also every other employee at your place of work.

WEEKLY SAFETY MEETING

All Euramax Subsidiaries

CHEMICAL LABELS

Employee Quiz

Answer the following questions to see what you know about chemical labels.

1. Storage and disposal instructions won't be found on the label and therefore are unimportant.
True or False
2. One should read the label to know how to mix and safely use the chemical.
True or False
3. The common name is the same as the brand name of a chemical.
True or False
4. "Danger" on the label means high toxicity.
True or False
5. Read the label to find out what PPE to use.
True or False



WEEKLY SAFETY MEETING
All Euramax Subsidiaries

CHEMICAL LABELS
Meeting Sign In Sheet

LOCATION _____

MEETING DATE _____ MEETING CONDUCTED BY _____

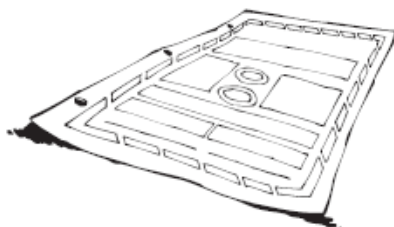
CONTENTS OF MEETING _____
(Attach Handouts, etc.) _____

ATTENDEES:

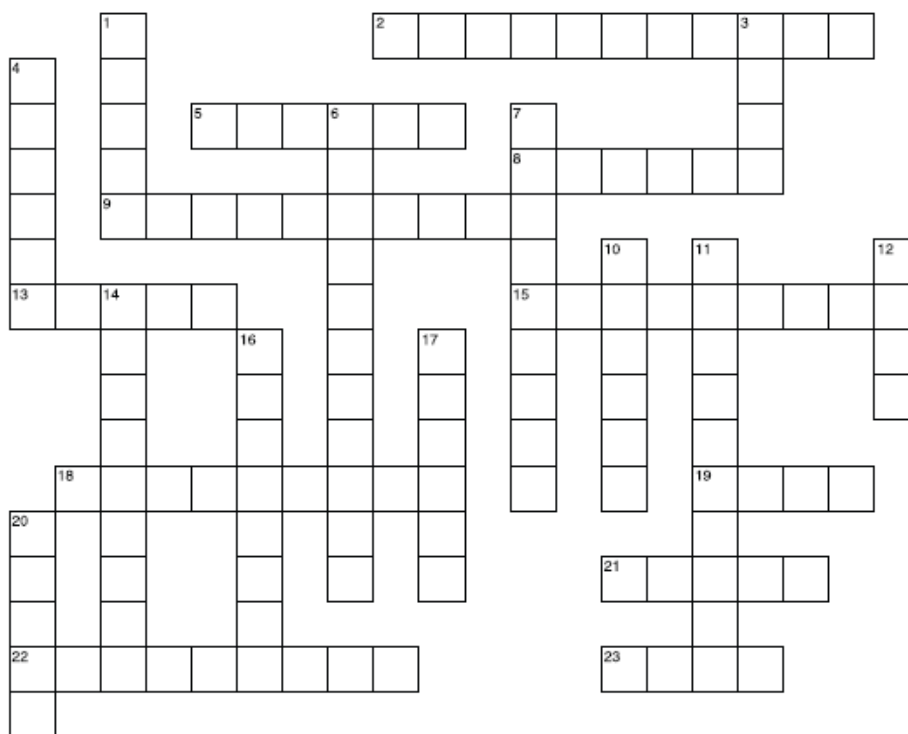
Name (Print)	Signature	Name (Print)	Signature
1 _____	_____	22 _____	_____
2 _____	_____	23 _____	_____
3 _____	_____	24 _____	_____
4 _____	_____	25 _____	_____
5 _____	_____	26 _____	_____
6 _____	_____	27 _____	_____
7 _____	_____	28 _____	_____
8 _____	_____	29 _____	_____
9 _____	_____	30 _____	_____
10 _____	_____	31 _____	_____
11 _____	_____	32 _____	_____
12 _____	_____	33 _____	_____
13 _____	_____	34 _____	_____
14 _____	_____	35 _____	_____
15 _____	_____	36 _____	_____
16 _____	_____	37 _____	_____
17 _____	_____	38 _____	_____
18 _____	_____	39 _____	_____
19 _____	_____	40 _____	_____
20 _____	_____	41 _____	_____
21 _____	_____	42 _____	_____

WEEKLY SAFETY MEETING

All Euramax Subsidiaries

CHEMICAL LABELS
Employee Puzzle 1

Chemical Safety 1

If you are familiar with a material safety data sheet, you'll be familiar with the words in this puzzle.


ACROSS

- 2 capable of burning
- 5 hand PPE
- 8 gaseous element essential to animal life
- 9 cancer causing
- 13 fracture
- 15 attentiveness
- 18 destroys tissue
- 19 dangerous chance
- 21 natural rubber
- 22 crisis
- 23 flame

DOWN

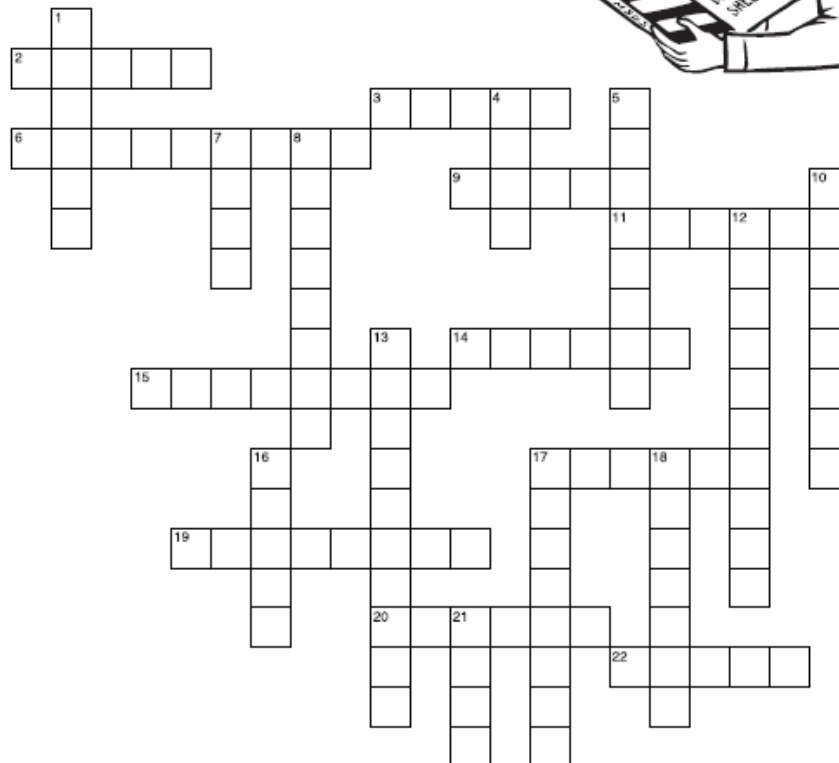
- 1 poisonous
- 3 scorch
- 4 soak up
- 6 circulation of air
- 7 vessel
- 10 hazard
- 11 breathing apparatus
- 12 where to find chemical information
- 14 capable of causing rapid generation of heat and gases
- 16 unstable, powerful oxidizing agent
- 17 consume or swallow
- 20 liquids, solids and ___

WEEKLY SAFETY MEETING

All Euramax Subsidiaries

CHEMICAL LABELS
Employee Puzzle 2
Chemical Safety 2

Chemical hazards are complicated, but with training you can figure them out. Now if you can just figure out this crossword puzzle....


ACROSS

- 2 light-headed
- 3 splash or flow
- 6 chemical composition
- 9 identifying tag or sticker
- 11 set on fire
- 14 spray of water
- 15 continuous force on or against
- 17 Hazardous Materials abbreviation
- 19 unprotected closeness
- 20 breathe in
- 22 footwear

DOWN

- 1 fluid
- 4 seepage
- 5 container for liquefied gas
- 7 sour or corrosive substance
- 8 pressurize
- 10 responsive to stimulus
- 12 redness or swelling are signs of skin ____
- 13 action taken to avoid danger
- 16 gaseous form of liquid or solid substance
- 17 working with
- 18 observe
- 21 warm