

**Safe handling** of hazardous chemicals and dispensing systems is the **key to preventing accidental exposure** and reducing chemical burns to the hands, eyes and body.

The majority of accidental exposures at Auto-Chlor System are **due to unsafe work habits and improper use of personal protective equipment (PPE)**.

It is the **employee's responsibility** to ensure that they handle chemicals safely, follow procedures to reduce hazards, and to wear PPE properly and when it is required to prevent exposure.



A great majority of employees at Auto-Chlor **work independently**, in the field, maintaining dishwashing equipment. No two worksites are the same and employees **must make safe decisions based on the circumstances**. Employees should **assess each situation** to determine the possible modes of exposure and **take steps to ensure their safety**. For example, when moving or arranging chemicals under a counter, the **greatest chance of exposure** is through the open bottle of chemical. By simply **replacing the cap** prior to moving the container the risk of exposure has been **greatly reduced**.

While Auto Chlor employees do work independently, help is never farther away than a phone call. **Any time that an employee is unsure of the safest way to handle a situation, they should call their supervisor for assistance and or advice.**

The following is a partial list of **best practices that will reduce your exposure** when working with hazardous chemicals:

- Make your safety and the safety of others a **value** of your work ethic, not a priority. **Priorities change. Values do not.**
- **Always don the required PPE and wear it correctly.** For example, eye protection should be close to the face, not on the tip of the nose. When working with chemical goggles should be worn rather than impact safety glasses.
- **Drain all chemical lines prior** to working on the dispensing system, transporting a dishwasher, or preparing a dish machine for storage.
- **Thoroughly rinse all tools and equipment** that has been exposed to hazardous materials.
- **Place an object**, such as rag, **between yourself and the chemical** system being worked on when possible. For example, when priming a detergent line, pressure may build causing the tubing to slip or pop off at one of the connectors. By placing a rag over the connector any resulting spray will be absorbed by the rag.

- **Never transport an open container** of hazardous chemicals. Ensure **all containers are properly sealed** prior to transport.
- **Act promptly if exposure does occur.** Wash hands and arms after working with exposed chemicals to ensure chemicals are not later transferred to face or eyes.

### **Rebuilding Chemical Pumps**

Personal protective equipment **is to be worn at all times when servicing dishwashing equipment** including the rebuilding of chemical pumps. The following steps shall be followed at all times when reconditioning chemical pumps.

#### ***Squeeze Tube Replacement Steps*** (Chemical safety goggles must be worn)

- **Remove the chemical feed straw** from the appropriate container or remove cap from Mach container.
- **Prime all chemical out of the line** using the prime switch for the chemical pump.
- **Replace** squeeze tube.
- **Put chemical feed straw back** into the appropriate container.
- **Prime chemical pump** until all air is out of the lines.

#### ***Piston Pump Rebuild Steps*** (Chemical safety goggles must be worn)

- **Disconnect intake tubing** from piston pump.
- **Place a rag over the chemical funnel** to block any splashing. (A-5 only)
- **Prime all chemical out of the discharge line** by manually lifting and lowering plunger.
- **Disconnect the discharge tubing** from the piston pump.
- **Rinse the chemical pump** in fresh water by immersing it in the sump of the dishwasher and manually lifting and lowering the plunger multiple times.
- **Replace** o-rings and wafers.
- **Re-attach** tubing to chemical pump.
- **Prime chemical pump** until all air is out of the lines.

#### ***Remember...***

It is the responsibility of all Auto-Chlor System employees to **foresee situations of risk and take preventative steps** before accidents occur. Remember to protect your health and the health of others by making smart, safe decisions.

#### ***Training***

All employees will be trained regarding this policy on the **first day of hire**.

#### ***QUIZ***

Each participant should complete the Spill Cleanup Response quiz. Review the answers as a group.

**1. Who is responsible for employee safety?**

- a. Branch Manager
- b. Corporate Safety
- c. Everyone

**2. Before moving a bucket of hazardous materials you should ensure the bucket is sealed.**

- a. True
- b. False

**3. If tools have been exposed to hazardous chemicals you should:**

- a. Put them away
- b. Clean them thoroughly
- c. Hope for the best

**4. If an employee is unsure of the best way to handle a situation safely, they should:**

- a. Put on their safety glasses and hope for the best.
- b. Call their manager or supervisor and determine a safe way to accomplish the goal.
- c. Do it anyway

**5. If you are wearing safety glasses in some fashion, you are protected.**

- a. True
- b. False

**6. What is the first step prior to rebuilding a chemical pump?**

- a. Prime out chemical lines
- b. Remove straw or cap from chemical container
- c. Don gloves & goggles

**7. Foam surround safety glasses protect you as well as chemical safety goggles when working on chemical pumps or lines.**

- a. True
- b. False

**8. Prior to replacing o-ring and wafers in a piston pump you should?**

- a. Don gloves & goggles
- b. Rinse pump with fresh water
- c. Both A and C

**9. Most accidents are not preventable.**

- a. True
- b. False

**10. Possible steps to reduce exposure risks are:**

- a. Covering funnel with rag
- b. Drain chemical lines prior to transport.
- c. Drain chemical lines prior to rebuilding chemical pumps
- d. All of the above

*By signing, I acknowledge that I understand and will abide by any directives or policies contained within this document.*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_