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| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **HAZARDOUS SUBSTANCES** | Doc: SH-015 |
| Issue: 3 |
| Date: 17.07.14 |
| Page 30 of 45 |

bd06718_Our workplace has a [*Hazardous or Harmful Substances Register.*](file:///I:\Master%20Forms\HSE\Hazardous%20or%20Harmful%20Substances%20Register.doc)

Staff who work with chemicals and hazardous substances will be given specific safety training.

If you are not absolutely certain about the chemicals, glues, paints, turps, lacquer or liquids you are about to use – find out.

Follow instructions regarding decanting and use of approved containers.

Check that labels are correct and readable.

Keep containers sealed.

Keep containers identified.

Read the instructions and warnings on labels and get a copy of the Material Safety Data Sheet (MSDS).

If you are still not sure, ask your supervisor.

Current at time of printing – do not use for training or editing without checking currency. Access current document from Sitemap.