



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT
DALMIAPURAM
CIVIL DEPARTMENT**



Issue No. 02	Rev. No: 01	Effective Date: 22.05.2015	SOP/QA/02
Issued By: S & P		Approved By: Head - QA	
SOP FOR HANDLING AND STORAGE OF CHEMICALS			

Scope: Handling and storage of chemicals

Responsibility: Chemist

Accountability: Head Quality assurance.

PPE:

1. Hand glove
2. Safety shoe,
3. Mask,

TOOLS:

1. Beaker
2. Burette
3. Pipette, funnel

Hazard Analysis:

Spillage,

Washed in drainage,

Washing of glassware's.

Procedure:

1. Don't keep the explosive and inflammable chemicals near fire.
2. Never keep the ammonia and hydrochloric acid side by side.
3. Always Keep the reagent bottles and chemicals with labels.
4. Don't throw inflammables into sink.
5. Don't allow anybody smoke inside the laboratory.
6. To dilute the acid, don't pour water into acid, but pour acid in to water slowly.
7. Use nose mask to avoid inhale of acid and other chemicals.
8. Always keep the crucibles in desiccators after taking from furnaces to avoid fire accident.
9. Use proper glove and pair of tongs to handle chemicals and hot crucibles.



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT
DALMIAPURAM
CIVIL DEPARTMENT**



Issue No. 02	Rev. No: 01	Effective Date: 22.05.2015	SOP/QA/02
Issued By: S & P		Approved By: Head - QA	
SOP FOR HANDLING AND STORAGE OF CHEMICALS			

10. Arrange proper ventilation in storage place.
11. Keep the exhaust fan always in the running condition.
12. keep the drainage clean.
13. Use separate water tank for lab and ensure the water level.
14. Collect separately

Spillage of chemicals;

Shut off possible sources of ignition. Pour sand and collect or wash with plenty of water for suitable cleaning.



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT
DALMIAPURAM
CIVIL DEPARTMENT**



Issue No. 02	Rev. No: 01	Effective Date: 22.05.2015	SOP/QA/02
Issued By: S & P		Approved By: Head - QA	
SOP FOR HANDLING AND STORAGE OF CHEMICALS			

JOB SAFETY ANALYSIS:(JSA)

Job Safety Analysis	Job: Handling and storage of chemicals	Date:	Analysis by:	Reviewed by:
Title of employee doing job: Testing Boy	Supervisor: Chemist	Department: Quality assurance	Section: chemical lab	Approved by:
Req'd/recommended PPE: Rubber Gloves. Nose mask				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
Inspecting the Chemical	Fall injury	The identification to be checked.	Wrong selection may create fumes.	Don't put near nose.
Measuring the chemical	Body Injury or inhalation	Use of proper apparatus.	Improper handling lead accident.	The apparatus and room condition should be maintained clean.
Analysis	Body Injury or inhalation	Check the leakage	Leakage may create fumes.	Use of good condition apparatus.
Washing and storing the balance qty	Body Injury or inhalation	Keep it well conditioned storage place.	The drainage may get jam.	Not to use the improper drainage.