

# SOP: Safe Use and Storage of Cleaning Chemicals

This SOP provides detailed **instructions for the safe use and storage of cleaning chemicals**, covering proper handling techniques, appropriate personal protective equipment (PPE), labeling and identification of chemicals, safe storage practices to prevent spills or contamination, and emergency response procedures in case of accidental exposure or spillage. The guidelines aim to minimize health risks, environmental hazards, and ensure compliance with safety regulations in the workplace.

## 1. Purpose

To outline procedures for the safe handling, use, and storage of cleaning chemicals to protect staff, the environment, and maintain regulatory compliance.

## 2. Scope

This SOP applies to all personnel who handle, use, or supervise the use and storage of cleaning chemicals in the facility.

## 3. Responsibilities

- **Supervisors:** Ensure all staff are trained and SOPs are followed.
- **Staff:** Follow all safety guidelines and report any hazards or incidents immediately.

## 4. Procedure

### 4.1 Handling and Use

- Read and understand the Safety Data Sheet (SDS) for each chemical before use.
- Never mix chemicals unless specified safe by the manufacturer.
- Use chemicals only for their intended purpose and follow manufacturer instructions for dilution and application.

### 4.2 Personal Protective Equipment (PPE)

Chemical Type	Required PPE
Acids/Bases	Gloves, goggles, apron, closed-toe shoes
Disinfectants	Gloves, eye protection
Solvents	Gloves, goggles, mask if vapor present

- Inspect PPE before each use and replace if damaged.

### 4.3 Labeling and Identification

- Ensure all containers are clearly labeled with chemical name, hazard warnings, and usage instructions.
- Never use chemicals from unmarked containers.

### 4.4 Safe Storage Practices

- Store chemicals in a cool, dry, well-ventilated area, away from direct sunlight and incompatible materials.
- Keep chemicals in their original containers with secure lids.
- Do not store chemicals above eye level; keep heavy containers on lower shelves.

- Segregate acids, bases, and oxidizers according to SDS recommendations.
- Post “No Smoking” and warning signs in storage areas.

## 4.5 Emergency Procedures

- **Spills:** Evacuate the area if necessary, contain the spill, and clean up using appropriate PPE and spill kits. Dispose of waste as instructed by SDS.
- **Exposure:** For skin or eye contact, rinse immediately with copious amounts of water; seek medical attention as outlined in SDS.
- **Fire:** Activate fire alarm and contact emergency services. Use appropriate fire extinguisher as indicated by chemical safety data.
- Report all incidents to a supervisor and document according to company policy.

## 5. Training and Documentation

- All users must attend chemical safety training prior to handling chemicals.
- Keep records of training, incidents, and chemical inventories up to date.

## 6. References

- Safety Data Sheets (SDS)
- OSHA Hazard Communication Standard
- Local and national workplace safety regulations