FREE SAFETY RESOURCE

CHEMICAL SAFETY AND PPE

Safe storage, dilution, PPE and spill response for cleaners and workplaces.

4 golden rules | PPE by task | Free PDF

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Before every shift

- [x] ~~Read the safety data sheet~~
- [x] ~~Wear the right PPE~~
- [x] ~~Dilute chemical into water~~
- [ ] Never mix products
- [ ] Label and store safely

FREE SAFETY RESOURCE

Chemical Safety and PPE Checklist

A practical checklist for cleaners, supervisors and business owners. It supports, and does not replace, your own safety procedures and training.

SITE _____ DATE _____ COMPLETED BY _____

In an emergency

Call 000 for an emergency. For poisoning advice call the Poisons Information Centre on 13 11 26 (24 hours, anywhere in Australia). Keep the safety data sheet (SDS) with the product so you can tell them exactly what was swallowed or splashed.

Before you start

5 tasks

- [ ] Read the label and the safety data sheet (SDS) for every new product
- [ ] Check the product is right for the surface and the job
- [ ] Check bottles are labelled, not damaged and not leaking
- [ ] Open windows or doors for ventilation
- [ ] Put out wet floor signs where needed

Wear the right PPE

6 tasks

- [ ] Gloves that suit the chemical (nitrile for most cleaning)
- [ ] Safety glasses or goggles when splashing is possible
- [ ] Closed, non-slip footwear
- [ ] A mask or respirator if the SDS asks for one
- [ ] Long sleeves or an apron for strong chemicals
- [ ] Wash hands after removing gloves

Mixing and dilution

5 tasks

- [ ] Add chemical to water, never water to chemical
- [ ] Measure with the right cap or dispenser, not by guessing
- [ ] Never mix bleach with ammonia, vinegar or other cleaners
- [ ] Use cold or warm water unless the label says otherwise
- [ ] Label every spray bottle you refill

Storage

5 tasks

- [ ] Keep chemicals in their original containers
- [ ] Store in a cool, dry, ventilated place out of direct sun
- [ ] Keep acids, alkalis and bleach apart
- [ ] Store below shoulder height, never above food
- [ ] Lock away from children and pets

Spills and first aid

6 tasks

- [ ] Stop the leak and keep people away
- [ ] Wear PPE, then contain the spill with absorbent material
- [ ] Never wash strong chemicals down a drain unless the SDS allows
- [ ] Skin: rinse with running water for at least 15 minutes
- [ ] Eyes: flush with clean water for at least 15 minutes and get medical help
- [ ] Report every spill and injury to your supervisor

After the job

5 tasks

- [ ] Rinse and store equipment and cloths
- [ ] Dispose of empty containers as the label directs
- [ ] Wash cloths and mops separately by area (colour-coded)
- [ ] Record any problem products and tell your supervisor
- [ ] Restock PPE and safety signs

QUICK REFERENCE

PPE by task

A guide only. The product's SDS always has the final say.

TASK	GLOVES	EYE PROTECTION	MASK	NON-SLIP SHOES
General surface cleaning	Yes	If splashing	No	Yes
Toilets and urinals	Yes	Yes	No	Yes
Oven cleaner and degreasers	Yes	Yes	If fumes	Yes
Bleach and disinfectants	Yes	Yes	If fumes	Yes
Descalers and acids	Yes	Yes	If fumes	Yes
Carpet steam cleaning	Yes	If splashing	No	Yes
Dusting and vacuuming	Optional	No	If dusty	Yes
Mould removal	Yes	Yes	Yes	Yes
Pressure washing	Yes	Yes	If spray	Yes

Know your rights and duties

In Western Australia, employers must provide a safe workplace, safety training and the right PPE, and workers must follow safe procedures. WorkSafe WA has guidance on hazardous chemicals at commerce.wa.gov.au/worksafe.