IN-SERVICE TRAINING

Auto-Chlor® SYSTEM
www.autochlor.com

Employees and customers make many decisions around their health and safety when choosing a great place to spend time or work. In-service training is a key part of maintaining a safe environment. A survey conducted online by Harris Poll in 2016 found that 93% of adults in the United States would avoid entering an establishment again if they previously experienced some type of flaw with the facility. This includes common issues related to restaurant cleanliness, such as general bad odor, dirty restrooms, and unclean surfaces.

The CDC says many types of viruses and bacteria are thought to spread mainly from person-to-person, by being in close contact, touching people or objects frequently contacted by others, and through coughs and sneezes. During a health crisis, increasing the frequency with which you have staff sanitize and disinfect frequently touched areas, like door handles, tables and chairs, condiments, and touch-screen kiosks, is increasingly important.

In this in-service trainer, we will walk you through how to clean a restaurant, section by section, capped off with some general advice about sanitary procedures and protocol that prioritize guest safety.

In this piece about cleaning a restaurant, you'll learn:

- How to clean each section of a restaurant (exterior, front of house, bar, back of house)
- The cleaning supplies needed to keep a restaurant safe and sanitary
- Restaurant cleaning best practices

The chemicals provided below are most commonly available in most environments open to the public and are an important part of effective Standard Operating Procedures (SOP's), focused on proper hygiene and disease prevention. Auto-Chlor offeres a wide selection of chemicals that make cleaning less labor/more cost effective, but for the purposes of this trainer, we are focusing on products required for maintaining a clean and safe environment for your customers. Auto-Chlor System uses auto-dispense technology to ensure that products are dispensed properly for safe and effective use every time.

Hospital Grade Multi-Surface Disinfectant

The most powerful disinfectants are hospital grade disinfectants. Disinfectants are toxic products and should be treated with care. Auto-Chlor Disinfectants are hospital grade disinfectants, and are listed on the EPA emerging pathogen list.

Proper use of sanitizer requires 4 steps: pre-clean, disinfect, wait, and dry.

- **Pre-clean** any visibly soiled areas to be disinfected.
- **Disinfect** by applying your disinfectant directly and thoroughly over the surface to be disinfected. Emerging pathogen claims and contact time are an important part of selecting the proper disinfectant.
- **Wait** for the time indicated in directions for use on the product label. Surfaces must remain wet for this period of time.
- **Dry** wipe the surface or allow to air dry.

- Disinfecting should be performed on hard surfaces and high touch objects with approved disinfectants. Increase frequency as needed and based on traffic.

- Discuss locations recommended for dispensing as well as locations for RTU product.

- Share proper labeling of product that is dispensed. Be sure to share that handwritten descriptions are not acceptable for dispensed product. Discuss availability of additional spray bottles and labels.

Food Safe Surface Cleaning

As the name implies, food contact sanitizers are used on surfaces that come in contact with food. These include **cutting boards**, **serving stations**, **food prep tables**, and **meat slicers**. When used at a sanitizer level, these sanitizers do not require a fresh water rinse following use.

There are three acceptable types of sanitizer solutions for use in a food establishment. **Chlorine (Bleach), Quaternary Ammonia (QUAT, QAC), and Iodine. These types of sanitizers are widely used in front and back of the house cleaning and sanitizing.**

There are three ways food contact safe sanitizers can be applied to surfaces:

- Spray, wait, and wipe: Directly applying disinfectant to the surface using a spray bottle. This method eliminates the potential of quat binding*. User should ensure dwell time on a surface for 60 seconds to allow the sanitizer to be effective. Aerosol dispersion avoids the concern of quat binding in the dip and wipe or soak and wipe applications.
- Dip, wait, and wipe: In this method, a dry cloth is dipped into disinfectant for a few seconds and then excess solution is wrung out. The challenge here is maintaining a wet surface for the 60 seconds necessary to properly sanitize the surface.
- Soak, wait, and wipe: A common approach for disinfecting is to soak cloths in the quat solution for 10 minutes (or for many hours) before use. The biggest concern about this approach is that cotton cloths absorb quats. For this reason, it is highly recommended that microfiber cloths are used with this method and that quat is checked regularly for proper PPM.

  *Quat binding is the process of the active ingredients in a quaternary ammonia solution which are positively charged, becoming bound to a negatively charged cleaning cloth, resulting in loss of concentration of the solution.

All authorities stress the importance of thorough cleaning and rinsing of surfaces prior to sanitization. Cleaning and rinsing reduces the number of organisms on equipment surfaces, which reduces the amount of time the sanitizer needs to work.

Cleaning must be performed prior to sanitizing a surface, or the sanitizer may be ineffective. Unclean processing and packaging equipment provide an excellent environment for bacteria to grow. Sponges can no longer be used in food service establishments for cleaning or sanitizing because they can harbor bacteria. Dedicated wiping cloths should be used for cleaning and sanitizing so there is no cross- contamination from surface to surface. When not in use, cloths should be stored in a container of sanitizing solution to control bacteria growth. If they are left on counter tops, bacteria can begin to multiply. By leaving them in a sanitizer solution when not in use, the cloths stay sanitary.

Proper cleaning procedure for food contact surfaces involves the use of the 5-step procedure:

1. **Prescrap** (remove gross food soils)
2. **Wash** (in or with a suitable detergent solution)
3. **Rinse** (with clean potable/tap water)
4. **Sanitize** (with a suitable sanitizer at an appropriate concentration and temperature for 1 minute)
5. **Air Dry** (never towel dry because of cross-contamination)

In the case of immobile objects, such as mixers and large kettles, the 5-step procedure is applied directly to the equipment. In the case of mobile objects, glasses, plates, serving utensils, serving pans, the objects are either run through an industrial dish machine to clean and sanitize or they are washed manually in a three compartment sink.

Hand Soap
Hand Sanitizer

How to Wash

The following procedure, adapted from the FDA's Retail Food Protection:
Employee Health and Personal Hygiene Handbook, outlines the steps employees should take each time they wash their hands. Auto-Chlor hand soap and sanitizer dispensers are set to dispense between .7 and 1 ml of product per dose to ensure coverage and minimize overuse.

Handwashing - Proper handwashing includes:

1. Using warm water, as hot as you can stand.
2. Dispense soap on your hands and scrubbing all the way to the elbows.
3. Washing a minimum of 20 seconds and doubling the time to 40 seconds if you use the toilet.
4. Using only disposable paper towels or the hot air machine to dry your hands. After you finish drying your hands with the paper towel, use it to shut the water off.

Hand sanitizing lotions and chemical hand sanitizing solutions may be used by food employees in addition to hand washing. Hand sanitizing lotions should never be used in place of hand washing. Hand antiseptics are liquids or gels used to lower the number of microorganisms on the skin surface. Hand antiseptics should only be used after correct hand washing, not in place of it. Auto-Chlor hand sanitizers are compliant with the food and drug administration (FDA).

When to Wash

As important as training staff how to wash their hands is teaching them when to wash them. Also detailed in the FDA's hygiene handbook, the following list details when employees should wash their hands:

- Each time they enter the food prep area.
- Before putting on a new pair of gloves.
- Before performing any food prep task.
- Before touching clean food equipment or serving utensils.
- When moving on to a new task.
- When preparing to handle ready-to-eat food after handling raw food.
- After touching soiled dishes, utensils, or equipment.
- After touching any part of the body other than clean hands.
- After visiting the restroom.
- After coughing, sneezing, or nose blowing.
- After eating, drinking, or using tobacco.
- After touching or caring for a service animal.
- After handling or caring for aquatic animals including mollusks, shellfish, and crustaceans in display tanks.
- When handling tableware and utensils, all items must be handled in a careful and sanitary way, before, during and after serving food.

Proper use of floor cleaners depends on the type of floor cleaner. Advise the customer on the steps necessary to properly use their particular type of floor cleaner. Types of cleaners will have varying use instructions. For example, no-rinse, multi-surface, degreasers, no-slip, and specialty products will have different procedures in place. Most cleaners require five steps. Sweep the floor to be cleaned, mop the surface with the floor cleaner, rinse the surface with clean water, and allow to dry. Secure the area to prevent any potential slip and fall incidents.

- **Remove** any loose soil in areas to be mopped by vacuuming or sweeping the area you intend to mop.
- **Fill your mop bucket with clean water and your floor cleaner.** Most Auto-Chlor floor products are dispensed for best results. Ensure that instructions are followed to avoid using the wrong amount. This can lead to poor results or excess residue on the floor requiring additional rinse steps.
- **Mop the floor.** Dip your mop into the bucket and wring out the access water from the mop itself. Slowly and carefully mop your floor by pushing directly away from your body and pulling back toward your body, using your mop in a straight pattern. Your footing should remain on the area of the floor that remains dry. Use a stiff bristle deck brush for more stubborn areas.
  - When using a no-rinse product, stop at this point and squeegee the remaining solution down nearby floor drain and allow to air dry.
- **Rinse the floor** by either squeegeeing the remaining solution down a nearby floor drain, or by using mop bucket with clean water and mop toward your drain, cleaning your mop frequently.
- **Allow the floor to dry.** Ensure the area is allowed to air dry under supervision and/or properly sign the area to prevent slips and falls.

Follow use instructions for each product as recommended on the product label and product information sheets.

A **multi-purpose cleaner** is designed to be used on many different surfaces and for a variety of **cleaning** tasks. There is no 'standard' set of ingredients for such **cleaners**, but they can typically act as a disinfectant, detergent, de-greaser, and solvent. A glass cleaner is formulated to leave no residue in comparison to other types of multi-purpose solutions. Auto-Chlor System has concentrated products used through dispensers and RTU formulas. Multi-purpose products are meant for a wide variety of surfaces.

- Dispense the product into a spray bottle.
- Spray surface with a fine mist.
- Wipe clean with a paper towel or lint free soft cloth.

3 Compartment Sink Operations

There are 5 steps in many foodservice operations that use 3 compartment sinks for washing. Two steps in the three compartment sink procedure use chemicals, one for washing and the other for sanitizing (although rare today, sanitizing can also be done by heat alone). A third chemical step may also include the use of a flatware presoak. A presoak is used to remove heavier soils and to remove tarnish on silver and silver plate without damage. A three compartment sink is, as it sounds, three compartments set up side by side. Older food service establishments may only have two compartment sinks. If this is the case, a dishpan must be used to provide the third sink.

There usually is a garbage disposal and overhead sprayer hose before the first sink to allow for easy removal of the gross food soils remaining on the ware.

1. Pre-scrapping is the first step in the 5-step procedure. Flatware presoak would follow, if a pre-soak is desired.
2. After pre-scrapping, the ware goes into the first sink which has a pot & pan detergent solution at 90-120°F in the sink for cleaning.
3. Once washed, the ware is immersed in the second tank, which contains potable/tap (drinking quality) water. This rinses off the detergent residues.
4. The ware is then immersed for 60 seconds in the third sink, which contains the sanitizing solution. For each type of chemical sanitizer, there is a minimum concentration of the sanitizer that must be present. One of the most common mistakes dishwashers make is only briefly immersing the ware in the third sink. It must stay immersed for 60 seconds to comply with the Environmental Protection Agency's (EPA) requirements. The temperature of the sanitizing solution should be 75-120°F.
5. Air dry all items. Place items upside down so they will drain. Do not stack items until they are dry or dry with a towel or dish rag. Articles must air dry.

Pot & Pan Detergents

Auto-Chlor's Manufacturer instructions are to maintain pot and pan detergent mixtures between 90-120°F. Emulsification is the name of the cleaning process used by pot & pan detergents. Emulsification is the process by which soils are broken down, held in suspension, and prevented from depositing back onto ware being washed. Once food soils are removed from ware, it is equally important for good sanitation that the food soils not be allowed to recoat the ware. Pot & pan detergents help do both cleaning and preventing soil re-deposition. Emulsification does not change the soil other than breaking it down into smaller bits, which are easier to remove from ware.

The main components of pot & pan detergents are surfactants. The word surfactant is a shorthand way of referring to a chemical that is a "surface active agent," meaning that it reduces the surface tension of water. One misunderstood characteristic of surfactants in pot & pan detergents is that they must foam to clean. However, foam does not clean. It is just one visual indication that surfactants are present. However, this does not necessarily indicate that it will effectively clean. It can be demonstrated that by filling the sink and then adding the detergent, ware can be washed just fine without the foam. People are conditioned through their experiences at home to expect copious amounts of foam when washing ware manually.

Sanitizer Usage & Testing

Auto-Chlor Sanitizer works within temperature ranges between 75-120°F. Both after being prepared and at regular intervals while being used, sanitizer test papers are used to monitor sanitizer concentrations and temperature should be checked to be within range. Each chemical sanitizer has a specific test paper that is to be used.

Show how to use a test strip:

1. Remove a 1.5" strip of clean dry test paper from the container. Make sure the proper test paper is selected based on the sanitizer being tested.
2. Dip the strip of test paper in clean, fresh, sanitizer solution.
3. Immediately compare the test paper to the color chart on the test paper container.

Front of House Cleaning Checklist

Dining and eating area cleanliness is necessary for safety reasons and to maintain the overall appearance of the establishment. The dining room is typically the first area patrons see when they enter a restaurant. Many visitors may decide to leave if the dining room appears unsanitary. Restaurant workers can properly clean dining areas by thoroughly sanitizing the surface areas customer's come in contact with throughout their visit. Surface area cleaning should be done with clean towels that have not been used on surfaces in other areas of the restaurant, such as the restroom or kitchen. It is also necessary to ensure condiment bottles and menus are disinfected regularly.

Cleaning Supplies Needed:

- Surface and glass spray cleaners
- Sanitizer solution
- Floor cleaner
- Clean cloths
- Broom
- Mop and bucket of hot soapy water
- Vacuum for carpeted areas and hard to reach nooks
- Paper supplies, such as toilet paper, paper towels, and napkins

During the Shift:

- Spray and wipe down high traffic surfaces like door handles, railings, seats and table tops as often as needed.
- Spot clean windows and glass doors so they are free of smudges and streaks.
- Check that each table has a clean and fully-stocked setting.
- Consistently check bathrooms for cleanliness, addressing deficiencies at each interval.

When Closing Out:

- Prepare silverware and napkins for the next shift.
- Spray and wipe down menus.
- Spray and wipe down all table tops.
- Sweep and mop floors.
- Vacuum up any visible crumbs or debris from rugs.
- Spray and wipe down all glass surfaces and mirrors.

Once a Week:

- Vacuum harder-to-reach areas.
- Dust all fixtures and secondary surfaces.

Restrooms

Restrooms are another area that require frequent cleaning and maintenance. In most cases, restrooms are shared by employees and visitors. Properly cleaning restrooms helps prevent cross-contamination from employees to food products and eating utensils. Employees should monitor restrooms frequently to ensure they do not require attention. Restrooms are some of the busiest areas in restaurants. Make sure employees understand the importance of bathroom duties. Daily care from your employees keeps bathrooms fresh and clean around the clock, and that keeps your guests happy and returning.

Cleaning Supplies Needed:

- Surface and glass spray cleaners
- Sanitizer solution
- Bathroom cleanser and toilet brush
- Floor cleaner
- Deodorizer and/or air fresheners
- Clean cloths
- Broom
- Mop and bucket of hot soapy water
- Vacuum for carpeted areas and hard to reach nooks
- Paper supplies, such as toilet paper, paper towels, and napkins

To properly clean the restroom, employees must scrub toilet bowls and seats, as well as the floor around the toilets. All door handles and sink faucets must be disinfected. Surface areas around sinks should be disinfected and dried. Dispensers for soap, paper towels, and toilet paper should also be fully stocked.

During the Shift and End of Day:

- Sweep floors at least once per shift, and mop after closing.
- Wipe down sinks and counters several times a day.
- Clean and sanitize toilets and urinals at the end of each service.
- Disinfect touch points, including door knobs and stall locks.
- Check and fill soap, toilet paper, and check air fresheners.
- Empty trash and fill towel dispensers.

Once a Week:

- Clean windows, including sills, tracks, and hardware.
- Polish mirrors, frames, splashbacks, and countertops.
- Dust all surfaces, light fixtures, and light bulbs.
- Polish stall doors and hardware, inside and out.
- Check for leaks and mold behind toilets and under sinks.
- Make sure sink and floor drains stay clean and clog-free.
- Clean walls with appropriate products to remove dirt and smudges.
- Scrub and polish floor, wall, and counter tile and grout.
- Clean baseboards, door tops, interior window frames, and wall and ceiling trim.
- Dust overhead fixtures, including ceiling fans, lighting and sprinkler components.

Bar Cleaning Checklist

The bar is a busy area that's on full display to guests. It's important to keep it clean for both safety purposes, as well as for appearances.

Cleaning Supplies Needed:

- Surface spray cleaners
- Sanitizer solution
- Dish detergent
- Floor cleaner
- Beverage Drain Cleaner
- Several clean bar rags
- Trash bags
- Broom

During the Shift:

- Wipe down the bar, very frequently. Use sanitizing solution often.
- Run glassware through dishwasher.
- Refill disposables like napkins, stirrers, and straws.
- Empty trash and recycling bins.

When Closing Out:

- Clean and empty garnish trays.
- Wipe down bottles and speed wells.
- Clean soda guns.
- Completely empty and sanitize ice wells.
- Remove floor mats for cleaning.
- Sweep floor.
- Treat beverage and ice drains with cleaning agent to work overnight.

Once a Week:

- Spray and wipe down the surfaces inside coolers.
- Dust and wipe down bottles and shelves behind the bar and any decorative fixtures.
- Clean and flush keg lines.
- Clean behind any movable equipment.

Back of House Cleaning Checklist

The kitchen is one of the most important areas in the restaurant to keep clean. This area is exposed to a variety of possible contaminants. Cooks, servers, bussers, and even cashiers have access to the kitchen and could potentially contaminate food products. Uncooked food also poses health risks if surfaces are not cleaned sufficiently. To properly clean a restaurant kitchen, employees must sanitize equipment and surfaces that have come in contact with food and kitchen instruments and must do so after each task. The back of house can get messy quickly as food and dirty dishes come and go. It's crucial for the safety of staff and guests alike to stay on top of cleaning tasks.

Cleaning Supplies Needed:

- Sanitizer solution
- Stainless steel cleaner
- Commercial dishwasher detergent
- Degreaser
- Hand soap
- Floor cleaner
- Clean cloths
- Steel wool pads
- Food prep gloves
- Broom
- Mop and bucket of hot soapy water
- Trash bags
- Paper towels
- Power washer
- Stiff bristle deck brush

Prep Station

Oxymize

Cleaning Supplies Needed:

- Sanitizer solution
- Stainless steel cleaner
- Commercial dishwasher detergent
- Degreaser
- Hand soap
- Floor cleaner
- Clean cloths
- Steel wool pads
- Food prep gloves
- Broom
- Mop and bucket of hot soapy water
- Trash bags
- Paper towels
- Power washer
- Stiff bristle deck brush

During the Shift:

- Check that all surfaces are clean before starting prep.
- Wipe down and sanitize surfaces between preparing different foods.
- Wrap and date everything after it's been placed into a new container.
- Shuttle tools to the dish pit as needed.

When Closing Out:

- Clean equipment and tools, and take cutting boards, bowls/containers, etc. to the dish pit.
- Wipe and sanitize food prep surfaces and polish all stainless steel surfaces including ice makers and refrigeration units.
- Remove floor mats for cleaning.
- Sweep and mop the floors.
- Refill soap and paper towel dispensers.
- Place dirty towels and linens in the appropriate bins.
- Break down cardboard boxes for recycling.
- Empty trash bins.

Once a Week:

- Empty shelves and clean the surfaces of the walk-in and reach-in coolers.
- Toss out any ingredients that are no longer fresh.
- De-lime coffee makers.
- Check any pest prevention traps that may need cleaning or replacing.

Cleaning Supplies Needed:

- Sanitizer solution
- Stainless steel cleaner
- Commercial dishwasher detergent
- Degreaser
- Hand soap
- Floor cleaner
- Clean cloths
- Steel wool pads
- Food prep gloves
- Broom
- Mop and bucket of hot soapy water
- Trash bags
- Paper towels
- Power washer
- Stiff bristle deck brush

During the Shift:

- Scrape down griddles and grills between use.
- Clean up any big spills or splatters.
- Check the temperatures on hot or cold food holding units.
- Sanitize surfaces after preparing any potentially dangerous foods or changing food types being prepared (ie. Seafood, meat, poultry, fresh produce, etc.)

When Closing Out:

- Clean the grills and griddles and empty drip trays.
- Filter the fryer oil.
- Empty and sanitize any hot or cold food holding units.
- Clean equipment and tools and take pots/pans, etc. to the dish pit.
- Degrease and sanitize all surfaces.
- Remove floor mats for cleaning.
- Sweep and mop the floors.
- Place dirty towels and linens in the appropriate bins.
- Empty trash bins.

Once a Week:

- Replace the fryer oil.
- Clean the inside and outside of ovens and steamers.
- Empty grease traps.
- Clean fan guards, vents, and hoods.

The Dish Pit

During the Shift:

- Collect, wash, and return food prep equipment during gaps between runs of dishes and glassware.
- Mop the floor periodically to prevent slipping.
- Verify product is full on 3rd compartment sink and test sanitizer level.
- Detergent sanitizer should be changed when temperature falls below temperature or becomes visibly soiled.

When Closing Out:

- Place all remaining kitchen tools, containers and gear in the dishwasher and run.
- Empty and clean dish machine spray jets and empty scrap and machine screens.
- Hand wash any wares that cannot be run through the dishwasher.
- Clean and sanitize the washing station and sinks.
- Lift up floor mats and spray with a power washer.
- Sweep and mop.
- Place dirty towels and linens in the appropriate bins.
- Take out the trash and recycling.

Once a Week:

- Check that the floor and sink drains are clean and flowing. Check product container to ensure that any automatic drain treatment is full. Product will dispense after hours.

Prevent Pest Proliferation

Make sure to keep your restaurant pest-free by reducing the opportunities for critters to get a free lunch. Here are a few restaurant cleaning best practices that prevent pests:

- Bug lights
- Grease trap and drain line treatments
- Fruit fly strips

Machine Warewashing

PROCEDURE CHECKLIST

Bussing
Review proper bussing procedures at the customer service area to minimize breakage. Review how to organize dirty dishes and keep to a minimum any disruption of service in the dining area.

Transporting
Review how the soiled dishes are to be transported to the soiled dish area.

Scraping & Sorting
Demonstrate how excess food soil should be scraped off the surface of the dish with a spatula or some other type of soft utensil. Explain the "Decoy System" and how this system of sorting will increase production and efficiency.

Pre-soaking
Explain proper use of pre-soak dispensing system. Special attention should be placed on flatware items with dried on food soil.

Racking
Review proper racking procedures. All dishes, glassware and flatware should be placed in proper racks. Efficient loading will reduce utility cost, chemical cost, breakage, and labor. **DO NOT** overload or underload racks.

Pre-rinsing
Show and explain proper pre-rinsing procedures to reduce the need for pre-washing. Pre-rinse all tableware prior to washing in the dishmachine. The dishmachine is designed to wash dishes, it is not a garbage disposal. **DO NOT** allow pre-rinsed food soil to enter the dishmachine.

Drying
Explain importance of proper drying time. After clean ware has exited the dishmachine, sufficient time should be allowed for the surface of ware to air dry. **DO NOT** stack or put away wet dishware.

Storage
Review proper storage procedures. Always store clean dishes in a protected area. Cover clean dishes and glasses before spraying the floor with chemical or water. Clean sanitized dishware may become contaminated if poor storage procedures are utilized.

SETUP & OPERATIONS

Dishmachine Setup
Demonstrate proper cleaning and sanitation of the dishmachine. Be sure to clean all removable parts (wash arms, scrap trays, strainers). Demonstrate proper procedures for assembling the dish machine to assure correct performance. Review the frequency in which dishmachine setup and breakdown should be done (at each shift change).

Dishmachine Chemicals In Use
Explain procedures for verifying that there is an adequate supply of dishmachine chemicals on hand and how product "low level alarms" operate. Products to be reviewed are the machine detergent, sanitizing agent and rinse additive.

Dispensing Units
Review proper use and maintenance of each chemical dispensing unit installed. This review will explain how dispensing systems operate and what safety precautions should be taken during use, change over of product containers and general cabinet cleaning procedures.

General Cleaning & Sanitizing Procedures
Review proper cleaning and sanitizing procedures and "use application" of cleaning products. Review floor cleaning, oven cleaning, tabletop sanitizing, hand washing and hard surface cleaning.

Hazard Communication Training
Review the Hazard Communication Training Program with all personnel.

IN SERVICE TRAINING

Attendance Record

LOCATION:

DATE OF TRAINING:

ACS REPRESENTATIVE:

MANAGER PRESENT:

ACS REPRESENTATIVE	MANAGER PRESENT
01	
02	
03	
04	
05	
06	
07	
08	
09	
10	

Hazard Communication

HAZARD COMMUNICATION

The Occupational Safety and Health Administration (OSHA) has regulated “Hazard Communication Standards” to ensure your health and safety on the job. You have a “RIGHT TO KNOW” what hazards you face on the job and how to protect yourself against them.

Chemicals are part of our lives.
Modern day life would be impossible without chemicals. Plastics, drugs, and miracle fibers are just a few of the things that use chemicals in their manufacture. Chemicals must be treated with respect to avoid injury or illness that may result if handled carelessly.

Safe chemical handling includes:
Recognizing, understanding and using product labels and Safety Data Sheets (SDS) properly. Safe product use procedures, when working with hazardous substances.

As an employee, you must protect yourself. Read and familiarize yourself with container labels and Safety Data Sheets before using a product.

CONTAINER LABELS

Every container of chemical is labeled by the manufacturer. The label identifies possible hazards and the basic steps you can take to protect yourself and your colleagues. Each container label will tell you the following:

1. The trade name of the chemical
2. The name of the chemical manufacturer
3. The basic protective clothing, equipment and procedures recommended when working with this chemical
4. The physical hazards (Will it burn or cause skin irritation?)

EXAMPLES OF HAZARD SYMBOLS AND CLASSES FOUND ON LABELS

CORROSION

Skin Corrosion
Burns
Eye Damage
Corrosion To Metals

EXCLAMATION MARK

Irritant (Skin, Eye)
Skin Sensitizer
Acute Toxicity (Harmful)
Respiratory Tract Irritation

FLAME

Flammables
Self Reactives
Self Heating

FLAME OVER CIRCLE

Oxidizer

CAUTION: Before you handle or open a chemical container, **READ THE LABEL**. If you are not sure about something, **ASK YOUR SUPERVISOR**, before you act.

REMEMBER – YOU CAN ONLY BE INFORMED IF YOU:

- **READ** labels and Safety Data Sheets
- **KNOW** where to find information about your chemicals
- **FOLLOW** warnings and instructions
- **USE** the correct protective clothing and equipment when handling hazardous substances
- **LEARN** emergency procedures
- **PRACTICE** sensible, safe work habits

SAFETY DATA SHEETS

Safety Data Sheets (SDS) give you all the information you need to work safely with chemicals. You will find everything that is known about the chemical, its hazards and what you should do to avoid injuries when handling products containers. The SDS is prepared and provided for your safety; it is up to each worker to study it and apply all the required precautions.

Contact the manager or your supervisor if you have any questions or concerns.

Be prepared; read the SDS BEFORE you start your job. Your employer will have SDS information posted for each chemical at this location.

The Safety Data Sheet is broken down into sixteen (16) sections:

SECTION I, IDENTIFICATION – Provides the product name, recommended use of the chemical, name, address and telephone number of the chemical manufacturer and an emergency phone number.

SECTION II, HAZARDS IDENTIFICATION – Identifies the classification of the chemical, signal word, pictograms, hazard statements and precautionary statements.

SECTION III, COMPOSITION/INFORMATION ON INGREDIENTS – Identifies the chemical's hazardous ingredients, chemical identification and common name.

SECTION IV, FIRST AID MEASURES – Describes the necessary first-aid instructions should the chemical be ingested, inhaled or come in contact with your skin and eyes and recommends the immediate medical care and special treatment when necessary.

SECTION V, FIREFIGHTING MEASURES – Provides recommendations for fighting a fire caused by the chemical.

SECTION VI, ACCIDENTAL RELEASE MEASURES – Provides recommendations on the appropriate response to spills, leak or releases, including containment and cleanup practices to prevent or minimize exposure.

SECTION VII, HANDLING AND STORAGE – Provides the precautions for safe handling and the recommendations on the conditions for safe storage.

SECTION VIII, EXPOSURE CONTROLS/PERSONAL PROTECTION – Indicates the worker exposure limits, engineering controls and personal protective measures that can be used to minimize worker exposure.

SECTION IX, PHYSICAL AND CHEMICAL PROPERTIES – Identifies the physical and chemical properties associated with the chemical.

SECTION X, STABILITY AND REACTIVITY – Describes the reactivity hazards of the chemical, the chemical stability information and any other indications of possible hazardous reactions.

SECTION XI, TOXICOLOGY INFORMATION – Describes the various health effects of the chemical.

SECTION XII, ECOLOGICAL INFORMATION – Provides information to evaluate the environmental impact of the chemical if the product was released to the environment.

SECTION XIII, DISPOSAL CONSIDERATIONS – Provides guidance on proper disposal practices, recycling or reclamation of the chemical or its container.

SECTION XIV, TRANSPORT INFORMATION – Provides guidance on classification information for shipping and transporting of hazardous chemicals.

SECTION XV, REGULATORY INFORMATION – Identifies the safety, health and environmental regulations specific for the product that is not indicated elsewhere on the SDS.

SECTION XVI, OTHER INFORMATION – Other useful information may be included here.

Hazard Communication

Attendance Record

Employees Name _____ **Store #** _____

Date _____ **Location** _____

I have received training on how to properly handle chemicals and equipment delivered to this location by auto-chlor system. I have been instructed on special precautions i should take when handling these chemicals and equipment. I understand where the saftey data sheets for the chemicals are located. I will to the best of my ability practice sensible safe work habits.

Employee's Signature _____

COMMENTS / SUGGESTIONS / RECOMMENDATIONS

_____

_____

_____


Auto-Chlor®
SYSTEM
autochlor.com