



HYTEC ELECTRONICS LTD

Health & Safety Policy Statement

Hytec Electronics Ltd
5 Cradock Road
Reading
RG2 0JT



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GENERAL STATEMENT OF POLICY

We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Our policy is:-

- to provide adequate control of the risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks and are adequately trained
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions

The allocation of duties for safety matters and the particular arrangements which we have made to implement the policy are set out below and apply to all employees, self employed persons and visitors working in the premises of Hytec Electronics Ltd.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed on a regular basis.

Signed.....

Richard R.T.Tatham
Managing Director
Hytec Electronics Ltd

RESPONSIBILITIES

- (a) Overall and final responsibility for health and safety in the company is that of:-

Richard R.T.Tatham
Managing Director

and in his absence this authority is delegated to :-

Graham S. Cross
Director

- (b) The following persons are responsible for ensuring that the requirements of health and safety regulations for which they are responsible are complied with on behalf of the company.

Reading Office

Keith Rigby	-	Production area and machine shop
Graham Cross	-	VDU workstations
Richard Tatham	-	Equipment and cable testing
Sue Wager	-	Administration
Service & Test Area	-	Kevin Oliver
Melvyn Newman & Kishan Jogia	-	First Aid
Richard Tatham	-	Testing fire alarm, emergency lighting and evacuation procedures
Paul Heelas	-	other
All staff	-	Visitors

All managers are responsible for ensuring that the companies health and safety policy is brought to the attention of the employees in their respective departments and that appropriate training is undertaken as directed from time to time.

- (c) All employees have a responsibility to:-

- cooperate to achieve a healthy and safe workplace
- to take reasonable care of themselves and others
- not interfere with anything provided to safeguard their health and safety
- report all health and safety concerns to an appropriate person

- (d) Safety rules and recommended work practices drawn up by the company or by the manufacturer of any equipment must be observed at all times.
- (e) Safety equipment and any safety devices provided should be used at all times.
- (f) Whenever an employee notices a health or safety problem or hazard which they are unable to put right, they must immediately advise the appropriate person named above.
- (h) Employees working on a customer's site should abide by the customer's health & safety policy. If in doubt always ask for clarification from their safety officer.
- (i) Please refer to the Health & Safety Law poster which is on display for further details.

OBLIGATIONS

The company has duties under the Health & Safety at Work Act 1974, to ensure the health, safety and welfare of its employees at work with particular reference to the provision of:

- safe plant and systems of work
- arrangements for the safe use, handling, storage and transport of articles and substances.
- safety training, a safe place of work with safe access/exit and a healthy working environment.

It also has similar obligations towards other persons who may be either on its premises or affected by its activities.

Employees also have responsibilities under the Act to take reasonable care of themselves and other persons affected by their actions, and to cooperate with their employer in the implementation of duties required by the Act.

The following rules and procedures are intended to ensure, so far as is reasonably practicable, that both the Company and its employees are fulfilling their respective obligations.

EMPLOYEE CONSULTATIONS

Employees will be consulted regarding:-

- the introduction of any measure affecting the health and safety of employees
- the arrangements for nominating/appointing competent persons
- health and safety information for employees;
- planning and organisation of any health and safety training;
- the introduction of new technologies into the workplace.

MONITORING

The company encourages managers and employees to monitor working conditions and systems of work, and report any aspect of the company's operation that is adversely impacting on health and safety .

ACCIDENTS AND FIRST AID

It is the policy of the company to have a certified first aider on duty during normal working hours and arrangements are made for training in first aid to encourage employees to obtain certificates.

First Aid boxes are located in the production area and in the test and service area.

Accident Book

All accidents, however slight, to employees whilst they are at work and to all other persons on company premises must be reported immediately. Injuries should be recorded in the accident book. The accident record book is in the service & test area by the first aid box.

The RIDDOR Regulations - (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) require that certain accidents and ill health cases must be recorded and reported to the enforcing authorities. You need to report:-

- deaths
- major injuries (including electric shock)
- accidents resulting in over 3 days off work

- diseases
- dangerous occurrences
- Removal to hospital

Refer to the Riddor web site at <http://www.riddor.gov.uk/info.html> for a detailed explanation of the items included.

All reportable accidents dangerous occurrences and diseases should be reported to:- Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG
Telephone: 0845 3009923 Fax: 0845 3009924 Email: riddor@natbrit.com or via the Riddor web site.

The person responsible for recording all accident details and reporting incidents:

Mrs Sue Wager

The first aiders are:- Melvyn Newman & Kishan Jogia

Local casualty department:-
The Royal Berkshire Hospital, Cravon Road, Reading
Tel: 875111 (all departments)
Tele: Emergency 999

EMERGENCY PLAN – FIRE AND EVACUATION

A fire risk assessments has been carried out and an Emergency Plan published which is posted on notice boards (and available from Sue Wager). This identifies escape routes, extinguishers and alarms.

Alarms and emergency evacuation procedures are tested regularly.

The procedure to be followed in the event of a fire is displayed on the company noticeboards and repeated below:-

In case of fire please ensure you observe the following:

- operate the nearest fire alarm;
- make sure everybody knows about the fire – shout!
- ensure the fire brigade is called;
- attack the fire with a suitable extinguisher if it is safe to do so;
- do not stop to collect personal items, your safety is paramount;
- evacuate the building;
- report to the assembly point;
- do not re-enter the building until informed it is safe to do so

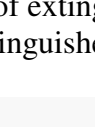
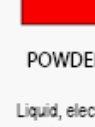





Fire Call Points are located at every exit. Fire extinguishers of various types are provided; please note the positions and their intended use.

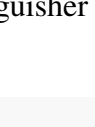

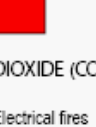
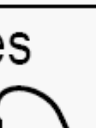
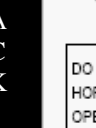

Types of Fire Extinguisher

WARNING Traditionally, the UK’s method of identifying fire extinguishers has been by their colour of the extinguisher, this system is now being replaced by a European Standard and all extinguishers will be coloured red and an icon panel will indicate the type of extinguisher. Select the correct extinguisher by reference to the icons on the extinguisher.

Current Fire Extinguisher Colour Codes

			
	BLUE	CREAM	BLACK
			
	WATER	POWDER	AFFF FOAM
			CARBON DIOXIDE (CO ₂)
USE	Paper, wood, textiles & solid materials fires	Liquid, electrical wood, paper & textile fires	Liquid, paper, wood & textile fires
			Liquid & Electrical fires
DON'T USE	Liquid, electrical or metal fires	Metal fires	Electrical or metal fires
			Metal fires

Previous Extinguisher Colour Codes

			
RED	BLUE	CREAM	BLACK
			
WATER	POWDER	FOAM	CARBON DIOXIDE (CO ₂)

N.B 1. Both colour codes are still in use
2. A new Class F extinguisher is now available for cooking oil and fat fires

Location of extinguishers at Reading office

In the area of:

- Front Entrance
- Toilets/meeting room
- Reception
- CAD room
- Computer room
- Surface mount bench in production
- Emergency exit in stores
- Exit door in production
- Garage
- Top of stairs in stores - mezzanine.

The fire extinguishers are inspected annually under contract by Chubb Fire Ltd (tele: 0181 844 1666). Employees are asked to ensure that fire extinguishers are not removed from the designated sites.

Fire Exits

Fire routes and exits should be kept unlocked and clear of obstructions at all times.

TRAINING

It is company policy to provide all the training necessary to ensure that employees are able to do their job safely. No employees should be allowed to use any equipment or materials which may be dangerous or hazardous unless they have been instructed in the use and dangers, and the precautions taken. Training records are maintained by the Quality Manager.

VISITORS AND CONTRACTORS

All self-employed persons, visitors and contractors must abide by the company safety procedures. The person being visited should advise the visitor as appropriate on their arrival. They should sign-in on arrival, and advise on their departure. If a contractor is to carry out work on site then a discussion needs to establish how any risks from their work can be avoided.

WORKING ON CUSTOMER'S PREMISES

All employees who work on a customer's site must be competent and able to work unsupervised.

Employees working at customer's premises should abide by their Health & Safety policy. In addition to the statutory responsibilities employees must comply with site safety rules and any associated codes of practice relevant to the work being undertaken in respect of the contract. If in any doubt always ask for clarification from their safety officer.

The company will appoint a company representative for each relevant contract who will be responsible for receiving safety documents and attending any meetings with the customer's representatives at which the implications and extent of the health and safety requirements for the contract can be reviewed.

Employees must attend any required training sessions.

Employees must ensure that all equipment taken on site is in good condition, complies with the relevant statutory requirements and is used safely.

HOUSEKEEPING AND PREMISES

Access

Employees should assist in keeping all areas of the workplace in a safe and clean condition and ensure that there is safe access to all areas at all times.

Cleanliness

The office and factory areas will be cleaned regularly.

Waste disposal

All waste bins will be emptied regularly. Any waste which might be considered hazardous if disposed of carelessly, must not be dumped or allowed to pollute water supplies or land.

Telephones

Materials are provided to enable employees to sanitize and clean their phones.

RISK ASSESSMENT

Every employer has to make an assessment of the risks to the health and safety of his employees and anybody else who may be affected by the business. These have to be recorded. The assessment of risks is a close look at what in the workplace could cause harm and then deciding whether precautions already being taken are sufficient or if further action can be taken.

Risk assessments are undertaken by:-

Richard R.Tatham

who is responsible for removing/controlling risks and ensuring that any actions required are implemented.

Further details are provided in appendix 1

Safe stacking

All items are to be stacked so that they do not stick out beyond the supporting shelf. Steps should be used to reach upper shelves. Only authorised personnel are to store items in the Reading mezzanine area which has limited loading capability in some areas and careless storage could create the hazard of falling items.

Gangways/Exits

All main gangways and Fire Exits are to be kept clear of obstructions which may cause a hazard or prevent access. Precautions will however be necessary when in areas not designated as gangways.

Roof - (Reading)

The main building is covered with asbestos sheeting and glass panels. This is a fragile roof and is regularly surveyed and maintained by specialists. Only people who understand the risks involved and the precautions to be taken with asbestos roofing material - use of crawling boards, etc. are allowed on the roof surface.

Mobile Phones

Employees are under no obligation to make or receive telephone calls while

driving. A hand-held mobile phone or similar device should never be used while driving. The use of any hands-free phones can be distracting and you can still risk prosecution for failing to have proper control of a vehicle in the event of an incident, which could result in charges of careless or dangerous driving. Phones should be switched to voicemail when the user is driving. All calls should be made when the driver has safely parked away from the road and the engine is turned off.

Smoke free Policy

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006. It is company policy that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. The policy shall come into effect on Sunday, 1 July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

PERSONAL PROTECTIVE EQUIPMENT

Although the company does try to reduce the risks to employees there are some operations where Personal Protective Equipment may be required. This is provided by the company in the form of protective clothing such as, overalls, gloves etc. and protective equipment such as safety goggles etc. for the use of employees.

Employees are urged to use the items provided and take particular care in respect of the following areas:-

EYES	<i>Hazard:</i> chemical and metal splash, projectiles. <i>Choice of protection:</i> Goggles, spectacles
HANDS & ARMS	<i>Hazard:</i> abrasions, temperature extremes, skin infection. <i>Choice of protection:</i> gloves
BODY	<i>Hazard:</i> temperature extremes, adverse weather, chemical or metal splash, dust. <i>Choice of protection:</i> overalls

WORKSHOP – PLANT AND EQUIPMENT

All plant and equipment that requires maintenance is identified and that the maintenance is done.

No machinery of any type should be used when working alone.

The company is responsible for the condition of all tools and equipment. The user is responsible for reporting any deficiency to his superior.

The area is to be kept tidy at all times. All equipment should be used with due care and in accordance with the manufacturer's instructions adopting the appropriate working practices with attention being paid to:-

- the clamping and retention of a workpiece
- overloading the equipment
- overspeeding for the operation
- loose clothing - avoid
- long hair
- use of goggles and gloves

All equipment in use is to be checked once a year and marked by:

D.Hird—Reading

In addition, only authorised personnel are to use the machine shop facilities and the guillotine should be chained to prevent movement when not in use.

Authorised personnel:

Keith Rigby
Dave Hird
Richard Tatham

ELECTRICITY

If an employee is working alone, mains powered equipment must **NOT** be used with the covers removed.

Electric Shock

Notices are displayed on what to do if someone gets an electric shock. Please read them.

Plugs and Cables

All power leads and multiple extensions are to be visually inspected, tested and marked once a year. Any frayed or damaged cables are to be replaced completely. Always use the correct plug and fuse rating.

Portable Equipment

A list of portable electrical tools and equipment is to be maintained. Each item is to be inspected, tested and marked once a year.

Socket Outlets

If for any reason a unit has to be powered with its covers removed, it **must** be connected to an supply outlet that is protected by a residual current circuit breaker. Some of the socket outlets in production have RCB protection provided at the fuseboard but others are not so protected (but these are labelled). Plug-in RCBs are provided for this purpose. *Do not take risks.*

Sufficient socket outlets are provided for direct connection in most cases, if however a multi-way adaptor is required always use a short extension lead with a multi-socket block.

Emergency Power Switches

A switch is provided in the machine shop to cut off power in an emergency.

The master isolator for the main building is contained in the cupboard by the rest area/kitchen. An isolator for the production building is contained in the cupboard in the stores room, and an isolator for test and service area is mounted on the wall.

Outdoor use of Electrical Equipment

All electrical equipment used outdoors or in damp conditions should be protected by a residual current circuit breaker.

SAFE HANDLING AND USE OF SUBSTANCES - COSHH

The COSHH regulations (Control of Substances Hazardous to Health) came into effect on the 1st January 1990. They provide a framework to help protect people in the workplace against health risks from hazardous substances.

Hazard sheets and manufacturers guidance notes provide useful information and are available for substances identified as a hazard.

All substances should be handled carefully and stored in accordance with the manufacturers recommendations.

Managers should do assessments on any substances in use (eg adhesives, paints, cleaning agent, solvents) and substances generated from work activities (eg dust, fume, vapour) and identify any health risks. If there is a risk steps should be taken to remove or control the risk. When new hazardous items are introduced, suppliers hazard data sheets should be obtained and retained in the appropriate file and users advised of the hazard. New risks should be added to Appendices.

Flammable Materials

Any flammable materials paints, thinners, solvents in regular use should be stored in the metal "dustbin". Anyone handling flammable materials should ensure that only the minimum quantity required is taken from the store. These should be returned as soon as practical and not left on benches.

COSHH Data Sheets

Hazard sheets for the substances that the company use are contained in a file in the service and test area by the first aid box.

A list of hazardous materials currently in use within the company is provided in Appendix 2.

VDU WORKSTATIONS

The Health and Safety (Display Screen Equipment) Regulations came into effect on the 1st January 1993. These regulations apply to employees who habitually use display screen equipment as a large proportion of their everyday job with the objective of removing, or reducing the risks.

Regulations require that all new workstation installations and display screen equipment must conform by the 1st January 1993, and all existing workstations must conform by the 31st December 1996. Users are encouraged to study the training information available on the subject.

Any user with eye problems should advise Mrs S.Wager as eyesight tests are available at the expense of the company.

Users can help themselves by turning off the monitor when not in use and ensuring that the screen and the area around the workstation is kept clean and tidy.

All workstations are to be checked once a year to assess the risks arising from their use and to reduce those risks to the lowest level practicable.

A register will be maintained of workstations and users.

MANUAL HANDLING OPERATIONS

Employees are requested to make full and proper use of any handling aids and protective equipment provided. Exercise care and diligence at all times, giving consideration to others who may be affected by your activities. Employees should advise of any medical condition which might affect their ability to undertake manual handling operations.

Please study the manual handling notes below.

How to lift correctly

- Plan your lift before you start—where you'll grip it, where it's going, the path you'll follow and how you'll put it down.
- Lift the edge of the object to get an idea of its weight. If it's too heavy, get help or use mechanical assistance.
- Stand close to the load, feet firmly on the floor.
- Squat down—back straight, knees bent, stomach muscles tight.
- Grab the load firmly and make sure you can carry it before you start to move.
- Stand up slowly, lifting with your leg muscles and straightening your back as you stand. Hold the object close to your body.
- DON'T twist your body, while carrying a heavy load.
- Put the load down smoothly and slowly; bend your legs and let them do most of the work.

GENERAL ENVIRONMENTAL POLICY

It is the policy of Hytec Electronics Ltd to conduct its operation in a manner that reflects a commitment towards the protection of the environment and compliance with all applicable environmental laws and regulations.

Although Hytec is not a business which creates severe pollution problems, Hytec is committed to:

- improvements in energy efficiency and the use of water and other natural resources
- reduction in the production of waste and pollution
- the use of recyclable materials where possible
- disposal of waste according to the best practicable environmental option
- operate so as to minimise risks to health and the environment
- undertake regular reviews of policy and practice in accordance with current legislation
- communicate this policy to employees and third parties as appropriate

Company Environmental Measures

- re-use packing material and other items where possible recycle used paper
- limit use of toxic chemicals and where possible use non-CFC products
- ensure all company vehicles where possible run on unleaded fuel
- ensure heating systems are regularly serviced
- turn off electrical equipment when not in use
- portable heaters only to be used to raise temperature to minimum level and then switched off
- use email when appropriate to save on paper

INSURANCE

The company Employers Liability Insurance is displayed on the company notice board.

FURTHER ADVICE

The Health and Safety Information for Employees Regulations 1989 require employers to display a poster telling employees what they need to know about health and safety, this is displayed in the kitchen area.

If further information on health and safety is required this is available from the enforcing authority. this could be either:-

Advice in Reading area

Employer Medical Advice Service, Priestley House, Priestley Road
Basingstoke RG24 9NW tele: (01256) 404000

Reading Borough Council, Planning & Environmental Health
Civic Centre, Reading, RG1 7TD
tel: (0118) 9390268 (office hours)
(0118) 575911 (evenings & weekends)
Who enforce legislation in offices and allied sectors.

First Aid training is provided through:

First Aid at Work Unit, St John Centre, Church Road
Woodley, Reading RG5 4QN tel: 442128

The HSE provide a range of free leaflets:-

An introduction to health and safety:
Health and safety in small firms
INDG259 HSE Books 1998

Good Health is Good Business: Employers' guide
MISC 136 HSE Books 1999

Managing health and safety: five steps to success
INDG275 HSE Books 1998

Consulting employees on health and safety:
A guide to the law
INDG232 HSE Books 1996

RIDDOR explained. Reporting of Injuries, Diseases
and Dangerous Occurrences Regulations 1995
HSE 31(rev1) HSE Books 1999

Copies of relevant publications are maintained in a file at the sales desk.

APPENDIX 1—RISK ASSESSMENT

PROCEDURE

There are five steps to undertaking a risk assessment

Step 1 What are the hazards?

Spot hazards by:

- walking around the workplace;
- asking all employees what they think;
- visiting the Your industry areas of the HSE website or calling HSE Infoline;
- calling the Workplace Health Connect Adviceline or visiting their website;
- checking manufacturers' instructions;
- contacting your trade association.

Don't forget long-term health hazards.

Step 2 Who might be harmed and how?

Identify groups of people. Remember:

- some workers have particular needs;
- people who may not be in the workplace all the time;
- members of the public;
- if you share your workplace think about how your work affects others present.

Say how the hazard could cause harm.

Step 3 What are we already doing?

List what is already in place to reduce the likelihood of harm or make any harm less serious.

What further action is necessary?

We need to make sure that we have reduced risks 'so far as is reasonably practicable.

Step 4 How will put the assessment into action?

Prioritise and deal with those hazards that are high-risk and have serious consequences first.

Review the assessment to make sure we are still improving, or at least not sliding back.



Hazard	Who might be harmed?	Is the risk adequately controlled?	What further action is necessary to control the risk?
Guillotine in Reading workshop	Production Operators	Blade is chained shut when not in use to prevent accidental movement. Only approved personnel to use facility. Not to be used by lone worker.	Improve lighting
Electric pillar drill in Reading workshop	Production Operators	Only approved personnel to use facility. Not to be used by lone worker. Electricity switch adjacent to drill.	Improve lighting
Electricity	All employees	Policy on working on equipment with covers removed published. All workbenches provided with RCD protectors. New mains isolator covering whole building fitted.	
Falling material/Obstruction/ Fire risk in walkway between Hytec and Headland Ltd.	All who use walkway including delivery persons.	Restraining chain fitted to hold in place timber. PIR operated light fitted. Quantity of material stored at any time monitored.	No smoking in walkway to be introduced. Move water based fire extinguisher into area.
Scalpel	Production operators.	Depends on training and good practice of operators.	Place blade in cork when not in use.
Asbestos (Boiler Room and Roof)	Service Engineer and anyone on, or around roof area.	Items are regularly inspected and are intact.	Monitor yearly to ensure no degradation. Fit warning signs.
VDU	See relevant paragraph		
Mechanical Handling	See relevant paragraph		

APPENDIX 2—HAZARDOUS SUBSTANCES IN USE

The following should be considered when carrying out a COSHH risk assessment

Activity

Give a brief description of the process.

Hazards

List the hazards from the process and hazardous substances associated with the task,

Those at Risk

List everyone who could be harmed.

Control Measures

List the control measures currently in place to reduce exposure to the hazardous substances listed. In addition to physical controls such as PPE, others such as the provision of information, instruction and training, safe working procedures or safe systems of work should also be considered. You need to be satisfied that they adequately control exposure.

Risk

A judgement should be made taking all factors into account and deciding on whether the remaining risk is adequately controlled or if further controls are required. If the risk is unacceptable then immediate remedial actions should be put in place. If additional controls can be introduced to eliminate or reduce exposure still further the details should be listed below and the risk assessment updated.

COSHH Data Sheet

It is important to obtain and retain the COSHH Data Sheet from the supplier for each item. This should contain the information needed to complete an assessment. Hazard warning labels will tell you if and how the substance is toxic, corrosive, harmful, irritant etc. It should also include the risk and safety phrases to help with the assessment.

Exposure

Exposure route can include eyes, inhalation, skin contact, ingestion, and injection. Check what type of effect does exposure have, could it cause burns, skin irritation, headaches, nausea, dizziness, can it cause asthma or dermatitis? Is the substance a carcinogen (cancer causing substance).

Refer to Hazard Sheets for detailed information



Material	Use	Hazard/Action
Printed Circuit Cleaner PCC400H - (replacement Flux Clean 400D)	Small batch quantities and modifications - cleaning by hand.	Do not inhale spray. Ensure good ventilation. Protect eyes. Replacement flammable.
Solvent 20 SBP2	Cleaning	Highly inflammable. Avoid inhalation, contact with eyes and skin. Wear gloves and eye protection. Ensure good ventilation.
Solder flux	Soldering	Irritating to eyes and skin. Do not breathe fumes.
Electrolube	EHT sealing	Flammable, must not be inhaled. Avoid contact with eyes and skin. Use in ventilated area.
Paints	Refurbishing	Flammable, must not be inhaled. Needs good ventilation.
Safewash 2000	PCB cleaning	Irritant to eyes, respiratory system and skin. Harmful by inhalation.
Ambersil	General purpose cleaner	
Araldite	Adhesive	Irritating to eyes and skin.
Butane gas refill	for Microjet T25	Extremely inflammable
Aerosol Clear Lacquer		Slight skin irritant, eye irritant.
Cellulose thinners	Cleaning	Highly inflammable.
Bleach	Domestic Cleaning	Avoid contact with eyes and skin. Do not inhale.
Tipp-Ex	Correction fluid	Highly inflammable