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ABC Company Safety Statement

1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that contractors and trades people are fully aware of ABC Company commitment to high standards in H&S.

It is accepted that as we are a specialist company providing information, advice, support and design; we are not engaging in any construction activity ourselves and the provision of Method Statements, etc. will be the responsibility of the individual Contractors working for Clients.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in the project. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the project, which may become necessary from time to time?

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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1.3 SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company.

It is our intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations, the Construction Regulations 2006 and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to Employees or Others who may be affected by our activities.

Manager 2 has responsibility for managing Health, Safety & Welfare. Reference should be made to Manager 2 in the event of any difficulty arising in the implementation of this policy.

The success of the policy will depend on the co-operation of all Clients and their Employees as well as our own Employees. It is, therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: _____
Manager 2

Date: _____

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2.1 MANAGEMENT CONTROL SYSTEM

The objective of the Safety Management System is to satisfy our legal responsibilities and to exercise greater control of health and safety within our organisation, to protect people and control the business.

Management points that may be measured:

1. Workplace safety and housekeeping inspections
2. Staff/Client suggestions and query forms
3. Induction and ongoing training within Contractors
 - 3.1. First aid – as necessary
 - 3.2. Manual Handling – as necessary
 - 3.3. Safe Pass training
4. Fire drill records (if required or needed by Clients)
5. Risk assessments
 - 5.1. Initial assessments from 2011
 - 5.2. Annual reviews after 2011
6. Monthly Safety review with Clients on larger projects only.
 - 6.1. Minutes
 - 6.2. Action points
 - 6.3. Outstanding issues resolved
7. Safety Statement
 - 7.1. Implementation in 2011

Records of all of the above points will be held within a Safety Management Folder. This folder is maintained by Manager 1.

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2.2 Manager 2 will:

- ❑ Be responsible for implementation of the procedures within the Safety Statement.
- ❑ Be responsible for ensuring that contractors are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Health and Safety programme.
- ❑ Review all safety rules and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for fire precautions are adequate.
- ❑ Ensure the Health, Safety, and Welfare of all Contractor's Employees are not compromised when all other performance standards are set.

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2.4 CLIENTS SUPERVISORS

This section is inserted into the safety statement as a guide to our Employees to make them aware of what they should expect from a Client Supervisor when visiting sites.

SPECIFIC RESPONSIBILITIES OF ALL CONTRACTOR'S SUPERVISORS

- ❑ Provide induction training as necessary to ABC Company Employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards.
- ❑ Provide assistance to our staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Show our Employees the location of the First Aid Box.
- ❑ Ensure that our Employees know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to senior management.

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- Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- Know the location of the First Aid Box.
- Ensure that you know the procedure in the event of a fire.
- Report any accident or damage, however minor, to management.

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3.1 RESOURCES

ABC Company recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

ABC Company undertakes:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out.
- To include health and safety considerations into our estimates for running the business.

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3.3 TRAINING

HAZARDS

Inadequately trained staff are a hazard to themselves and their co-Employees.

Training should include safety induction and safety awareness, manual handling training and First Aid training as necessary.

Training records to include:

1. Name of the Employee being trained.
2. Date of training.
3. Training details.
4. Signature of the Trainer and Employee to ensure that the training has been carried out, documented and understood.

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3.6 FIRST AID

CONTROL MEASURES

The First Aid Box is in our kitchen area.

- ❑ The First Aid Box is inspected on a Monthly basis by us. This check and replenishment is recorded and kept on file.
- ❑ When Employees are visiting at a Client or Third Party premises, they shall seek the advice and assistance of the Client First Aider, if necessary.
- ❑ It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in First Aid Boxes. Individual Employees who believe they might have a need of these items must be responsible for their own supplies.

PROCEDURE & RECORD KEEPING

- ❑ All issues of First Aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ As there are currently a small number of fulltime persons, there is no Occupational First Aider. We will however be providing basic first aid training for these staff.

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3.8 WELFARE FACILITIES

Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.

Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.

Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.

An adequate supply of drinking water shall be provided on the premises.

3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall monitor all Employees use of Personal Protective Equipment where required.

HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

CONTROL MEASURES

Manager 2 shall use the information provided by Clients to determine the need for extra or specialist PPE.

3.10 PERMIT TO WORK SYSTEM

ABC Company do not issue permits to work within their own offices. However, when on Client sites, we will complete permits as required.

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3.13 Bullying at Work Policy

This policy is in place but will grow and be adapted as Employee numbers grow.

ABC Company recognises and accepts their responsibility as an employer to provide a safe and healthy working environment for Employees. As part of the policy of maintaining good employer practice, ABC Company wishes to clearly state that bullying of any kind will not be tolerated.

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self'. Bullying can be best described as repeated inappropriate behaviour, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

ABC Company will strive to ensure that all Employees are free to perform their work in an environment which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to Manager 2.

Manager 2 gives the undertaking that he will investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

All Employees are encouraged to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

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HAZARD IDENTIFICATION AND CONTROL MEASURES

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The formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit, is shown here. Very minor injuries should score 1 while very serious ones will score higher, personal judgement is needed here. Likewise with the likelihood, 1 is very unlikely that anybody would be exposed to the hazard, while 7 means definite exposure to the hazard. Again personal judgement is needed.

Once the two scores are agreed they should be multiplied, thus giving a risk rating between 1 and 42.

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

31-36 = High Risk, stop the activity and implement immediate controls.

Over 36 = Very high Risk, stop the activity and implement immediate controls.

Risk Calculation Matrix

	How likely is an injury						
How serious will the injury be	1	2	3	4	5	6	7
2							
3							
4							
5							
6							

Notes:

Hazards = Things that can cause and injury.

Risk = The likelihood of an injury happening.

Risk Control

- Control measures are intended to reduce the risk to an acceptable level.
- Where practicable the Company commits itself to the elimination of hazards.

This approach will take into account normal good practice within this sector of industry and the standards and guidelines where these are available.

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- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
- (i) The testing and maintenance of portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.

4.2.1 FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

1. Extinguish incipient fires.
2. Protect means of escape in case of fire.
3. Protect Employees and visitors.
4. Protect property.

Portable Fire Extinguishers

Portable fire extinguishers will be provided in sufficient numbers to give adequate cover as per the advice of our Fire Protection Company.

Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember portable equipment will only be effective on a small fire - you must catch it before it gets hold.
4. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.
5. Make sure that the building is cleared of Employees and visitors. Close doors. See that no unauthorised person enters the building.

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4.3 ACCESS AND EGRESS

HAZARDS

ABC Company Employees will adhere to all rules regarding access and egress to/from the Premises. However, set out below are the general arrangements for the company.

Inadequate access and egress facilities can result in:

- Restriction of an orderly evacuation of the premises
- Trips and falls
- Obstruction of emergency exits

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

All doors and access points shall be kept clear and maintained.

All passageways shall be kept clear of obstruction.

All floor covering and surfaces shall be kept clean and in good condition.

Adequate lighting shall be provided at all entry, exit points and along corridor and passageways.

Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.

It is vital that all fire escape routes are not obstructed at any time.

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4.5 MANUAL HANDLING

HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.

All appropriate staff shall be trained in safe manual handling techniques.

Where loads have to be manually handled, safe access shall be assured.

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- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.

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4.8 VISUAL DISPLAY UNITS (VDU'S)

HAZARDS

The main problems that may be associated with VDU's are as follows:

(a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

- (1) long/short sight problems
- (2) glare
- (3) lighting
- (4) screen brightness
- (5) clarity of characters.

(b) Posture

Good adjustable seating is required and it is essential to consider ergonomic factors.

(c) Radiation

Radiation levels across virtually the whole of the electromagnetic spectrum are below internationally accepted exposure limits when tested under extreme conditions, i.e. close to the screen.

(d) Stress

The work at a VDU can be repetitive and monotonous. This is not exclusive to VDU users, as mental stress is associated with all types of work.

On the basis of available evidence, the 'health hazards' associated with VDU's are largely exaggerated in the sense that they are unlikely to cause irreversible long term damage as opposed to varying degrees of discomfort.

Risk Assessment:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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4.10 HAZARDOUS SUBSTANCES

HAZARDS

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis.
- Inhalation - gases, fumes, vapours.
- Ingestion - swallowing.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

These are general points of information only. The only chemicals in use within the company are household cleaners, Ink and Toner. MSDS for typical Toner is in the Appendix.

CONTROL MEASURES

SUPERVISION WHEN NECESSARY

- All substances are listed in a safety file.
- All substances have an up to date Material Safety Data Sheet (MSDS) on file.
- The control measures listed in the MSDS are followed.
- A written assessment, control measures and other information are on site.
- All substances are stored in an appropriate unit that is fire retardant and can contain spillages if needed.
- Procedures planned to handle or use any hazardous substance or process are carried out fully.
- Any equipment, hygiene measures or protective clothing are provided and maintained, as required.

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4.12 Noise

Hazards

Hearing loss or impairment

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Because of the nature of the business, there is no risk from noisy operations (i.e. no risk that the action levels of 80 dB(A) and 85 dB(A) will be exceeded).

However, the Company will continue to monitor noise levels on an informal basis to ensure that noise levels remain as low as is practical. Should there be any significant increase in noise levels, appropriate formal monitoring and further action will be taken.

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4.14 Driving for work

Hazards

Other road users
Road traffic accidents
Driving conditions
Poor vehicle maintenance

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures:

- The use of vehicles is restricted to persons within the company who hold a current driving license of the appropriate class, and who are covered by the appropriate vehicle insurance.
- Vehicles must be driven at all times in accordance with the Road Traffic Acts.
- All drivers must remain within the statutory legal limits for drinking and driving.
- Drivers are responsible for carrying out checks on vehicles prior to use to ensure that they are in suitable condition for use. Defects must be repaired.
- Vehicles must be parked in a safe location.
- All speed limits are to be adhered to when driving on public roads.
- Legal requirements for use of Mobile Phones must be adhered to.

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4.16 Violence and Aggression

Hazards

Physical assault
Physical injury
Verbal abuse

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Difficult customers and others, such as members of the general public, can expose staff to a risk of violence. The following steps are taken by the Company to minimise this risk.

It is the policy of ABC Company not to have staff working alone, except when this cannot be avoided. In general, there will be at least two members of staff on hand at all times.

Staff are given the following guidelines in dealing with potential robbery and aggression/violence situations:

- Always keep aware of customers or other individuals who may become violent or threatening
- Never argue or otherwise engage with someone who shows signs of violence
- If someone becomes aggressive or violent, obtain assistance. Never attempt to get involved directly or to restrain the person.
- If attacked, withdraw from the confrontation, if possible.
- If and when it is safe to do so, raise the alarm.

Robbery/ Attempted Robbery

Robbery of cash and other valuable items can expose staff to a risk of violence. The following steps are taken by the Company to minimise this risk.

It is policy to put measures in place to minimise the risks to staff from robbery. These include:

- Minimising the quantities of cash and other valuable items held;
- Putting appropriate entry and security safeguards in place.
- Staff are given the following guidelines in dealing with potential robbery situations
- If a robbery is attempted, even by someone who appears to be unarmed:
 - Do not offer any resistance, do not provoke the attacker
 - Give the attacker whatever they demand
 - If and when it is safe to do so, raise the alarm.

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Accident Report Form

Location:		Department/Division:	
Date of Accident/Incident:		Date of Review:	
Management present:			
Injured Party:			
Nature of loss	Nature and extent of actual or potential loss to people, property, process or the environment		
Description	Description of the Accident/Incident (who, what, how, when)		
Causes	Why did the Accident/Incident occur, (root, basic and immediate causes)?		
Recommendations	Action to prevent recurrence, responsibility & action by dates:		
Reporting	Distribution of investigation information organisation wide and statutory reporting / reply:		

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Ingredient Sequence Number: 03
Percent: 1-5
Ingredient Action Code: A
NIOSH (RTECS) Number: 1006331OP
CAS Number: 32517-36-5
OSHA PEL: N/K (FP N)
ACGIH TLV: N/K (FP N)

Proprietary: NO
Ingredient: PROPENE POLYMERS; (POLYPROPYLENE)
Ingredient Sequence Number: 04
Percent: 1-5
Ingredient Action Code: A
NIOSH (RTECS) Number: TR5000000
CAS Number: 9003-07-0
OSHA PEL: N/K (FP N)
ACGIH TLV: N/K (FP N)

Physical/Chemical Characteristics

Appearance And Odor: BLACK POWDER; FAINT ODOR.
Boiling Point: N/A
Vapor Pressure (MM Hg/70 F): N/A
Vapor Density (Air=1): N/A
Specific Gravity: 1.2 (H*20=1)
Evaporation Rate And Ref: NOT APPLICABLE
Solubility In Water: NEGLIGIBLE
pH: N/A

Fire and Explosion Hazard Data

Flash Point: NOT APPLICABLE
Lower Explosive Limit: N/A
Upper Explosive Limit: N/A
Extinguishing Media: WATER, FOAM, DRY CHEMICAL.
Special Fire Fighting Proc: USE NIOSH/MSHA APPROVED SCBA &
FULL PROTECTIVE
EQUIPMENT (FP N). AVOID INHALATION OF SMOKE.
Unusual Fire And Expl Hazrds: IF DISPERSED IN AIR, TONER, LIKE
MOST FINELY
DIVIDED ORGANIC POWDERS, MAY FORM AN EXPLOSIVE MIXTURE.

Reactivity Data

Stability: YES
Cond To Avoid (Stability): NONE.
Materials To Avoid: NONE.
Hazardous Decomp Products: PRODUCTS OF COMBUSTION ARE
TOXIC. AVOID
BREATHING OF SMOKE.
Hazardous Poly Occur: NO
Conditions To Avoid (Poly): NOT RELEVANT

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Protective Gloves: NONE REQD WHEN USED AS INTENDED
(SUPDAT)

Eye Protection: NONE REQD WHEN USED AS INTENDED (SUPDAT)

Other Protective Equipment: NONE SPECIFIED BY MANUFACTURER.

Work Hygienic Practices: NONE.

IN MINOLTA EQUIPMENT.

Label Data

Label Required: YES

Technical Review Date: 26JUL95

Label Date: 18JUL95

Label Status: B

Common Name: MT TONER, RP609Z

Chronic Hazard: NO

Signal Word: CAUTION!

Acute Health Hazard-Slight: X

Contact Hazard-None: X

Fire Hazard-None: X

Reactivity Hazard-None: X

Special Hazard Precautions: ACUTE:MINIMAL RESPIRATORY TRACT
IRRITATION MAY

OCCUR AS W/EXPOSURE TO LARGE AMOUNTS OF ANY NONTOXIC
DUST. MAY CAUSE COUGH

& RAISE PHLEGM. TONER PRESENTS LOW HAZARD FOR USUAL
OCCUPATIONAL SETTINGS.

BASED ON AVAILABLE DATA, HUMAN EXPOSURE TO TONER HAS
BEEN SHOWN TO CAUSE

MINIMAL RESPIRATORY TRACT IRRITATION AS MAY OCCUR
W/LARGE AMOUNTS OF ANY

NON-TOXIC DUSTS. CHRONIC:NONE LISTED BY MANUFACTURER.

Protect Eye: X

Protect Skin: X

Protect Respiratory: X

Label Name: MINOLTA CORP

Label Street: 101 WILLIAMS DRIVE

Label City: RAMSEY

Label State: NJ

Label Zip Code: 07446

Label Country: US

Label Emergency Number: 201-825-4000