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Disclaimer.

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1.1 APPLICATION

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

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house and at any Client sites. 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 Company Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

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

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1.3 COMPANY SAFETY STATEMENT

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

It is this Company's 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, the Working at Height Regulations 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 company activities.

ABC Company have appointed Manager 1 as having responsibility for managing Health, Safety & Welfare. Reference should be made to the Manager 1, in the event of any difficulty arising in the implementation of this policy. Manager 2 will have ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all 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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2.2 MANAGER 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Responsible for ensuring that staff are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company 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 ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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2.5 All Employees

- ❑ All Employees are to co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- ❑ All Employees are to co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any local hazards of which they become aware.
- ❑ All Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees.
- ❑ Employees found guilty of wilful unsafe acts may be liable to summary dismissal.
- ❑ Employees are advised that strict requirements under the Health and Safety at Work Act can be used by the enforcing authorities against such persons if found guilty of reckless behaviour.
- ❑ All employees must clean up their working area or assist in tidying up thereof and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.
- ❑ 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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2.7 CONTRACTORS (Generally used when ABC Company engage sub-contractors on their behalf).

The following responsibilities are allocated to contractors to whom ABC Company assigns work on their behalf:

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- Where Appropriate no contractor may be allowed to commence work on a commercial client site prior to being issued a Permit to Work by the Client.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company and the Client whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others on the Client site.
- All staff sent to work at a Client site by a contractor must have received appropriate health and safety training from their employer. They must also have access to relevant Risk Assessments and method statements as necessary.
- Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
- All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. All transformers, generators, extension leads, plugs, and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240-volt supply, a residual current device with a rated tripping current of 30 mA and operating 30-m secs must be used.

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3.5 SAFETY REPRESENTATION

In agreement with the 2005 Act the employees may select and appoint a person, to be called a Safety Representative, from their numbers at their place of work to represent them in consultations with ABC Company.

The rights of the Safety Representative include:

1. Information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety Health and Welfare of employees.
2. To be informed by the employer of a visit by the H.S.A. Inspector.
3. Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person.
4. Make representations to and receive advice from the H.S.A.
5. Carry out inspections and investigate hazards and complaints subject to agreement.
6. Accompany a H.S.A. Inspector on any visit except when this is for accident investigation.
7. Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function.

ABC Company will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above.

Currently the staff have not elected a representative, if they do so in the future the position will be recognised by the company. After that time, all representations by the Safety Rep must be made to the company via the Foreman.

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3.6 FIRST AID

CONTROL MEASURES

In most situations we will make use of the First Aid facilities at the client's premises. We will also make arrangements with the Client to allow their first aiders treat our staff if necessary.

All supervisors will have first aid kit in their vehicles.

The exact location of the First Aid box must be known by all employees and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- ☐ **General office**
- ☐ **Vehicles**
- ☐ The First Aid Boxes is inspected on a weekly basis by the driver. This check and replenishment is recorded and kept on file.
- ☐ It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities. This policy shall not be activated until there is a suitable number of employees at a fixed location.
- ☐ When employees are carrying out an installation at a Client 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.

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3.13 Bullying at Work Policy

ABC Company management recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for our employees. As part of our policy of maintaining good employer practice Manager 2 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 1, Manager 2 or the Safety Representative.

ABC Company gives the undertaking that it 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 invited to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

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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
- Poor posture while using brushes

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. Staff are initially trained using the **Simple Safety Series** from the HSA (download from www.hsa.ie). Follow up training is by an external Manual Handling Trainer.

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

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4.8 OFFICES

HAZARDS

While office work may not be considered as a high-risk activity unsafe work systems and layout may result in injury or illness.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Adequate office space is allocated for the working personnel.
- All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.
- Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.
- Sufficient lighting and ventilation shall be provided.
- Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.
- Chairs desks or drawer should never be used to access higher areas. Step ladders shall be used.
- All items stored above head level shall be stored properly to prevent falling.
- The mains power supply shall be disconnected before attempting to move electrical equipment.
- All damaged floor covering, furniture equipment or machinery shall be reported, replaced, or repaired.
- Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.
- Floor areas shall be kept clear of materials and litter.
- Dangerous waste e.g. broken glass, bulbs, shall be properly disposed of.

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4.10 HAZARDOUS SUBSTANCES

Sweeps are exposed to any number of dangerous substances and chemicals during their work, including carbon; carcinogenic metals like arsenic, nickel, and chromium; toxic minerals such as asbestos, found in old fireplace mortar and firebricks; and products of fossil fuel combustion. Exposure to birds, particularly pigeons, also present a problem as encounters with those avian creatures carries an increased risk of contracting histoplasmosis, a fungal disease that primarily affects the lungs.

It is therefore necessary for sweeps to use enclosed appliances such as vacuum cleaners to remove as much soot as possible. It is also necessary to wear protective clothing and carry out an initial survey of the site before commencing work to identify possible evidence of hazardous substances.

It is also recommended that all sweeps attend a course of training in The National Chimney Sweep Training School to learn how to approach this hazard safely.

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 =

CONTROL MEASURES

SUPERVISION WHEN NECESSARY

- ☐ Safety Data Sheet in Appendix to be reviewed before using Cre-Away Prop or similar.
- ☐ Shielding used on fireplaces to prevent excess ingress of dust.
- ☐ Vacuum cleaners used to remove dust without rising.
- ☐ Damping down used as needed to control dust.
- ☐ Staff do not enter chimneys or confined spaces (i.e. commercial stacks) without correct breathing apparatus and a specific risk assessment.

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- ❑ All staff trained in the risks, use and storage of cleaning substances and wear personal protective equipment as instructed.
- ❑ Cleaning chemicals marked 'irritant' substituted, where possible, for milder alternatives.
- ❑ Staff reminded to report any health problems they think may come from chimney cleaning, and to check for dry, red or itchy skin on their hands.
- ❑ The Workplace Supervisor will ensure that:
 - ❑ All substances in use are listed in a chemical register.
 - ❑ All substances in use have an up to date Material Safety Data Sheet (MSDS) on file.
 - ❑ The control measures listed in the MSDS are followed.
 - ❑ Any, equipment, hygiene measures or protective clothing are provided and maintained as required.
 - ❑ All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

Guidance to staff:

- ❑ Always follow carefully any instructions and training information given in the use of chemicals.
- ❑ When handling substances, especially concentrates (if unavoidable), always wear the protective clothing provided, eg rubber gloves.
- ❑ If there is any danger of dust rising, wear eye protection and suitable dust masks. Ensure an eyewash bottle is available.
- ❑ If cleaning at eye level or above, wear eye protection.
- ❑ Check that rubber gloves and overalls are free from holes, tears or thin patches. If any of these faults are present ask for replacements immediately.
- ❑ Tell your supervisor if you experience any irritation or allergy.
- ❑ Always clean up any spills on floors or work surfaces immediately.
- ❑ Always store chemicals as manufacturers advise, for example away from heat, sunlight, foodstuffs and members of the public, especially children.
- ❑ Ensure chemicals are disposed of properly, as instructed by your employer following the information given in the safety data sheet.
- ❑ Let your supervisor know immediately if you experience any adverse reactions to substances, for example headaches, nausea, skin complaints.

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4.11 General Chimney Cleaning Work

HAZARDS

- Multi hazard

Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Slips trips and falls
 - Single step units are used for medium level reaching, ladders and height are addressed later in the assessments.
 - The right cleaning equipment is used for the right job, and staff follow safe systems of work.
 - Warning signs placed around working area.
 - Staff do not leave cleaning materials/equipment unattended.
- Chemicals
 - See section on Hazardous Substances.
- Manual Handling and MSD
 - All staff trained in lifting safely, and follow safe systems of work.
 - All staff using brushes machines trained in their use, according to manufacturers' instructions.
 - Staff do not overfill bags and vacuums.
 - Cleaning equipment stored near point of use.
- Cleaning equipment
 - Machines/Vacuums and brushes provided are the right ones for the job. the safe use of machines.
 - Pre-use checks don
 - Cleaners trained in t e for damaged plugs, cables and on/off switches.
 - Machines/Vacuums regularly examined and maintained by competent person.
- Verbal abuse (public areas)
 - Staff trained in dealing with difficult and/or confrontational situations.
 - Staff report all instances of abuse.

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4.13 Company vehicles

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Risks Identified: Medium

- Personal Injury from inadequate maintenance / Checks on Company Vehicles
- Damage to property from inadequate maintenance / Checks on vehicles

DESCRIPTION

Use of the company vehicles to make deliveries or collections of parts, etc.

Five main hazards are addressed under the risk assessment: Road Traffic Accident, Manual Handling, Wheel Change, Mobile Phones and Vehicle Maintenance.

HAZARDS

1. Road Traffic Accident – Injury due to collision

RISK ASSESMENT: Medium

CONTROL MEASURES

- Only suitably qualified and insured employees may operate company vehicles.
- They must always be driven within the rules of the road and the law.
- They must have a recorded and scheduled programme of maintenance, and must hold DOE certificates as necessary.
- No hitchhikers may be picked up at any time.
- Any breach of Road Traffic Acts will be treated with the utmost severity.

2. Manual Handling – Injury due to lifting and carrying.

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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Supervision

The degree of supervision required for work using ladders will depend on a number of factors including:

- Competence and experience of the chimney cleaner;
- Maturity;
- Reliability;
- Potential/temptation to take short cuts on particular jobs;
- Risk;
- Degree of control by commercial client site staff.

While many chimney cleaners have to work on their own for long periods, some degree of supervision will always be needed to ensure that bad habits do not appear.

LADDER CONTROL MEASURES

- The chimney cleaner should face the ladder at all times when going up and down.
- The chimney cleaner should always have one hand on the ladder or other secure handhold and both feet on the ladder at all times when working from the ladder.
- The chimney cleaner should wear suitable footwear that is in good condition, has good grip and is flexible enough to feel the position of the foot on the ladder rung. In practice, trainers with clean soles and a good grip satisfy these requirements.
- Ladders should not be left unattended.
- Warning signs should be displayed in public areas and protection from traffic is essential.
- Personal tools and equipment should be secured at all times when going up and down portable ladders. In practice, this can be achieved by use of tool belts or carriers.
- Ladders must be in good condition, free from defects and to be inspected by a competent person before ladder is to be used.
- Ladder must be positioned on solid ground - if metal check that caps on the feet are in place and in good condition.
- Ladders to be used the correct way up - strengtheners to be on the underside of rungs.
- Ladders should not be painted as this hides defects.
- The ladder must be sited on a level surface and securely tied on both sides near its upper resting place. If it cannot be tied at the top, it must be held by a person stationed at the foot of the ladder.
- Workers to climb ladders with both hands free (i.e. not carrying materials)

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4.16 Angry or awkward clients

HAZARDS

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

- ☐ Physical Abuse
- ☐ Verbal Abuse

Risks Identified

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.

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

- Always keep aware of clients 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 to minimise this risk.

- Minimising the quantities of cash and other valuable items held;
- 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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ABC Company

Safety Statement

Part 6 Staff Sign Off

We the undersigned accept that:

- **We have been shown the Safety Statement,**
- **We know where it is to be kept for review,**
- **We will adhere to all safety rules as set out by ABC Company**
- **We will not act in any way that could be harmful to ourselves or any other person.**

Name in block	Signature	Date

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ABC Company

Safety Statement

Template Method Statement for Clients when necessary.

Contractor	Name:	Address:	Tel:	
			E-mail:	
Project Name				
Description of the Task/Activity				
Site Address/Location :		Start Date/Time:		
		Finish Date/Time		
Personnel Involved	Name	Role/Trade		
Site Supervisor:		Tel:		
Safety Officer		Tel:		
Key Plant & Tools (Attach Certification)				
Key Materials				
Other Essential Equipment:	(i.e. access platforms/winches/ladders, etc)			
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Safety Statement

MSDS

800 S. 7th Street Richmond. IN 47374 (765) 966-5084

Product Name: CRE-AWAY™
11-01-02

Date:

MSDS Number: CR-119 CAS Number: Specialty Chemical/Mixture

SECTION 1 - MATERIAL IDENTIFICATION AND INFORMATION

Principal hazardous component(s) (chemical & common names)

p.c.
Threshold

d Limit Value (units)

Calcium Hydorxide 001305-62-0
mg/m3

* 5

Sodium Bicarbonate 000144-55-8

N.E. Magnesium Hydroxide

*Percentage content of ingredients withheld as a trade secret pursuant to
Massachusetts regulations*

SECTION 2 - PHYSICAL & CHEMICAL CHARACTERISTICS

Appearance and odor: -- None

Boiling point: ---- NA

Vapor pressure (mm Hg and
emperature): ----- NA

Vapor density (air = 1): ---- Solid, heavier than air

Evaporation rate: ----- NA

Solubility in water: ----- Partially Soluable

Water reactive: -----NA

Specific gravity: -----1.5148

% volatile by volume: -----NA

SECTION 3 - FIRE AND EXPLOSION HAZARD DATA

Flash point and method used: --- NA

Auto-ignition temperature: ----- NA

Flammability limits in air % by volume
NA

Extinguishing media: ---- Carbon dioxide, dry chemical, or water.

Special fire fighting procedures: ----- None

Unusual fire and explosion hazards: ----- Not considered a fire hazard when
involved in a fire. Water runoff can cause environmental damage; dike and collect
water used to fight fire.

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