

## ENVIRONMENTAL WORK INSTRUCTION

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Title	Chemical Management – Labelling, Storage & Handling		Issue	A	Rev	00	Date	3/4/2007	

### 1.0 Purpose

To ensure chemicals / oils used are properly labelled, stored and handled to ensure proper chemical management in relation to the safeguarding of health to the operators and the environment.

### 2.0 Exhibit

Exhibit 1 – Chemical / Oil Control Record

### 3.0 Working Instruction

#### a) General

Purchasing department is responsible to ensure that the chemicals / oils are purchased from suppliers with appropriate permits and MSDS.

Suppliers shall ensure that the chemicals / oil, when delivered to the factory are properly labelled. The positioning of the hazardous sign / warning labels must be prominently displayed, where applicable;

- chemical name
- quantity
- warning word / sign; eg, explosive, highly flammable, very toxic, corrosive, irritant, etc...

The Production department shall ensure safety rules and handling of chemicals/oils by the employees are maintained.

The Supervisor shall ensure that:

- Chemicals are stored in appropriate container. Chemicals which could react with each other shall be stored separately
- flammable chemicals / solvent shall not be stored near electrical switch box
- smoking is prohibited in factory area
- chemical containers are labelled with chemical name
- relevant employee handling chemicals shall be trained on handling of relevant chemicals, based on the information stated on the MSDS of the chemicals.
- maintain appropriate first aid-kit for emergency use

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- maintain and update inventory for all chemicals / oils. The stock availability and usage shall be recorded onto the Chemical / Oil Control Record (exhibit 1)
- employee handling chemicals are trained on chemical spillage control; suitable absorbing rag/material, containment tray and personal protective equipment; eg protective clothing, ... etc
- ensure adequate ventilation; window shall be left open and exhaust ventilation fan turned on

In the event of spillage, containment rugs / absorbing materials shall be used to mop up the chemical / oil immediately to prevent the chemical from entering drainage system and unnecessary evaporation.

A container shall be used to keep the mopped spilled chemical / oil and the contents shall be transferred to the toxic / hazardous waste storage area, pending collection by hazardous waste collector.

The toxic / hazardous waste container shall be prominently labelled for identification.

Appropriate type of fire extinguisher / equipment shall be installed near chemical/oil storage or handling areas for emergency use.

In case of non-compliance, the person discovering the non-conformity shall report it according to the procedure for Non-conformance And Corrective & Preventive Action; EP 4530.