

University of Oxford COSHH Assessment Form

Read the notes on completion before attempting to fill in this form. If insufficient space is available under any section, use a separate piece of paper and attach it to the form.

File ref: TDI-001-COSHH
Date: Feb 2013

Department: NDM,
TDI

Persons involved: All Laboratory Staff

Location of work:

All Laboratories

Description of procedure: HTS

Substances used	Quantities used	Frequency of use	Hazards identified	Exposure route
Acetone CAS no 67-64-1	2.5 L in the lab, small quantities used for cleaning	weekly, used for cleaning	Highly flammable Causes serious eye irritation May cause drowsiness or dizziness Repeated exposure may cause dryness and/or cracking of the skin (EC) No 1272/2008	Eyes, skin, mucous membranes and upper respiratory tract

Could a less hazardous substance (or form of the substance) be used instead? ~~Yes~~/No
Justify not using it:

What measures have you taken to control risk?

Engineering controls: Handle in accordance with good industrial hygiene and safety practice. Wash hands before taking any breaks and at the end of the work day. Avoid contact with skin and eyes, avoid inhalation of vapours or mist. Keep away from sources of ignition – No smoking. Take measures to prevent the build-up of electrostatic charge.

PPE: Wear suitable protective gloves/eye protection/face protection. Wear lab coat and handle in a fume hood.

Management measures: Store in a cool place, keep container tightly closed in a dry well ventilated place. Open containers must be carefully resealed and kept upright to prevent leakage.

Accidental release measures: Use PPE; avoid breathing vapours/mist/gas. Ensure adequate ventilation, remove all sources of ignition, and evacuate personnel to safe areas. Beware of vapours accumulating to form explosive concentrations.

Prevent further spillage if safe to do so, do not let enter drains.

Contain spillage, collect with an electrically protected vacuum cleaner or by wet brushing and place in a container for disposal according to local regulations.

Checks on control measures:

Is health surveillance required? No

Training requirements: None

Emergency procedures:

General advice: Consult a physician, show MSDS

If inhaled: Move person to fresh air, if not breathing give artificial respiration, consult a physician

In case of skin contact: Wash area with soap and plenty of water, consult a physician

In case of eye contact: Rinse thoroughly with plenty of water for at least 15 minutes and consult a physician

If swallowed: DO NOT induce vomiting. Never give anything by mouth to an unconscious person, rinse mouth out with water and consult a physician

Material causes serious eye irritation, may cause drowsiness or dizziness. Repeated exposure may cause dryness and/or cracking of the skin

Fire fighting measures: Use water spray, alcohol resistant foam, dry chemical or carbon dioxide.

Special hazards arising from the substance or mixture: Carbon Oxides

Advice for Fire fighters: Wear self-contained breathing apparatus where possible

Other info: use water spray to cool other unopened containers

Waste disposal:

Disposal: Dispose of any waste via the safety office, refer to local SOP and RA

Name and position of assessor: Andrea Keepence-Keyte, TDI Lab Manager

Signature:

Name of supervisor (student work only):

Signature:

Name of head of department or nominee:

Signature: