

## 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-021-COSHH  
Date: Sept 2013

Department: NDM, TDI	Persons involved: All Laboratory Staff
Location of work:	Laboratories

Description of procedure: Mainly LCMSMS mobile phase but may be used in extractions and as a general lab reagent.

Substances used	Quantities used	Frequency of use	Hazards identified	Exposure route
Formic Acid CAS No: 64-18-6	Diluted solutions mainly mobile phases 100% is in small volumes <1L	Daily	Flammable liquid and vapour Causes severe skin burns and eye damage	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.

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
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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: Take off contaminated clothing and shoes immediately. Wash off with soap and plenty of water. Take victim immediately to hospital. Consult a physician.

In case of eye contact: Rinse thoroughly with plenty of water for at least 15 minutes and immediately consult a doctor/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.

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: