

### LOCAL VENTILATION

### CONTROL APPROACHES 2

#### Access

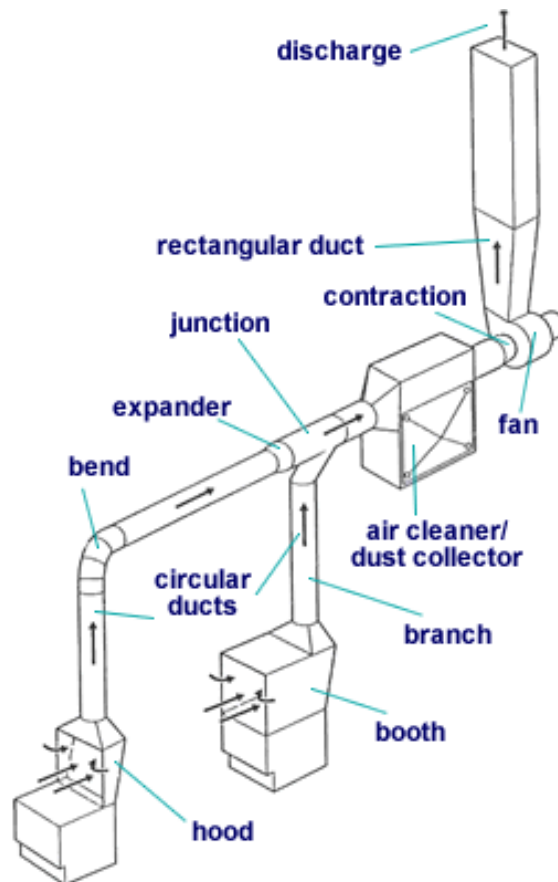
- » Restrict access to the working area to authorised staff only.

#### Design and Equipment

- » Apply local exhaust ventilation (LEV) at the source of exposure to capture the dust or vapour.
- » Enclose the source of dust or vapour as much as possible to help stop it spreading.
- » Don't allow the worker to get between the source of exposure and the LEV, otherwise they'll be directly in the path of the contaminated airflow.
- » Where possible, site the work area away from doors, windows and walkways, to stop draughts interfering with the LEV and spreading the dust or vapour.
- » Have an air supply coming into the workroom to replace extracted air.
- » Keep ducts short and simple, and avoid long sections of flexible duct.
- » Provide an easy way of checking the LEV is working, eg manometer, pressure gauge or tell-tale.
- » Discharge extracted air to a safe place away from doors, windows and air inlets.
- » With exposure to dusts, you can re-circulate clean, filtered air into the workroom.
- » With exposure to vapours, re-circulation is not recommended.

#### Maintenance

- » Maintain the LEV as advised by the supplier, in effective and efficient working order.



### Examination and testing

- » Get information on the design performance of the LEV from the supplier. If this isn't possible, get a competent engineer to give you information on the system's optimum performance as part of a thorough examination and test of the system. Keep this information to compare with future test results.
- » Check the LEV and visible ducting at least once a week for signs of damage.
- » Have the LEV examined and tested against its performance standard - generally at least every 12 months.
- » Keep records of all examinations and tests for at least five years.

### Cleaning and housekeeping

- » Clean equipment and the work area daily. Clean other equipment and the workroom regularly - once a week is recommended.
- » Deal with spills immediately.
- » Store containers in a safe place and dispose of empty containers safely.
- » Put lids on containers immediately after use.
- » Don't clean up with a dry brush or compressed air. Vacuum or wet clean.

### Personal protective equipment (PPE)

- » Chemicals in hazard group S can damage the skin and eyes, or enter the body through the skin and cause harm. Supplemental protective equipment (e.g. gloves, face shields, aprons) is required (GS Skin Contact and GS Gloves). Check the safety data sheets to see what personal protective equipment is necessary.
- » Fire resistant/retardant work wear is required for all oilfield work. (GS Fire Resistant Clothing)
- » Ask your safety clothing supplier to help you select suitable protective equipment.
- » Respiratory protective equipment shouldn't be needed for routine tasks. It may be needed for some cleaning and maintenance activities, eg dealing with spills.
- » Keep any PPE clean, and replace at recommended intervals.

### Training

- » Give workers information on the harmful nature of the substance.
- » Provide them with training on handling chemicals safely; checking controls are working and using them; when and how to use any PPE you provide; and what to do if something goes wrong.

### Supervision

- » Have a system to check that control measures are in place and being followed.

#### EMPLOYEE CHECKLIST FOR MAKING BEST USE OF CONTROLS

- Make sure any ventilation system is switched on and working.
- Look for signs of leaks, wear or damage of any equipment used. If you find any problems, tell your supervisor. Do not carry on working if you think there is a problem.
- Wash your hands before and after eating, drinking or using the lavatory.
- Do not use solvents to clean your skin.
- Clear up spills immediately.
- For liquids, contain or absorb spills with granules or mats.
- For solids, use vacuum cleaning or wet mopping.
- Dispose of spills safely.
- Use, maintain and store any PPE provided in accordance with instructions.