The Easy-to-use workplace control scheme for hazardous substances (EMKG) by the German Federal Institute for Occupational Safety and Health (BAuA) exists since 2005. It is a practical guideline for risk management involving activities with hazardous substances. The EMKG is intended to help especially small and medium-sized enterprises (SMEs) to translate information from safety data sheets and workplaces into practical risk reducing measures leading to safer working conditions.

The EMKG is divided into eight steps. Steps one to four are dealing with risks resulting from inhalation and step five to seven with risks resulting from dermal contact. The final step is to check the effectiveness of the chosen protective measures. To pass through these eight steps it is necessary to have information about the hazardous substance from the Safety Data Sheet (SDS) and task-related information that can be obtained by visiting/inspecting the workplace. Hereafter the eight steps of the EMKG will be shortly presented.

**Step 1: Hazard Group (HG) Inhalation**
Start by determining the hazard group for substances: by means of classification R-phrases/ H-statements or by means of exposure limit (OEL) or classification R-phrases/ H-statements. See safety data sheet for this information (SDS sections: 2, 8).

**Step 2: Release Group**
Next, select the physical state (solid or liquid) and determine boiling point/vapor pressure for liquids or dustiness for solids. See safety data sheet for this information (SDS section: 9).

**Step 3: Quantity Group**
Estimate the quantity used per task.

**Step 4: Control Strategy Inhalation**
By combining the three parameters hazard, release and quantity group you can derive a control strategy represented by control guidance sheets that describe measures for typical working activities. Please note that the protective measures in series 1xx have the meaning of minimum standards, which must always be implemented also for level 2 and 3.

**Step 5: Hazard Group (HG) Skin contact**
Determine the hazard group for skin contact by classification (R-phrases/ H-statements). If an employee works more than 2 hours in a moist environment or wears liquid-proof protective gloves or often cleans the hands intensively or disinfects them, please remember that this is „joint work“ and therefore the control guidance sheet 250 has to be taken into account.

**Step 6: Contaminated area of skin contact**
Estimate effective area that will be usually contaminated by the performed task. When determining the effective area of skin contact, do not take protective gloves or other personal protective equipment into account!

**Step 7: Control Strategy Skin contact**
The measures against skin contact as additional measures are described as low, extended or high.

**Step 8: Effectiveness check of protective measures**
Implementation and effectiveness check of chosen control strategy:
- Control Guidance Sheets can be used as checklists
- Documentation of management and inspection results
- Functional capability of safety equipment and devices has to be checked on a regular basis

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