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## Organisational and hygiene measures “Inhalation”

Control Strategy Level 1, Minimum standards

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### Settings and operations in workplaces

- Exposure through nearby processes or work methods is prevented whenever possible.
  - Break areas or break rooms are available.
  - Floors, walls, ceilings, machinery and technical equipment are easy to clean.
  - Cleaning schedules support basic hygiene. The extent should be adapted to the work area.
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### Information gathering and in-house labelling

- It is known which substances and products are used in the company. It is known which of these are hazardous substances.
  - All containers and packaging that do not have a manufacturer's label are labeled in accordance to the TRGS 201. Waste containers and pipelines are also labeled.
  - Safety data sheets are available and accessible to employees.
  - A hazardous substances directory is maintained and expanded when new hazardous substances are introduced. It gets updated when new safety data sheets are received. A hazardous substances directory contains at least the following information:
    - The name of the hazardous substance
    - The classification (hazard class, category and hazard phrases (H-phrases) or other properties that make the substance a hazardous substance)
    - Information on the quantity ranges used
    - Description of the work areas in which hazardous substances are used
    - Reference to the safety data sheets
  - It is ensured that changes to laws, regulations, technical rules, occupational exposure limits and classifications are noticed as soon as possible (e. g. through TRGS newsletters, information from the German Social Accident Insurance Institution, federal states, Industrial Associations, guilds and Chamber of Handicrafts, as well as through trade journals).
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### Organisation of work

- Only hazardous substances provided by the employer are used.
- The number of exposed employees is limited by temporal and areal separation.
- The release of dusts and splashing of liquids is reduced by:
  - suitable work equipment, e. g. use of dosing and dispensing devices
  - low-emission forms of use, e. g. through dip pipes, filling lines and funnels during filling operations
  - trained handling, e. g. avoidance of large-area open applications or high temperatures
- Hazardous substances are not filled into containers that can lead to confusion with food.
- Workplaces are cleaned up regularly. Containers, containers, dirty work equipment and tools are cleaned after use.
- Binding agents and working materials for absorbing spilled hazardous substances are readily available everywhere. Care must be taken to ensure that these agents are available in sufficient quantities. Spilled hazardous substances are cleaned up immediately and disposed of safely:
  - Liquids with granules or mats
  - Soak up solids or mop up wet
- Employees are given sufficient time to fulfill hygiene rules and keep the workplace clean.
- Waste and used cleaning rags may only be collected in containers provided and marked for this purpose.
- The waste garbage can is emptied regularly and does not overflow.
- Hazardous materials that are not needed and containers that are completely emptied must be handled safely, removed from the workplace, and stored or disposed of properly.

- Operating instructions for all hazards are displayed. They are formulated in a way that is understandable for all employees; for employees without knowledge of the language in the country, it should be formulated in their native language.
  - Oral instructions are conducted regularly, at least once a year. The date, content and participants of all oral briefings are documented in writing.
  - Smoking and fire are generally prohibited in areas where hazardous substances are present.
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## Employees are instructed and trained

- Training shall be provided prior to starting a work activity and annually thereafter on all hazards that arise.
  - Employees are trained in behavioral measures, e. g.
    - Wash hands before eating, drinking or smoking.
    - Do not store food at the workplace.
    - Do not consume food and beverages at the workplace.
    - Clean containers and soiled work equipment after use and put them away.
    - Keep container closed and open only for removal.
    - Do not open or enter machines or equipment until hazardous substances have been removed.
    - Change contaminated and soaked work clothes immediately.
    - Collect waste and properly dispose it (e. g. empty containers, binding agents and cleaning cloths).
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## Efficiency control, maintenance and servicing

- Basic safety requirements in terms of product safety are fulfilled, recognizable by complete documents for technical documentation (incl. declaration of conformity, operating instructions as well as the CE mark).
  - Before use, the user checks work equipment and original containers of hazardous substances for ageing or damage and safety equipment for function and visible defects.
  - Work equipment is inspected by a competent person in accordance with the specified inspection intervals, taking into account TRBS 1201 and the manufacturer's specifications.
  - Compliance with minimum standards and proper disposal are monitored by site inspections.
  - Lines and fittings are regularly checked for leaks and the uncontrolled escape of gases and fumes.
  - In-house labeling is checked preferably annually in accordance with TRGS 201.
  - The result of the control is documented.
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- TRGS - Technical Rules for Hazardous Substances, <http://www.baua.de/trgs>
  - TRGS 201 - Classification and labeling for activities with hazardous substances
- Technical Rules for Workplaces, available as a PDF file under, <http://www.baua.de/asr>
  - ASR A4.1 - Sanitary rooms
  - ASR A4.2 - Break and stand-by rooms
- BG RCI: Operating instructions, <http://www.bgrci.de/fachwissen-portal/start/betriebsanweisungen/>
- Media library for occupational health and safety films and health promotion, [www.arbeitsschutzfilm.de](http://www.arbeitsschutzfilm.de)
- BG ETEM: Learning modules for handling hazardous substances, <https://www.bgetem.de/medien-service/interaktiv-lernmodule-sicherheit-und-gesundheit-am-arbeitsplatz/gefaehrliche-stoffe>

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