

Labour Department  
**Occupational Safety and Health Section**

## **How to Use Chemicals Safely in the Office**



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### What you should never do

- ❖ Never mix bleach with any chemicals such as drain or toilet cleaners because toxic fumes will result.
- ❖ Chemicals may be toxic, flammable or may react violently when mixed.
- ❖ Never eat while spraying or dusting with chemicals.
- ❖ Never put chemicals into soft drink bottles or containers that are generally recognized as food containers.
- ❖ Do not remove products from the original containers for storage or future use.

### What you should do

- ❖ Make sure all products are clearly labelled and tightly sealed.
- ❖ Read labels before use, storage and handling and follow instructions given.
- ❖ Use recommended personal protective equipment, such as gloves and safety goggles.
- ❖ Follow first aid instructions if the chemical gets on the skin or in the eyes, swallowed, or fumes inhaled, seek medical attention if necessary.
- ❖ Compare labels and product contents when buying chemicals, always choose the less toxic option.

### Let's Go Green

- ❖ Salt and vinegar can clean kitchen taps.
- ❖ Cut grime with full strength white distilled vinegar.
- ❖ Remove stains from teacups by scrubbing them with equal parts of baking soda and vinegar.
- ❖ Discourage ants by spraying undiluted vinegar outside window sills and counter tops.
- ❖ Deodorise the toilet by allowing 3 cups white vinegar to sit in the bowl for half an hour before flushing.
- ❖ Clean and deodorise blocked drains with one cup baking soda and one cup white distilled vinegar. Sit for five minutes then pour hot water down the drain.
- ❖ Remove soap scum with one part salt to four parts vinegar.
- ❖ Kill germs all around the bathroom with a spray of full strength vinegar. Wipe clean with a damp cloth.
- ❖ Sprinkling baking soda in the bottom of garbage bags will help to control odours as you add trash.
- ❖ Wipe grease off exhaust fans and grills with a sponge soaked in vinegar.

***“Promoting the Attainment and Maintenance of Desirable Standards of Occupational Safety and Health Practice in Barbados”***

Greening tips were extracted from vinegar tips.com and Green Living Tips