EXAMPLE WRITTEN STANDARD OPERATING PROCEDURE FOR HIGH LIQUIDS

This example not for posting. You must prepare your own which fits your area.

1. When you get objects from shelf 14 and above, you must use the stepstool. Visually inspect the stepstool to satisfy yourself that it is sound and safe.

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2. The stepstool is to be returned to the marked area in the corner by the window near hood D. If there is any deficiency noticed or suspected regarding the safeness of the stepstool, tape a notice to the stepstool pertaining to your concerns and observations. This note must bear the words "not to be removed except by (your name   ) or Dr. Smith, and the date.

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3. Wear the Personal Protective Equipment (refer to your area's Hazard Assessment Certification) that you would wear if you were working with an open container of the material, and in the quantity present in the closed, shelved container. Visually inspect the container and the cap before and while removing it carefully from the shelf. Is the (plastic) container cracking with age? Is the cap cracked or not firmly closed?

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4. Do not pick up or carry more than one bottle at a time. (Do not carry ANYTHING except that bottle)

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5. Be careful that lab coat or clothing does not catch on or knock over chemical containers or equipment near by.

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6. Do not climb stepstool if it takes you into a position where chemicals or mechanical equipment with moving parts are sitting on bench below you.

This notice must be posted at the shelf area of concern in such a location and manner that it cannot possibly be overlooked by anyone who would attempt to retrieve liquids from shelves above their eye level.