

EMPLOYEE TRAINING RECORD		
TRAINING TITLE	Chemical Storage	
KEY TEACHING POINTS		
<ul style="list-style-type: none"> • An adequate storeroom is essential for safety in the laboratory. The storeroom should be properly ventilated and lighted and be laid out to segregate incompatible chemicals. Flammable liquids, acids, bases and oxidizing agents should be separated from each other by distances, partitions or other means so as to prevent accidental contact between them Order and cleanliness must be maintained. All chemicals and bottles or reagents should be clearly labeled and dated. Never handle chemicals with bare hands, use a spoon, spatula or tongs. • Heavy items should be stored on or as near to the floor as possible. Volatile liquids which may escape as a gas must be kept away from heat sources, sunlight and electrical switches. • Cylinders of gas in storage should be capped and secured to prevent rolling or tipping. They should also be placed away from any possible sources of heat or open flames. • Flammable gases must be stored separately. The storage room should be fitted with explosion-proof wiring and lighting fixtures. Appropriate warning signs must be posted in conspicuous locations. 		
TEST		
QUESTION	ANSWERS	
	TRUE	FALSE
1. Store chemicals according to compatible properties.	<input type="checkbox"/>	<input type="checkbox"/>
2. Keep gas cylinders with their caps on when in storage.	<input type="checkbox"/>	<input type="checkbox"/>
3. Store heavy and large containers about chest height.	<input type="checkbox"/>	<input type="checkbox"/>
4. Good housekeeping is the best way to prevent accident.	<input type="checkbox"/>	<input type="checkbox"/>
5. It is OK to transfer chemicals by hand.	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. True 2. True 3. False 4. True 5. False
