

SIEVING**SCOPE**

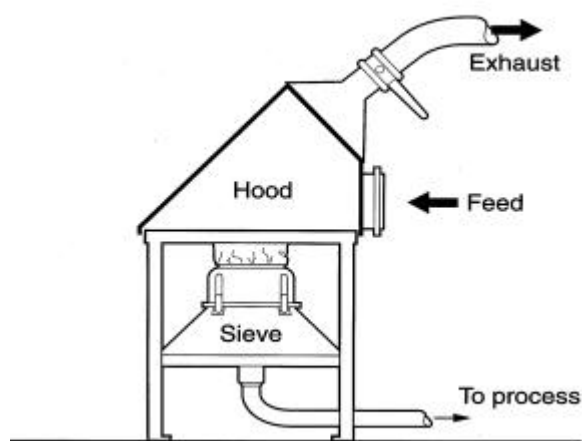
This control sheet is part of the ILO Chemical Control Toolkit and should be used when the toolkit identifies that a control approach 2 – solution is needed. This sheet provides good practice advice on sieving medium quantities of solids. It is important that all the points are followed. Some chemicals are flammable or corrosive and your controls must be suitable for those hazards too. Look at the safety data sheet for more information. Air cleaning equipment may be necessary before discharging exhaust air to the atmosphere. This sheet identifies the minimum standards you need to apply to protect your health. It should not be used to justify a lower standard of control than that which may be required for process control or control of other risks.

ACCESS

- Keep unnecessary people away from the work area. Ensure that no one is working close by downwind.

DESIGN AND EQUIPMENT

- Provide an enclosure around the filling point for the sieve – see diagram.
- Ensure an inward air flow of 1 metre per second across the face of the filling enclosure.



- Ensure that seals and/or clamps are provided to stop dust leaking between the sieve and other components.
- Provide facilities to safely dispose of empty bags. Consider the need for additional ventilation at the disposal point.
- Control the speed of sieving to the slowest speed consistent with production.
- Discharge into an enclosed system, for example vacuum transfer, or provide additional local exhaust ventilation to control dust at the point of discharge.
- Consider the need for explosion relief for combustible solids, and ensure equipment is appropriately earthed. Use earth straps.
- Where possible, locate the work area away from doors, windows and walkways to stop draughts interfering with the ventilation and spreading dust.
- Provide an air supply to the workroom to replace extracted air, for example open window or door away from operation.
- Keep ducts short and simple, and avoid long sections of flexible duct.
- Provide an easy way of checking the control is working, such as a tell-tale.

- Discharge extracted air to a safe place away from doors, windows and air inlets.
- You can re-circulate clean filtered air into the workroom.

EXAMINATION, TESTING AND MAINTENANCE

- Get information on the design performance of the equipment from the supplier. Keep this information to compare with future test results.
- Check that the extraction system is working every day when it is switched on.
- Visually check the ducting once a week for signs of damage, and repair when necessary.
- Have the system thoroughly examined and tested at least once a year.
- Maintain the equipment as advised by the supplier/installer, in effective and efficient working order.
- Do not use the equipment if you have any suspicion that it is not working properly.

CLEANING AND HOUSEKEEPING

- Only keep the amount of material in the workplace that will be used that day.
- Clean the work equipment and work area daily.
- Spills are the major cause of dust or vapour in the workplace. Clean up all spills immediately.
- Don't clean up dusts with a brush or compressed air. Use a damp cloth or vacuum.
- Put lids on containers immediately after use.
- Store containers in a safe place where they won't get damaged.
- Store volatile liquids out of direct sunlight.
- Dispose of empty containers safely.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Chemicals in hazard group S can damage the skin or eyes, or enter the body through the skin and harm you. Sheets **Sk100** and **Sk101** give good advice on how to keep the materials off your skin.
- Check the material safety data sheet or ask your supplier to find out what personal protective equipment is needed.
- Look after your protective equipment. When not in use, keep it clean and store it in a clean, safe place.
- Keep your protective equipment clean and change it at recommended intervals or when it is damaged.

TRAINING AND SUPERVISION

- Tell your workers about any harmful properties of the substances they are working with and why they must use the controls and PPE provided.
- Teach them to handle chemicals safely. Check controls are working and ensure that they know what to do if something goes wrong.
- Have a system to check that the precautions you have put in place are being followed.