TLIB2008A
Carry out inspection of trailers

Learner Guide

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TLIB2004A CARRY OUT INSPECTION OF TRAILERS

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1. Check the trailer

1.1. Safe workshop activities

You must learn how to work without hurting yourself or endangering your fellow workers. Your own efforts are important in keeping your workplace safe.

Effects of industrial accidents

Accidents cause losses to everyone. If you have an accident you may:

- Be left with permanent injuries affecting your quality of life
- Suffer loss of earnings for short or long periods
- Have ongoing affects for your family and lifestyle.

Every year in Australia, hundreds of people are killed as a result of industrial accidents and thousands sustain some form of permanent injury. Many other injuries are not serious; however the effects are still felt on you, your family and your employer.

Cause of accidents

An accident often has more than one cause. Removing their cause can prevent accidents. Finding out what causes an accident is important. It can help in planning how to prevent similar accidents.

There are two causes of accidents - Unsafe acts and unsafe conditions. Think about these examples of unsafe acts:

- Using tools or equipment without having proper training in their use
- Using tools or equipment the wrong way
- Failing to use personal protective equipment, such as goggles, gloves, helmets
- Dangerous behavior in risky situations
- Hurrying and taking dangerous short cuts through the workplace
- Distracting others from their work, or allowing you to be distracted.

Consider these examples of unsafe conditions for the worker:

- Lack of instruction in safe methods
- Lack of training
- Unsuitable clothing for the task to be done
- Long hair around rotating machines
- A lack of safety guards on machines.

Avoid unsafe acts

It is your responsibility to avoid unsafe acts. You must for your own sake and that of others, learn to work safely and efficiently. Any foolish act that could cause danger to yourself, or others, is an act of irresponsibility, even if you see other people taking risks.

Eliminate unsafe conditions

Safe working conditions are not only a matter of having good tools, machines and well-designed workshops. They depend on the co-operation of everybody in the workplace.

Think about these examples of unsafe conditions in the workplace:

- Slippery floors
- Bad lighting
- An untidy or dirty workplace
- Defective hand tools
- Unguarded machinery
- Poorly stacked materials

Anything that can cause an accident is a hazard.

Prevent accidents

Eliminating possible causes can prevent accidents. The best people to work with are those who are alert and considerate, careful and responsible. Try to:

- Make your general behavior safe
- Prevent unsafe conditions developing
- Segregate unsafe areas with barricades
- Know what to do in an emergency.

Report all accidents or damage to equipment, no matter how minor they seem. Minor damage can develop into serious failures if not reported.

1.2. Personal protective clothing and equipment

Wear the correct clothing and equipment to protect you from possible serious injury.

Some of the safety equipment you may use:

- Protective clothing
- Reinforced footwear
- Eye protection, safety glasses or goggles
- Protective earmuffs or plugs. Noise is measured in decibels (dB for short).
- Gloves
- Breathing filters and equipment
- Hard hat, safety helmet.

1.3. Manual lifting

Manual lifting and carrying can subject the body to great strain and frequently causes injuries.

These injuries often accumulate over a period of time. To prevent injuries resulting from lifting and carrying objects:

- Use suitable mechanical equipment whenever possible
- Use appropriate protective equipment
- Learn the correct method of lifting and carrying
- Ask others to help you lift or carry large or awkward objects.

1.4. Compressed air and air tools

Compressed air is extensively used in workshops to operate air tools, such as:

- Wrenches
- Drills
- Grinders
- Sanders
- Hoists
- Tyre bead breakers
- Air jacks
- Grease guns

It is also used for cleaning parts, for inflating tyres and many other purposes. Care must be taken when handling compressed air tools as they can be extremely dangerous and can cause serious injuries.

Safety tip

It is dangerous to guide high-pressure grease guns onto grease nipples with your fingers. If the grease gun is accidentally discharged, fingers can be injured, even severed.

1.5. Importance of pre-operational trailer inspections and checks

As a professional driver you need to appreciate that your safety and the safety of others depends on the proper functioning of your vehicle, as well as your care and skill in driving.

It is your responsibility to ensure that regular inspections are carried out to check that your vehicle is roadworthy and prepared for a day's work or an extended trip.

If, as a result of the inspection you find something that does not seem right, have it checked more thoroughly by a motor mechanic or report the problem to your supervisor.

Record details of all inspections and the action taken to rectify defects. A vehicle/trailer log book is often required in workplaces for this purpose.

If you are responsible for your own vehicle/trailer maintenance, get your mechanic to check it. If you have any suspicion that your vehicle/trailer is unsafe, do not use the vehicle/trailer until it has been thoroughly checked.

1.6. General external inspection

When you are carrying out a general vehicle/trailer inspection, consider the following:

- Vehicle/trailer posture:
  - As you walk around the vehicle/trailer check that it sits squarely on the ground.
  - Excessive leaning to one side may mean a flat tyre, a shifted or unbalanced load or some problem with the suspension. It may also indicate that the legs may be sinking into the ground; there may be a broken spring, or a punctured airbag.

- Leaks:
  - During your inspection, check beneath the vehicle/trailer for fresh drops of oil, coolant, brake fluid and fuel. Listen also for air leaks from the brake system and air suspension.

- Load:
  - Make certain the load has not shifted, that the sides, tailgate and lift gate are properly secured and that the tarpaulins (if applicable) and lashings are firm.
  - If your vehicle/trailer carries shipping containers make sure the 'Twist Locks' are correctly securing the container to the trailer.
  - Make sure that all load related items such as loading/unloading aids, dangerous goods signs, safety equipment and emergency procedures information are correctly stowed or installed

- Turntable:
  - Check that the turntable release handle is in the locked position if the trailer is connected or open if you are bobtail (without trailer)
  - Check the jaws are properly locked around the kingpin
  - Check that the turntable is greased.

1.7. Daily trailer inspection

With a daily trailer inspection you should check:

- Cleanliness of trailer

- Lights, reflectors and signs
  - All working - brakes, tail, turn and side
  - Condition and cleanliness of all lights, reflectors and signs

- Air tanks:
  - Drain twice per day in humid conditions

- Spare wheel security

- Brake operations
  - Lines and connections
  - Backing plates, seals and cylinders

- Body components security

- Tyres:
  - Inflation
  - Conditions

- Wheels (rim) nuts, studs and cleat security
  - No bent or damaged rims
  - No grease or oil leaks
  - Wheel bearing movement

- Wheel hubs and axles

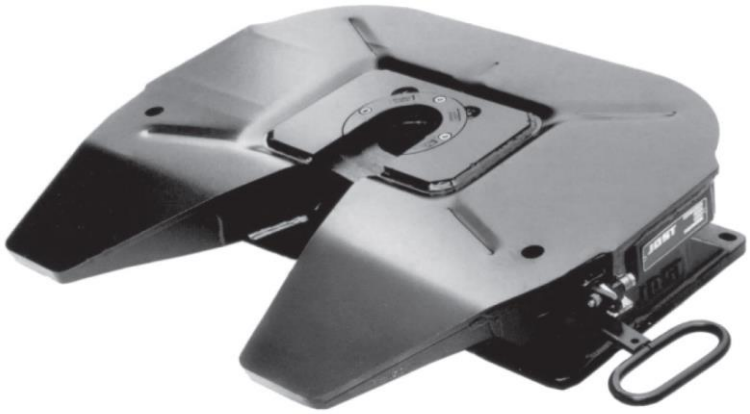
- Chassis for cracks in high stress areas

- Spring hangers and rocker boxes
- Trailer and dolly lubrication
- Turntable and king pin lubrication and adjustment
- Trailer lean and road height
- Air leaks in brakes or suspension.

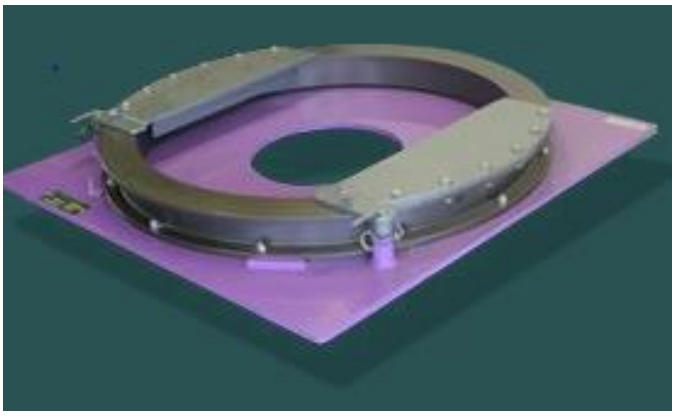
1.8. Coupling and uncoupling a semi-trailer

If not performed correctly, coupling and uncoupling a prime mover and semi-trailer is a task that can lead to serious accidents, injury and damage to the trailer/prime mover.

There are two commonly used types of coupling devices – fixed turntable or ball-race.



Example of a fixed turntable.



Example of a ballrace turntable.

In a ballrace assembly the turntable is effectively locked into position relative to the trailers skid plate and the grease filled ball-bearing 'race' takes the strain from trailer movement.

Uncoupling (dropping off) a semi-trailer:

- Trailer must be parked on a level firm surface, which is firm enough to support the trailer landing gear and its load (if loaded)
- Prime mover and trailer are parked in a straight line
- Apply prime-mover park brakes – place timber under landing legs to prevent the trailer from sinking, unless on a purpose-built hardstand that can take the combined weight of the trailer and load.
- Chock the trailer wheels
- Chocks should not be necessary on trailers fitted with spring brakes (maxi brakes) but are a sensible precaution and should be used if available
- If parked on a slope, always use chocks. It is best to chock the semi-trailer's front axle in case the landing legs collapse and the rear axle(s) lift
- If you have to park on a soft ground surface
  - Place suitably strong timber or other flat supports beneath the landing gear. The landing gear is likely to sink into loose dirt, mud, gravel or hot bitumen, if not property supported
- Using the crank handle, lower the landing gear until the supports are firmly in contact with the ground or other supports
- Continue to wind, and as you do so, the rear of the prime mover will rise on its suspension as the semi-trailer weight is transferred to the landing gear
- Stop winding when the prime mover ceases to rise or you can just see a clear gap between the trailer skid plate and the turntable
- Disconnect the air hoses and electrical cable from the trailer
  - Stow the hoses properly on the prime mover making sure that the connectors are kept free of dust and water and they cannot become caught up in the tail shaft
- Release the turntable jaws:
  - If the turntable release handle cannot be moved, the jaws may be under load. Take the pressure off by reversing the prime mover slightly to release the load of the pin from the jaws, and then try to release again

- Separation
  - Double check that the trailer brake hoses and electrical cable are disconnected and stowed. Release the prime mover parking brake, select first gear and slowly drive forward in a straight line making sure the trailer stays put. If the front of the trailer starts to go down and the turntable comes up at the front as you are moving forward, stop immediately.

Check to make sure the landing gear is not sinking into the ground or the trailer has been raised enough. If either of these two problems are the cause, reverse under and repack landing gear or raise it higher before separating again

- Drive clear of trailer
  - When clear of the trailer have a visual check to make sure it is stable and safe.

Never walk under the front of a trailer unless it is supported by the prime mover or some other safe method.

Coupling (picking up) a semi-trailer

- Position the prime mover
  - Reverse the prime mover into position straight in front of the trailer
  - The prime mover and trailer should be in a straight line when coupling
  - Reversing under a trailer from an angle can push the trailer sideways, which could damage or collapse the landing gear
  - Use mirrors to help you line up on the trailer, stop the trailer just in front and apply the park brakes

- Inspect the coupling
  - Check the trailer skid plate, king pin, turntable and jaws for damage
  - Make sure the turntable jaws are open
  - If the trailer has a block welded to the skid plate about 3.0 cm to the rear of the kingpin, make sure the turntable is the type that turns and is unlocked
  - If the trailer has no block behind the kingpin then the turntable must be locked up (cannot turn) and the top plate well-greased.

- Immobilise the trailer
  - Place chocks behind at least one wheel. If the trailer is equipped with spring brakes (maxi brakes) then chocks are not required

- Trailer height
  - Check that turntable and kingpin are lined up. Check that the height of the trailer skid plate is slightly lower than the centre of the turntable (about 5. cm is ideal) when the turntable plate is angled correctly
  - The ideal position is when the trailer skid plate will touch the turntable plate just below its pivot pin
  - If the trailer is too high or too low adjust height by raising or lowering the landing legs whichever is necessary
  - If the trailer is too low the prime mover chassis or edge of the turntable can hit the front of the trailer instead of going under. If too high the turntable may not properly latch onto the king pin or the turntable could pass beneath the king pin allowing the trailer to hit the prime mover cabin
  - Connect airlines if trailer is not fitted with spring brakes

- Couple up
  - Slowly reverse the prime mover under the trailer until the turntable jaws lock around the kingpin. You should hear (and possible feel) this as the jaws close and lock into place. Carry out a tug test

- Visual check that the trailer is locked on:
  - Get out of the prime mover and check that the turntable release lever is in the locked position and that the jaws have locked around the kingpin
  - Make sure that the head of the pin is not sitting on top of the jaws
  - Check to make sure there is enough clearance between the landing legs and rear of the prime mover

- Connect hoses and light plug
  - Connect the air hoses and the electrical cables making sure they are properly supported to avoid damage
  - Airlines must be connected correctly and secured in the "locked" position.
  - If the airlines have manual valves remember to open the valves

- Activate the trailer brakes
  - American and some Japanese prime movers require you to supply air to the trailer brakes by switching the tractor/trailer protection valve from 'emergency' to 'normal'. Apply and release the trailer brakes to check their operation. You should hear the air release and linkage operate
  - If not, switch trailer brake hose connections and try again. If still not, see if the prime mover has manual shut off valves on its trailer brake plumbing. Check vehicle manufacturer's manual
  - Check for air leaks

- Raise the landing gear (support legs)
  - Raise the landing until it is fully up. Make sure the handle is properly stowed. Remove all wheel chocks and stow

- Give the trailer another tug test
  - With the trailer brakes on and the prime mover brakes off, select first gear and gently drive forward. This test will prove two things,

    1. The trailer is coupled to the prime mover.
    2. The trailer brakes are connected correctly.

- Release trailer brakes and drive forward a few metres.

- Check all lights
  - Check all lights to make sure they are clean and all working.

1.9. Trailer and dolly lubrication

Lubricate the following components:

- Landing legs (gears)
- Landing legs (inners)
- Tow coupling
- Slack adjusters
- Brake camshaft bearings
- Axle hubs (if applicable)
- Any another grease nipples.

1.10. Trailer suspension

There are various types of trailer suspension. Some of these are:

- Tapered single leaf spring
- Tapered triple single leaf spring
- Overslung and underslung leaf springs
- Two-stage multileaf spring
- Latosphere spring used as a booster spring
- Rubber load cushion suspension
- Rubber shear spring suspension
- Stabilaire rear axle air suspension.

Examples of single and triple leaf springs.

Example of air bag suspension on a trailer.

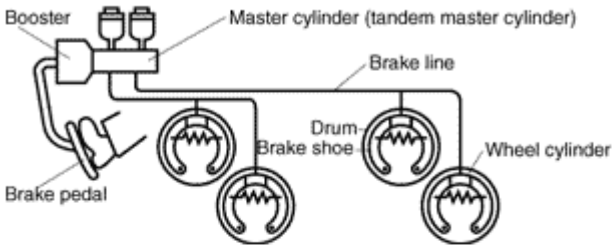
Trailers and semi trailers are increasingly fitted with air springs to ease the transportation of fragile goods and to protect the vehicle body. Usually, each axle assembly has two air springs behind the axle. Air-spring axles are built as steered single axles and as single, double and triple axle assemblies.

For multi-axle combinations, one axle is frequently provided with an axle-lifting device to protect the tyres on empty runs. Air springs for this appication are characterised by a high load carrying capacity and large spring deflections.

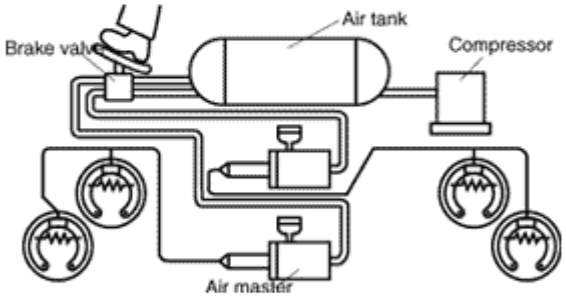
1.11. The fundamentals of compressed air brakes

Components of Compressed Air Brakes

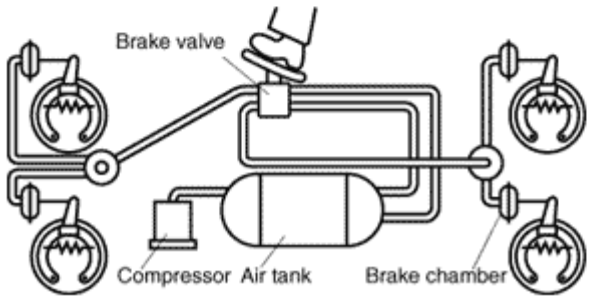
Three Systems for Transmitting Braking Power



Hydraulic Brakes
The force of pressing the brake pedal goes through the booster to the master cylinder. The transmitted force presses a piston against brake fluid in the master cylinder, raising the fluid's pressure (hydraulic pressure). This pressure is transmitted through brake lines to each wheel, where it acts to press the brake shoe against the drum. Light- and medium-duty trucks and small buses generally use hydraulic brakes.



Air-Over Hydraulic Brakes
A brake valve connected directly to the brake pedal releases compressed air stored in an air tank. This air is controlled by an air master. The rest of the mechanism is the same as that of hydraulic brakes. Medium- to heavy-duty trucks and medium buses generally use air-over hydraulic brakes.



Full Air Brakes
Pressing the brake pedal opens the brake valve, sending compressed air from the air tank into the brake chamber, where it presses a piston. The piston then presses the brake shoe against the drum. Heavy-duty trucks and tractors, and large busses generally employ full air brakes.

Examples of compressed air brakes on a trailer.

Components of Compressed Air Brakes

Compressor:

The compressor furnishes the compressed air for braking operation by taking air from the atmosphere and compressing it

Reservoir:

The compressed air passes from the compressor into the reservoir where it (and its energy) are stored until needed

Brake Valve:

The compressed air is held in the reservoir until released by the driver operating air control valves.

Service Brake System:

When the driver operates the brake valve, air flows to the chambers where its energy is transformed into the mechanical force and motion necessary to apply the brakes.

1.12. Air brake maintenance

As a driver the key inspection activities relating to the airbrake system on a trailer is to:-

- Drain the water regularly (daily) from the compressed air tank.
- Inspect all brakes hoses and brake tubing for damage, faulty mounting brackets & are leaks.
- Report any identified faults immediately to your supervisor. Do not use trailer until the defect is rectified.

The importance of reservoir (air tank) draining

The contaminants that collect in air brake reservoirs consist of water condensed from the air and a small amount of oil from the compressor. This water and oil normally pass into the reservoir in the form of vapour because of the heat generated during compression.

There is probably no simpler, yet more important maintenance than draining the reservoir tank. Reservoirs that are not equipped with automatic draining devices or moisture removal devices should be drained daily. Automatic drain valves and moisture removing devices should be checked periodically for proper operation.

1.13. Replacing taillight lenses & globes

To remove lens from external light:

- Determine the retaining method. It may be:
  - Two or more screws through the lens
  - Two or more screws through a retainer or a trim
- Using a suitable screwdriver, remove the screws while holding the lens
- Remove the retainer (where applicable)
- Grip the lens firmly and ease it away from the light body
- Remove and discard the seal
- Obtain the replacement lens or globe and seal from stores:
  - Make sure it is a genuine replacement part
- Install a new seal to the body of the lens
- Position the lens on the light body
- Secure the retaining device
  - Insert and tighten the retaining screws while the lens is held firmly against the light body
- Check that taillights are working.

2. Complete documentation

2.1. Document requirements

Once a vehicle/trailer inspection is carried out, any damage or faults must be reported. In most companies, a record of defects or faults will be in place. It is your responsibility to ensure that you are aware of any company policies relating to recording and reporting faults, and that you follow the procedures required.

An example of a trailer inspection checklist can be found over the page.

Whether you are an employee of a company or you are self-employed, it is worthwhile to read manufacturer's operating manuals. These manuals contain detailed information on the correct operation of the vehicle or equipment (and any ancillary equipment), as well as troubleshooting information.

Every trailer needs regular maintenance.

There are two types of routine maintenance:

- Preventative servicing or maintenance
- Breakdown repairs or maintenance

Unexpected breakdowns can be costly for everyone concerned. The impacts of unexpected breakdowns range from expensive repair bills, lost time for workers, hiring replacement vehicles and most importantly, customer orders will not be delivered on time.

Breakdowns can be prevented by regular planned maintenance. Being proactive about identifying and repairing potential problems minimizes the risk of breakdown and the unexpected costs associated with them.

2.2. DAILY TRAILER INSPECTION CHECKLIST

Trailer registration/ID number: _____S-19902_____
Trailer make/type: _____Freighter_____
Driver: _____John Citizen _____

When completing this checklist, please mark each item as follows:
✓ = satisfactory/available ✕ = defective/missing **N/A** = Not Applicable

	Trailer condition
✓	Condition of trailer bodywork
✓	Electrical systems - Lights, globes and lenses (Check right, left, front and rear – check for loose wiring, broken or hanging down)
✕	Indicators Clearance lights Tail lights ✕ Number plate lights Brake lights
✓	Reflectors (Clean and visible)
✓	Suspension (Check for broken springs or U-bolts, deflated airbags, check suspension alignment)
✓	Chassis (Check for damage or cracks)
✓	Brakes (Check s-cam for damage)
✓	Axles and hubs (Check for leaking seals, signs of oil or grease)
✓	Wheel rims (Check for dents, loose lugs and nuts, rust trails, and cracks)
✕	Tyres (Check tyre pressure, tyre wear and condition, check for any damage or objects stuck between wheels)
✓	Availability of spare wheel and jack
✓	Mud guards and mud flaps (Check for damage or any missing)
✓	Coupling (Check air lines, and electrical connections)
✓	Winding arm
✓	Support legs
✓	Hitching mechanism (Check king pin and skid plate)
✓	Cleanliness of trailer & equipment
✓	Security of load
✓	Trailer posture
✓	Fire extinguisher
✕	Registration label
✓	Warning triangles
✓	Manufacturer's handbook
✓	Vehicle/trailer defect reports
✓	Conduct a tug test

Description of vehicle/trailer defects/damage identified:
Right hand tail light globe replaced. Tyres are starting to wear on left rear. Recommend rotating tyres next week. Registration plate bent.

Defects reported to: __Operations Manager_ Date: 04 February 2014_____

Driver name: ____John Citizen_____ Signature: _____*J. Citizen*_____

3. Clean trailer

3.1. Clean your trailer

Why is it important to have a clean vehicle/trailer?

Having a clean vehicle/trailer is important for many reasons ranging from vehicle/trailer safety to a better public image. A clean vehicle/trailer will:

- Improve company's image and your own image as the owner of that vehicle/trailer.
- Promotes company/owner image because it allows the public/client to clearly see the company/owner name on the vehicle/trailer
- Improves safety because the vehicle is free from rubbish, dirt and obstructions.
- Increases the life and improves the condition of the vehicle/trailer.

3.2. Legislative requirements for cleaning area

By law, companies must have a special area where vehicles/trailers are cleaned, so that pollutants do not flow into storm-water drains.

The area for cleaning vehicles/trailers must:

- Have a roof to stop storm water flooding the separator pit
- Be surrounded by a concrete border high enough to prevent spilling of contaminated water
- Have a separator pit for separating:
  - Oil
  - Petrol
  - Diesel
  - Detergent
  - Other pollutants
- Have a power supply for the use of cleaning equipment such as:
  - Vacuum cleaners
  - Steam cleaners
  - High-pressure cleaners
- Have a water supply that may consist of hot and cold water
- Be safely located so that the cleaning of vehicle/trailer does not get in the way of other company operations.

3.3. Equipment and materials used in trailer cleaning

A wide range of equipment and materials can be used to assist with the task of vehicle/trailer cleaning. Some examples are:

- Protective clothing
- Bucket, brooms, brushes and squeegee
- Chamois rags and dusters
- Steam cleaning/pressure cleaner
- Ladder and steps
- Vacuum cleaner and power source
- Water hose and water source
- Various cleaning agents that are recommended by the manufacturer of your vehicle/trailer that will not damage or harm the vehicle/trailer's surfaces.

3.4. Storage of cleaning equipment and materials

Cleaning equipment and materials should be stored in a clearly marked area. This is necessary so that:

- Everybody knows where they can be found
- Cleaning equipment and materials do not become physical hazards
- Cleaning agents, chemicals and sharp instruments are kept out of the way.

The area should be safe to move around in so that removing and returning cleaning equipment and materials is safe and easy. Storage areas should be made safe by the use of:

- Tool racks
- Cabinets
- Sheds
- Indoor and outdoor areas for easy access.

Storage areas should include operating manuals for all cleaning materials and machinery/equipment held in the store.

Documents to record the use of cleaning materials and any spare parts should be filled in and checked each time you use the equipment in that area. The safe and proper storage of equipment and the use of materials storage facilities are referred to as "good housekeeping".

Housekeeping can be identified as the process used by organisations to maintain a safe, clean and tidy workplace. Poor performance in this area can result in inefficiencies leading to poor productivity and safety concerns.

This function is directly linked to Occupational Health and Safety (OH&S) Regulations that must be followed under Federal and State law.

Safe handling of cleaning equipment and materials

Some of the materials used in cleaning are dangerous if they are not handled or used properly. In some cases specific training may be needed before you can operate the mechanical equipment or use hazardous cleaning substances.

3.5. Cleaning machinery/equipment

To safely use or operate cleaning machinery/equipment you should:

- Read the instructions on how to use the cleaning machinery/equipment
- Check the equipment to make sure it is in good condition
- Make sure the electrical switches are not broken or damaged
- Check that electrical cords are not frayed, guards are fitted, etc.
- Ask your supervisor to show you how to use the equipment if you have never used it before
- Obey all safety signs in your work area
- Don't allow electrical cords or equipment to come into contact with water

3.6. Cleaning products

To safely use cleaning products you should:

- Read the warning labels and instructions for use
- Know what to do if an accident happens
- Ask your supervisor to show you how to use cleaning products if you have never used them before (if applicable)
- Obey all safety signs in the work area.

3.7. Maintenance of cleaning equipment

Electrical equipment needs regular servicing to keep it in good working order. Equipment used in cleaning such as steam cleaners, vacuum cleaners etc., can be dangerous if they are not maintained in good condition, and serviced regularly.

Manufacturers of electrical equipment will have a suggested maintenance schedule for the equipment they make.

3.8. Cleaning your trailer

When you are cleaning your trailer it is a good idea to do it in a logical and systematic order. The most effective and time saving way to clean your vehicle/trailer is in the following order:

- Clean trailer
- Check trailer

Clean trailer

Prior to cleaning trailer you should check that all lashing equipment and tools are properly stowed. Trailer should be first tidied by:

- Removing rubbish from trailer.
- Disposing of rubbish in appropriate place
- Sweeping trailer.

Clean trailer systematically:

- Hose off trailer (top, sides and underneath)
- Clean with broom and brush
- Apply cleansing agent to water and wash trailer (top, sides and underneath)
- Hose off trailer and dry.

Maintaining vehicle/trailer cleaning area.

It is important that you maintain a clean safe working area. The tasks you need to attend to are:

- Clean area of responsibility
- Waste removal
- Scheduling
- Equipment maintenance
- Returning and storage of equipment and material
- Continuous monitoring to maintain workplace standards
- Regular inspection.

3.9. Waste removal

When considering waste removal, the important things you need to consider are:

- Risk from chemical spills
- Contamination
- Removal of materials used to absorb spillage's etc. these need to be treated under the same rules as the original product

To manage waste you need to apply the following principles:

- Reduce
- Re-use
- Recover
- Segregate
- Specialised removal
- Application of hazardous waste removal regulations and code of practice.

3.10. Chemicals in the workplace

More than 2,000 people die each year in Australia because of exposure to chemicals in the workplace. We use chemicals everywhere in our homes as well as at work.

Chemicals can be in the form of solids, liquids or gases. The only way to work with them safely is to know the right way to use them.

With many chemicals the damage to health doesn't happen straight away, but over time. The effects of the chemical build up in your body can cause illness.

Safety tip

The only safe way to use chemicals is to know what the dangers are with each chemical and follow the procedures or rules for safe handling every time you use them.

Cleaning rags and dusters that can be re-used should be separated from polluted rags. Polluted rags should be separated to avoid any possibility of reaction from other chemically polluted rags. These should be stored in appropriate waste containers. You should arrange for specialised removal in accordance with company and regulatory requirements.