



## Hazardous chemicals

How well do you know the chemicals in your office?

USPS requires an inventory of hazardous chemicals in the workplace. Conduct a survey of chemicals present in your facility. Review safety data sheets, material safety data sheets and product labels for every hazardous chemical being used. Review purchase records for products that contain hazardous chemicals. Designate employees to maintain the hazardous chemical inventory. Review the hazardous chemical inventory annually and when new chemicals are added.

And that's smart safety!

For additional information or guidance, contact your safety office.