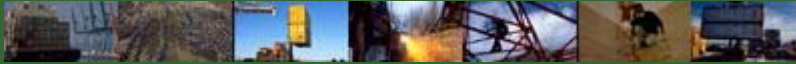




Safety Meeting Outline



SMO 06-0101

ABOUT ACETONE

By SeaBright Insurance Loss Control

The Hazard Communication Standard has made it a requirement that users of hazardous materials understand the properties and hazards of these materials. They must also know how to protect themselves from the dangers these materials present. Regulations have made the Material Safety Data Sheet (MSDS) the primary source of information. However, many people have recognized that Material Safety Data Sheets are not understood by the average worker. Because of this, this series of Safety Meeting Outlines will attempt to supplement the MSDS by providing key information about the primary hazards of frequently used chemicals in a form that can be understood by a layman.

Acetone is a solvent. Meaning it is a chemical that can be used to dissolve other materials. It is a clear liquid with a fragrant, mint-like smell. Acetone is very volatile. It vaporizes and evaporates quickly. This property makes it ideal for certain cleaning jobs but it also increases the fire and health hazard.

Acetone is a flammable liquid. It produces vapors that can be set on fire (flash point) at temperatures less than 100 °F. In fact, the flash point for acetone is 1.4 °F! It has to be awfully cold to stop acetone from vaporizing. Keeping the container covered will prevent these flammable vapors from escaping. The vapor must be mixed with air for a fire to occur. It takes only a small amount of acetone, as little as 2.6%, in the air to form a dangerous mixture. Fire is the most immediate danger when working with acetone.

Because acetone is a solvent, it will dissolve the protective oils on your skin. This can lead to a condition called dermatitis. In simple terms, this is an illness of your body's largest organ, the skin. You should never work with acetone without protecting your hands or other body parts that could come in contact with the liquid. Gloves and aprons are commonly used. However, remember that acetone can dissolve certain materials, including the gloves you may be using. The proper glove to wear is one made of butyl rubber. Other options may be found on the product's MSDS sheet. If you get acetone inside your gloves or on your clothes, remove them immediately. You don't want the solvent to be held against your skin. Furthermore, you do not want to be wearing clothes soaked with a flammable liquid. If it is ignited, you could become a human torch.

Finally, acetone is a respiratory hazard. You can become ill if you inhale too much acetone vapor. Always use acetone in a well vented area and only use as much acetone as you need to do the job. Keep the container closed until it is needed and close it immediately after use. If a respirator is needed, you should use a chemical cartridge unit fitted with organic vapor cartridges. Be aware of the symptoms of overexposure which include irritation of the eyes, nose or throat, headaches, dizziness, or dermatitis. If you have any of these symptoms, stop work and let your supervisor know. You have a right to be protected from the dangers of hazardous materials.

Know the hazards of the chemical before you start work!

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SAFETY MEETING AGENDA

DEPARTMENT/JOB SITE: _____ MEETING DATE: _____

1. **Open Meeting & Present safety topic:** _____
2. **Read minutes from previous meeting.**
3. **Persons present:**

4. **Old Business** – Status of previous recommendations. Discuss pending old business if any.

5. **Accidents** – Discuss accidents and near misses that have occurred since the last meeting. Brief summary of accidents to date by number and type. Note any trends. Discuss corrective action taken, or needed. Concentrate on accident causes to make everyone more aware.

6. **Inspection Reports** – Report on findings and recommendations of any inspection reports made since last meeting.

7. **New Business** – Solicit employee suggestions. Discuss new procedures, changes to company safety policy, etc.

TIME MEETING STARTED: _____ TIME FINISHED: _____

MEETING CHAIRED BY: _____ TITLE: _____