

Flammable Chemical Storage Policy

Effective Date: 1.01.2025

Applies To: All staff, facilitators, lab users, and event operators who handle or store flammable substances.

◆ 1. Purpose

To ensure the **safe handling and storage of flammable chemicals** and to prevent fire, injury, or environmental harm in compliance with SCDF, NEA, and workplace safety regulations.

◆ 2. Scope

This policy applies to all **flammable liquids, gases, and solids**, including but not limited to:

- Alcohols (e.g. ethanol, isopropanol)
 - Acetone
 - Methanol
 - Butane/propane gas
 - Paint thinners and aerosol sprays
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◆ 3. Storage Requirements

◆ *Storage Cabinets*

- All flammable chemicals must be stored in **fire-rated flammable storage cabinets**
- Cabinets must be **clearly labeled** with “Flammable – No Open Flame”
- Storage areas must be:
 - **Cool and dry**
 - **Well-ventilated**
 - **Away from direct sunlight, ignition sources, and heat**

◆ *Quantity Limits*

- Only keep the **minimum quantity necessary for operations**
- Bulk storage must be located in **designated chemical storage rooms**, not classrooms or activity zones

◆ *Segregation*

- **Do not store flammable chemicals with:**

- Oxidizers (e.g. hydrogen peroxide)
 - Acids or bases
 - Food or drink
 - Use **secondary containment trays** to contain leaks or spills
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◆ 4. Labelling & Documentation

- All chemical containers must have **original labels** intact
 - Maintain a **Chemical Inventory Log** with:
 - Chemical name
 - Quantity
 - Date of purchase
 - Expiry date
 - Keep **MSDS/SDS (Safety Data Sheets)** for each substance on-site and accessible
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◆ 5. Handling Precautions

- Only trained personnel may handle flammable chemicals
 - Always wear **PPE**
 - Use in **well-ventilated** areas or under a fume hood
 - Keep a **fire extinguisher**
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◆ 6. Disposal

- Follow NEA guidelines for **hazardous waste disposal**
 - Do **not pour** flammable liquids down drains or into general waste
 - Label and date waste containers clearly and **dispose of within 6 months**
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◆ 7. Emergency Procedures

- In case of fire: activate alarm, evacuate, and use appropriate **fire extinguisher**
 - For spills: use spill kit, ventilate the area, and report immediately to Safety Officer
 - Maintain **safety signage** in all storage areas
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◆ 8. Inspections & Compliance

- Conduct **monthly inspections** of chemical storage cabinets and logs
- Any damaged or expired chemicals must be **removed immediately**

- Safety Officer to review logs and safety compliance quarterly
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