

Company Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

#069

## OFFICE SAFETY – CARBON MONOXIDE

### What is Carbon Monoxide?

Carbon Monoxide (CO) is a chemical asphyxiant, which means that it reduces the blood's ability to carry oxygen. Asphyxiation, or suffocation, occurs when the blood does not deliver enough oxygen to the body. CO gas is absorbed through the lungs into the bloodstream.

- Inhalation may cause headaches, nausea, dizziness, weakness, rapid breathing, unconsciousness and death.
- High concentrations of CO may be rapidly fatal without producing significant warning symptoms.
- Exposure to this gas may aggravate preexisting heart and artery disease.
- As CO gas is odorless; there may be no odor warning if toxic concentrations are present.

If you suspect CO poisoning, move the person immediately to the fresh air away from the source of the CO. Call 911 or your emergency number for medical assistance. CO poisoning can be reversed if caught in time.

### Methods of Control of Carbon Monoxide

To reduce the chances of CO poisoning in the workplace:

- Install a ventilation system that will effectively remove CO from the work area.
- Properly maintain equipment that may produce CO to enhance safe operation and to reduce CO generation.
- Consider switching from gasoline-powered equipment to battery or electric equipment.
- Prohibit the use of gasoline-powered equipment indoors or in poorly ventilated areas.
- Consider installing CO detectors with audible alarms.
- Educate workers about the sources, hazards, and controls of CO.

### What Can You Do To Help?

- Report any situation to your employer that might cause CO to build up.
- Pay attention to ventilation problems, especially in enclosed areas.
- Avoid the use of gas-powered equipment in enclosed spaces.

Meeting Conducted By:

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Print Name

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Signature

Meeting Attended By:

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Notes & Suggestions

Document Filing Reference