

## User Instructions (UI)

For the handling of hazardous materials in accordance with §14, Ordinance on Hazardous Substances (OHS), the employer or his representative must also prepare the same. For the content and format of this, recommendations can be found in the Technical Regulations for Hazardous Materials (TRHM) 555 "User Instructions and Instructions, in accordance with §14 OHS". For preparation of the User Instructions, the samples can be extracted and only need to be rewritten for the relevant workplace.

### Explanations and Guidelines for the Preparation of User Instructions in Accordance with §14 OHS

► TRHM 555 – User Instructions and Instructions, in accordance with §14 OHS  
TRHM reflect the status of the safety-related, medical, hygienic and ergonomic requirements on hazardous materials, regarding circulation and handling.

#### I I. General Notes

1. The employer must prepare user instructions for the workplace – and with regard to substances, in which the dangers for humans and the environment are indicated when handling hazardous materials, as well as the determination of the necessary prevention measures and code of conduct.  
Furthermore, instructions for the correct disposal of hazardous refuse, conduct in the event of a hazardous situation and first aid must be decided.
2. User instructions are mandatory written requirements and codes of conduct for the prevention of an accident – and health hazards, as well as for the protection of the environment when handling hazardous materials.
3. The employees must observe the user instructions.
4. Responsible for the preparation: Employer or his representative
5. Basis for the preparation:
  - Risk regulation + appendices for handling hazardous materials
  - Safety data sheets
  - Engineering regulations for hazardous materials
  - Additional manufacturer's information
  - Accident data sheets, in accordance with mandatory regulations
6. User instructions must be amended to new findings and updated annually.
7. As far as R – and S – sentences<sup>3</sup> in the user instructions are implemented, general terms such as "Respiratory protection" or "Hand protection" must be substantiated:  
"Respiratory protection" > e.g.: "temporary filter device, Filter B"  
"Hand protection" > e.g.: "rubber gloves"
8. User instructions should have an "instant recognition effect" for the employee. The external format is not specified.

#### II Classification

- Work area, working place, task
- Hazardous materials (designations)
- Dangers for humans and environment
- Protective measures, codes of conduct
- First aid
- Correct disposal

#### III Instruction

The employer must instruct the employee with regard to the work place. Instructions for the implementation are given in the TRHM 555.

**Because the preparation of User Instructions involve a certain amount of effort, Theo Förch GmbH & Co.KG formulates product-specific samples for their customers, which, after rewriting, registration and substantiation of the company – and workplace-related data, can be utilized by every company.**

<sup>3</sup> Instructions for special hazards