

LOCATION:	WRITTEN BY:	APPROVED BY:	DATE:	LAST REVISION:
All Schools	L. Carriere	John Karras	September 4, 2014	July 7, 2017

HAZARDS PRESENT	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> • Chemical exposure through inhalation, injection, ingestion, absorption. • Spills / splashes. • Review the Material Safety Data Sheet and Supplier Label for the controlled product to identify any potential hazards associated with each product used. 	<ul style="list-style-type: none"> • WHMIS Training. • Long and loose hair must be tied back. • Review the Materials Safety Data Sheet (MSDS) for • the controlled product to identify the required • Personal Protective Equipment.

SAFE WORK PROCEDURE

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor. You must have WHMIS training to work with chemicals.

PRE-OPERATIONAL SAFETY CHECKS:

1. Confirm all equipment required to work with the chemical is functioning properly, such as a fume hood etc.
2. Confirm all personal protective equipment required for safe use of the equipment is available at the worksite.
3. Obtain a copy of the MSDS and confirm it is less than 3years old.

PROHIBITED ACTIVITIES:

1. Do not use unidentified or unlabelled chemicals.
2. Do not use a chemical for something other than its intended use identified on the MSDS or label.
3. Improper disposal of chemical. Check the MSDS to determine proper disposal.
4. Do not use a chemical without a current MSDS.
5. Do not accept a chemical without a supplier label on it.
6. Do not accepting a chemical without an accompanying MSDS. Do not use a chemical if you do not have the MSDS.
7. Do not leave an unlabelled chemical unattended.
8. Decanting a chemical into another container without a label (containing the chemical name, date and worker's initials).

SAFE WORK PROCEDURE:

1. Confirm the Materials Safety Data Sheet for the controlled product is less than three years old. Replace the MSDS if it is greater than three years old by consulting the MSDSONline Database.
2. Review MSDS and Supplier Label to identify personal protective equipment required and any potential hazards associated with the product.
3. Inspect required personal protective equipment and replace if required.

4. If required to use a respirator, confirm respirator has the correct cartridge for the controlled product used and the cartridge is not expired.
Caution: you must be respirator fit tested to operate and use a respirator! Please see the Safety Officer.
5. Put on all of the required personal protective equipment as indicated on the label and MSDS.
6. If protective gloves are required ensure they are compatible for the chemical you are using.
7. Use the controlled product for its intended use following instructions on the supplier label and identified by safe work procedure for the task.
8. If the controlled product is transferred to another container ensure a Workplace Label is placed on the container identifying: the product name, precautionary statements, reference to the MSDS, the date and the worker's name or initials.
9. Ensure controlled product does not come into contact with any substances listed under the incompatible substances section of the MSDS.
10. Clean up and dispose of contaminated materials as described in the MSDS.
11. Wash hands thoroughly before continuing on to a new task.

HOUSEKEEPING:

1. Place all controlled products in their proper storage area and ensure they are stored according to their chemical compatibility.
2. Ensure the all equipment and the area is safe, clean and tidy before you leave it.
3. Ensure workplace labels are created and in place where required.

If an emergency situation occurs while conducting this task or if there is a spill; stop what you are doing, remove students from the area and contact the Principal and the Safety Officer.

REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY.

REGULATORY REQUIREMENTS

- WS&H Act W210, Section 4, 5, 7, 7.1
- Mb. Regulations 217/2006,
 - Part 2, Section 2.1, Safe Work Procedures
 - Part 6, Section 6.1, Personal Protective Equipment
 - Part 35, Workplace Hazardous Materials Information System
 - Part 36, Chemical and Biological Substance Application