
Heritage College Administrative Procedure # 7
Relating to Hazardous Materials - Identification, Storage and Handling

Subject: Procedures relating to Hazardous Materials – Identification, Storage and Handling.

Administrator: Director of Building Services

Issuing Service: Building Services

Coming into Force: December 5, 2000

Revised: N/A

Purpose

The purpose of this document is to provide standard procedures for a process to be followed in the college for the identification, storage and handling of hazardous materials.¹

Application

These procedures apply to all individuals at Heritage College.

Procedures

1) LSST/CSST Requirements

The LSST and the CSST require that each hazardous material present in the workplace:

- be identified;
- have an unexpired material safety data sheet (MSDS) (i.e. less than three years old); and be included in an up to date inventory of all hazardous materials.

2) Container Labelling

All containers must have either a Supplier label in both official languages or an Heritage College Workplace label as follows:

- Supplier label: the Supplier label must contain a product identifier, supplier identification, hazard symbols in French and English, appropriate risk phrases,

¹ See the Glossary at the end of this document for definitions of frequently-used terms.

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precautionary measures, first aid measures and must include a statement that a MSDS is available.

- No one may remove, alter or deface any supplier label that is on a container while any of the hazardous material remains in that container.
- The supplier's responsibility for labeling ends when the product arrives at the receiving dock of the employer. Once the employer or the representative signs the delivery receipt for a controlled product, the employer becomes responsible for the labeling of that product.
- Workplace label 'A' must be applied to a container of a controlled product which has been decanted from the original container, or if the supplier label becomes illegible or is removed.
- The workplace label must contain the product name, information for safe handling and have a statement that a MSDS is available (see annex "A").
- Blank, self-adhesive workplace labels are to be obtained from Building Services, room 111.
- To provide some protection for the labels once they have been completed and placed on the container, it is recommended that they be covered with clear box tape (packing tape).

3) Departmental Responsibilities

All department coordinators, manager, certified labourer and chief custodians must ensure:

- unexpired MSDS sheets are available in the workplace for all control products in their respective work areas. MSDS sheets expire three years after the date of their publication.
- an inventory of all hazardous materials is available and up-to-date in their respective work areas.
- that eye-wash stations are regularly inspected and maintained according to manufacturer's instructions, so as to prevent contamination.
- procedures for safe use, storage, handling and disposal; and
- emergency procedures.

Training in Workplace Hazardous Material Information System (WHMIS) can be requested through the Health and Safety Committee.

4) Identification of Transport Systems

The following transport systems must be identified if they contain controlled products:

- pipes;
- valves.

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An identification system may consist of colour coding, placards, labels, numbering, tags, etc... Workers must be trained regarding the system in use.

5) Eye Injuries

Where a worker is exposed to a potential hazard of injury to the eye due to contact with a biological or chemical substance, an eyewash must be provided.

6) Storage for Materials

- Both temporary and permanent storage of all materials must be neat and orderly. Stored materials must not obstruct fire alarms, sprinkler systems, fire extinguishers, electrical panels, exits or aisles.
- Storage of limited amounts of material for short periods of time is closely associated with usage rate for the product.
- Planned material storage minimizes the handling required and reduces the risk of fire and large spills.
- All storage must ensure that incompatible chemicals do not come into contact with one another. All chemicals must have WHMIS - approved labelling.
- The storage facility, an area designated by Building Services as a storage area, must be secure from casual occupant entry. The storage facility must have the ability to be secured by a lock and key.
- The storage facility must be equipped with an eyewash and splash goggles.
- Absorbent material or spill pillows should be available in the storage area.

7) Mixing of Products

Decanting from the original container, or diluting or mixing of materials, will be performed only by a designated trained person. Collection of products will be as per the instructions provided by the manufacturer. **At no time will products be mixed together.**

8) Health & Safety Committee's Responsibility

The Health and Safety committee will be responsible for carrying out an inspection of all departments to ensure that the labeling of each container and the Safety Data Sheet are legal and also that the appropriate spill material is available at all times. All personnel should be trained appropriately.

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Roles and Responsibilities

Loi sur la santé et la sécurité au travail (LSST) et la Commission de la santé et de la sécurité au travail (CSST), Chemistry Technician, Building Services and the Health and Safety Committee are primarily responsible for the implementation of this procedure.

Revision

These procedures will be reviewed when deemed necessary.

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Glossary

- Term:** Under the LSST and CSST, a **hazardous material** means a biological or chemical agent named or described in the regulation as a hazardous material.
- Term:** **WHMIS** is the acronym for the Workplace Hazardous Material Information System
- Term:** **MSDS** is the acronym for a Material Safety Data Sheet, an information sheet which contains detailed information on product identity and the safe handling, storage, use, distribution and disposal of the product.

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Related Documents

This document is to be used in conjunction with:

- *The Workplace Label (Annex "A").*²
- *Loi sur la Santé et la Sécurité au Travail (LSST L.R.Q., c.S-2.1).*³
- *Commission de la Santé et de la Sécurité au Travail (CSST L.R.Q., 1979, c.63, a 137).*⁴

²Copies of this document are available from Building Services.

³Copies of this document are available from Human Resources.

⁴Ibid.