

Safe Work Practice (SWP)

Name of Task: Chemical Handling	
Department/Unit: All Staff	
Personal Protective Equipment or other required equipment or other safety considerations: Use personal protective equipment (e.g. gloves, goggles, dust mask, etc) as recommended in the SDS.	
Hazards: Chemical hazards; gases, vapours, solvents, fumes and mists. Energy hazards; chemicals. Materials handling hazards; handling flammable, reactive, explosive and corrosive substances.	
Required Training	Workers must receive WHMIS for Workers training in Brightspace, Contact Health&Safety@nbcc.ca .
Steps to be taken to complete task safely:	
1	Prior to Handling Any Chemical: <ul style="list-style-type: none"> Ensure that the Safety Data Sheets (SDS) for the materials you work with are readily accessible and up to date (i.e. issued by the supplier within the last three years). Know how to handle emergencies (fire, spill, personal injury, etc) and the appropriate first aid measures for eye contact, skin contact, ingestion, inhalation, etc. Know where the closest eye/face wash station and/or emergence shower are located, and how to use them. Be aware of the potential hazards (e.g. fire/explosion, health, chemical reactivity, etc) for the materials you work with. Practice good housekeeping, personal cleanliness and equipment maintenance. Handle containers safely to avoid damaging them.
2	Do Not: <ul style="list-style-type: none"> Do not mix chemicals and cleaning products unless you have consulted the SDS and are sure that it is safe (e.g. mixing ammonia and bleach will produce a highly toxic gas). Do not use the contents of unlabeled containers. Do not leave open containers of flammable products such as paintbrush cleaner, varnish, etc. Do not smoke, eat or drink while using chemicals. Do not reuse empty containers; the residue may be hazardous. Do not open a container that appears to be swollen.
3	Obtain and read the SDS for all of the materials that you will be working with.
4	Read the supplier and/or workplace labels on the containers of the materials that you will be working with.
5	Emergency equipment should be inspected and tested on a regular basis.
6	Obtain and wear the personal protective equipment that is recommended in the SDS for the materials that you will be working with.
7	Inspect the containers for damage or leaks before handling them.
8	Use the materials for their intended purpose in accordance with the manufacturers' recommendations/instructions (refer to the SDS and labels).

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.

9	Follow the health and safety rules that apply to your job.
10	In the Event of a Spill: <ul style="list-style-type: none"> Report all incidents and chemical spills to your manager or Facilities Manager. Follow the recommended cleanup procedures in case of a spill.
11	Wash your hands thoroughly with warm water and soap after handling chemicals.
12	Storage of Chemicals: <ul style="list-style-type: none"> Ensure that all containers of controlled products are properly labeled according to the Workplace Hazardous Materials Information System (WHMIS) Regulations (i.e. either a supplier or workplace label). Replace defaced or removed supplier or workplace labels. Ensure that containers are properly labeled with a workplace label when a controlled product is decanted from the supplier's original container. Store chemicals and products in a designated area. Close caps and lids tightly before storing any container. When storing chemicals side by side make sure they are compatible and will not react to produce a hazardous chemical reaction. Refer to the Incompatibility chart. Store only the products you require and quantities you need. Limit access to storage areas and janitorial closet.
13	Disposal of Chemicals <ul style="list-style-type: none"> Outdated controlled products should be disposed of in a timely and appropriate manner. Do not dispose of flammable materials in the trash. Follow proper disposal process based on manufactures' recommendations. Chemicals identified for disposal are to be stored in a proper container and kept in a designated location (as determined by manager) until they are disposed of. Disposal is coordinated by the Facilities Manager or by an individual Academic Chair/manager in the case of program specific chemicals.
<i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.</i>	
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
Completed by and Date: 2025-10-23	Approved by:
Last Reviewed / Revised by and Date: Susi Chamberlain	Note: This task will be monitored periodically to ensure compliance and effectiveness.

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.