



Safe Work Practice (SWP)

Name of Task	
Handling of Suspicious Mail and Packages (Powdering Substances)	
Department/Unit: All Staff	
Personal Protective Equipment or other required equipment and safety considerations: Eye protection, and protective gloves. Long hair must be tied back or contained. No loose fitting clothing, or jewelry (watches, rings or necklaces).	
Hazards: Exposure to substance by: <ul style="list-style-type: none">- Breathing fumes, dust, gas or mist- Skin contact- Injection	
Required Training	- Training in-house by experienced individuals.
Steps to be taken to complete task safely:	
	If you receive or discover a suspicious package or substance: - DO NOT TOUCH IT, TAMPER WITH IT OR MOVE IT! Immediately inform Supervisor and CALL 911
	Do not Panic – You are not in immediate danger!
1	Suspicious UNOPENED letter or package: <ul style="list-style-type: none">- DO NOT SHAKE or empty the contents of any suspicious envelope or package.- Put the envelope or package on a stable surface.- Stay in your office or immediate work area and section off the area to prevent others from entering and becoming potentially contaminated- Report the incident to your immediate supervisor, building security official and call 911. Follow the instructions of emergency response officials.- LIST all the people who were in the room or area when this suspicious letter or package was recognized. Keep this list as it may be requested by local public health authorities for follow-up investigation and advice.- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.- Wait for help to arrive
2	Suspicious OPENED letter, package with powder or powder spills: <ul style="list-style-type: none">- DO NOT try to clean up the powder. CAREFULLY COVER the spilled contents immediately with anything (i.e., clothing, paper, trash can, etc.) and DO NOT remove the cover.- If possible, turn off any fans or equipment that is circulating air around your workplace.- LEAVE the room and CLOSE the door, or section off the areas to prevent others from entering.- WASH your hands with soap and water to prevent spreading powder to your face.- Report the incident to your immediate supervisor, building security official and call 911. Follow the instructions of emergency response officials.- REMOVE contaminated clothing as soon as possible and place in a plastic bag or some other container that can be sealed. This clothing should be given to the emergency responders for proper handling.

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

	<ul style="list-style-type: none"> - SHOWER with soap and water as soon as possible. Do Not Use Bleach or Other Disinfectant On Your Skin. - LIST all the people who were in the room or area when this suspicious letter or package was recognized. Keep this list as it may be requested by local public health authorities for follow-up investigation and advice. - Wait for help to arrive
<p><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></p>	
<p align="center">Responsibilities, Completion and Review</p>	
<p><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></p>	
Completed by and Date:	Approved by:
Last Reviewed/Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.