

## **HAZARDOUS MATERIALS POLICY**

the Pacific Group of Companies management will ensure that all hazardous materials stored or used by company personnel are identified and labelled and, where applicable, supplied with Workplace Hazardous Materials Information System (WHMIS) Material Safety Data Sheets (MSDSs) that meet regulated requirements. All information regarding hazardous materials will be made readily available to workers exposed to such materials by providing an MSDS file for all work locations where WHMIS-controlled materials are used, handled or stored. Management will ensure all employees exposed to hazardous materials have been trained in recognition and safe handling, use and storage procedures. The information and training regarding hazardous materials will be reviewed on a regular basis.

Supervisory staff are responsible for ensuring that workers who use or handle WHMIS-controlled or other hazardous products have been adequately trained to recognize standard hazard symbols, understand risk phrases and first aid measures, and implement appropriate protective measures as required by law. Supervisory staff are also responsible for ensuring that sufficient labelling, MSDSs and protective equipment are available at work locations to meet regulated requirements.

Workers are responsible for following procedures and instructions provided for safe use, handling, storage and transport of hazardous products. Lastly, workers are responsible for reporting containers that are unlabelled, illegibly labelled or incorrectly labelled.

# HAZARDOUS MATERIALS CONTROL

## Inventory

Management of the Pacific Group of Companies accepts responsibility for establishing an inventory of WHMIS-controlled and other hazardous products. This will be accomplished by reviewing purchase records, contacting suppliers, and inspecting materials storage areas. The inventory will be reviewed as often as necessary to ensure that it is maintained up-to-date.

## Purchasing

At the time of ordering any new materials, the supplier must be requested to identify which products, if any, are covered by hazardous materials legislation.

Where multiple products that are used for the same purpose are available, the least hazardous material will be obtained if practicable. All WHMIS-controlled hazardous materials ordered through central purchasing or ordered directly to a project location may only be accepted if accompanied with applicable labelling and MSDSs.

## Labelling:

Any person that orders new materials is responsible for checking that supplier labels have been provided and applied to controlled products received at the workplace. Improperly labelled products must not be handled or used except to be held in storage.

With bulk shipments, if the supplier sends a supplier label, the receiver must apply or post it to individual containers. Where the supplier only sends labelling instructions, the receiver must apply, at minimum, a workplace label to containers.

Workplace labels are also necessary on containers of controlled products which have been transferred or decanted from a supplier's bulk container. Workplace labels will provide three types of information: product name, safe handling information and a reference to the MSDS.

**NOTE:** Simple identification of a controlled product is all that is required on a container of a decanted product that will remain under the control of the employee that transferred the product to the new container for use during a single work shift.

## Material Safety Data Sheets (MSDSs)

The person responsible for receiving new materials must ensure that MSDSs are received for all controlled products supplied to the workplace. In addition, the receiver must contact the supplier for an updated sheet if the preparation date on an MSDS indicates it is more than three years old. Copies of MSDSs must be made accessible to employees, close to their work areas and available during the work shift.

## Work Procedures and Controls

Supervisory personnel are responsible for monitoring storage, handling and use of controlled products on their work sites as part of their daily and bi-weekly inspections. Monitoring will take into account the physical and health hazards of the product, quantities, work processes, location of use, etc.

On the basis of WHMIS and other workplace information, management, in cooperation with suppliers and supervisory personnel, will develop work procedures that ensure worker health and safety.

Hazard control measures may include:

- engineering controls such as ventilation, process modification or isolation of the hazard source,
- administrative controls such as work procedures, storage arrangements, maintenance and shift scheduling, personal protective equipment such as respirators, gloves and protective clothing.

## **Education**

Workers that use hazardous materials or work in proximity to them are required to have received previous instruction in:

- hazards of the materials they will be exposed to,
- procedures for safe use, handling and storage of the product as contained on labels and MSDSs,
- recognition of symptoms of overexposure,
- overexposure emergency response,
- responsibilities for reporting injuries, and reporting containers that are unlabelled, illegibly labelled or incorrectly labelled.