

# Chemical Use Policy

## 1. Rationale or background to policy:

OHS requires the management of chemical use that reduce the probability of accidents and minimize consequences should accidents occur in conjunction with use for CPLF employees. Chemicals are predominantly used for cleaning in the CPLF offices. There are some chemicals used, such as printer cartridges and white out, when staff are completing administrative duties.

## 2. Policy Statement:

Implementation of safe practices, appropriate administrative and engineering controls and utilization of appropriate personal protective equipment (PPE) is required to protect employees and visitors in the worksite.

## 3. Procedures:

Use of the least quantity of chemicals necessary for tasks, substitution of less hazardous chemicals and utilization of basic chemicals safety practices reduce risk.

\*Hazardous chemicals should not be used in home-based environments unless unavoidable, in which case the chemicals must be identified for each site.

Chemical Storage and identification - Appropriate cabinets or rooms should be used for storage of corrosive, flammable, reactive or toxic materials. Typical storage considerations may include temperature, ignition control, ventilation, segregation and identification. All chemicals must be clearly identified/labeled.

### Chemical use code of practice:

\*Identifying all chemicals used at the worksite – Safety Data sheets are attached for all chemicals currently being used in the CPLF offices. Chemicals on site are also noted on quarterly OHS inspections. Any new chemicals should have corresponding safety data sheets added to this policy package.

\*Hazards are noted on the safety data sheets. Few of the products being used in the CPLF offices contain substances of a level of concentration that are considered hazardous to people's health.

### Notable exceptions and/or safety recommendations are:

- The hand sanitizers are flammable and should be kept away from heat, sparks or hot surfaces.
- Vomiting should not be induced where chemicals are ingested, check the safety data sheet to confirm whether the person should drink water or rinse their mouth out with water.

\*For the chemicals currently being used – eye wash stations are being installed in each office suite. Staff should note their location prior to commencing chemical use. Gloves appropriate for use with chemical contact to be provided for CPLF staff performing cleaning duties. Eye goggles are available for staff use.

\*Medical attention should be sought in the case of a medical emergency or if the person is feeling unwell or skin or eye irritation occurs. In the case of fire 911 should be called.

\*The Poison and Drug Information Service (PADIS) in Alberta can be reached at 1-800-332-1414. The service is available anytime day or night. If staff think they've had an exposure to a substance they're not sure about, they can call PADIS for assistance. When calling, they should have the poison container with them so they can give complete information to the poison control center.

#### **Safety Data Sheets for chemicals found in CPLF offices:**

- [Green Works Cleaning Wipes](#)
- [Hydrogen-Peroxyde-MSDS](#)
- [KEYSTONE FOAM HAND SANITIZER SDS.pdf](#)
- [LePage Carpenter's Glue SDS](#)
- [Microsan Foaming alcohol handrub](#)
- [OMrAM Hand Soap with Aloe SDS](#)
- [Palmolive Dishwashing Liquid SDS](#)
- [Scott Green Skin Cleaner SDS](#)
- [SDS\\_Elmers\\_Glue\\_All](#)
- [Simple Green Industrial Cleaner and Degreaser](#)
- [WHITE OUT - US-Z8-910320-01](#)
- [VIM-Power-and-Shine-SDS](#)
- [Windex SDS](#)
- [Xerox print cartridges SDS](#)
- [ZEP foaming hand cleanser](#)