

Chemical Use Policy

1. Rationale or background to policy:

CPLF requires the management of chemical use that reduces the probability of accidents and minimizes consequences should accidents occur during the course of work for CPLF employees.

2. Policy Statement:

Implementation of safe practices and controls is required to protect employees and visitors in the worksite.

3. Procedures:

Generally:

- Chemicals need to be kept away from excessive heat, sparks or hot surfaces.
- Vomiting should not be automatically induced when chemicals are ingested. Check the Safety Data Sheet to confirm appropriate first aid when ingested.
- 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 a medical emergency, 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.
- All CPLF employees are to use the least quantity of chemicals necessary for tasks and substitute less hazardous chemicals when available to reduce risk of exposure.
- Personal Protective Equipment can and will be made available when requested or needed.

In the CPLF office

- Eye wash stations have been installed in each CPLF office suite. Staff should note their location prior to commencing any chemical use.
- A hard copy of Safety Data sheets are to be kept and available for staff to resource next to the eye wash stations in a binder kept on the wall.
- Chemicals used for cleaning offices are to be stored in the Maintenance Room with dish soap available near the kitchen sink for cleaning of the kitchen surfaces and dishware. Ink cartridges, white outs, and other office supplies that are chemical in nature are to be stored in the filing room and designated storage rooms.
- All chemicals must be clearly identified/labelled.

- Any new chemicals used in the office should have corresponding Safety Data Sheets added to this policy and included within the Safety Data Sheet Binders located near eye wash stations.

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](#)

Employees working in a Residence

- Hazardous chemicals should not be used in home-based environments unless pre-approved by the CPLF Human Services Coordinator. If approved, include Safety Data Sheet(s) within the Individual Profile Binder.
- General purpose cleaner, hand soap, and wipes are acceptable for use by Support Staff. Hazardous (poisonous and/or explosive) chemicals in the home are to be stored in a separate container/area.
- Chemical Hazards and their associated Controls are to be considered in Worksite Hazard Assessments via the CRM.
- Safety Data Sheets and the Chemical Use Policy are to be provided to employees working within a residence and made available in the Individual Profile Binder. Any new chemicals deemed necessary by the CPLF Human Services Coordinator for service provision should have corresponding Safety Data Sheets added to the Individual Profile Binder.

Safety Data Sheets for Employees working in a Residence

- [Hand Soap](#)
- [Wipes](#)
- [General Purpose Cleaner](#)