







LOCATION	WRITTEN BY:	APPROVED BY:	DATE CREATED	LAST REVISION
Schools in PTSD	Lorie Carriere	School Principal	January 26, 2012	New

### PERSONAL PROTECTION EQUIPMENT (PPE)

 Safety glasses or face shield must be worn at all times in work areas.	 Long and loose hair must be tied back
 Appropriate footwear must be worn. Shoe must be fully enclosed. No open toed shoes.	 Lab coat or apron (chemical resistant)
 Rings and jewelry (long necklaces / bracelets, etc.) must not be worn.	 Chemical resistant disposable gloves are required.

HAZARDS PRESENT	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> <li>✓ Chemical spill</li> <li>✓ Chemical burn</li> <li>✓ Chemical contact with eyes</li> <li>✓ Inhalation of chemical fumes</li> <li>✓ Ingestion</li> <li>✓ Broken glass</li> </ul>	<ul style="list-style-type: none"> <li>✓ PPE as per MSDS</li> <li>✓ WHMIS training</li> <li>✓ Emergency spill kit training</li> <li>✓ Emergency spill kit, sand , kitty, litter</li> <li>✓ Chemical Handling</li> </ul>

### SAFE WORK PROCEDURE

#### PRE JOB STEPS:

- Supervisors must ensure that employees required to work with chemicals are in possession of or have access to the material data sheet prior to being required to work with the chemical.
- Supervisors must ensure that employees required to work with chemicals are provided with the appropriate PPE i.e. chemical gloves goggles, masks, etc.
- Supervisors must ensure that employees are provided with the proper PPE and are trained in its safe use, inspection, replacement and are encouraged to use the appropriate PPE at all times.
- Workers are to inspect the condition of their PPE prior to use and to store their PPE safely when not in use and to immediately replace their PPE as soon as it's damaged or lost.
- Employees must ensure they do not mix chemicals unless they have read & understood the data which will inform them if chemicals can be mixed and if so how to carry out the operation safely

- Employees must be encouraged to wherever possible to use chemicals in a well ventilated area
- Employees shall not decant and store chemicals in unmarked/unsuitable containers
- Supervisors must ensure that employees have a procedure in place for dealing with a chemical spillage.
- Supervisors must ensure that once a spillage is contained and cleaned up, that there is a procedure in place for the safe disposal of the contents /material ,chemical or other contaminates

Ensure that a workplace label has been placed on the decanted container into which the chemical will be decanted prior to starting the decanting process.

**PROCEDURES:**

1. Transport the stock chemical in the safety bottle carrier to the work surface.
2. Place the decanting container on a level surface at about waist height. If the MSDS suggests that the chemical is volatile or produces harmful vapours, all work must be done in an approved fume hood.
3. Select a funnel that is of sufficient size and type (glass/polyurethane) for the task. Larger containers will require larger funnels.
4. Support the funnel in a proper holder, using a ring stand and clamp or similar device.
5. Carefully support the stock container in both hands, holding it so that on tipping, the mouth of the container is approximately 5 cm's above the height of the funnel.
6. Pour the chemical slowly into the funnel, not allowing the level of the liquid to rise closer than 2 cm's from the top of the funnel.
7. Stop transferring the chemical into the decanted container before the decanted container becomes too full. Ensure that you have allowed for the emptying of the funnel without creating an overflow situation.
8. If an overflow situation develops, leave the funnel in the decanted container and using a pipette transfer the excess chemical back into the stock container.
9. Ensure that a workplace label has been placed on the decanted container into which the chemical will be decanted prior to starting the decanting process.

Note: If the purpose of the transfer is to create a diluted stock solution of a corrosive chemical, always start the transfer after having placed about one-half of the required water into the decanted container.

## REGULATORY REQUIREMENTS

- WS&H Act W210, Section 4, 5, 7, 7.1
- Mb. **Workplace Safety & Health** Regulations 217/2010,
  - ✓ 2.1 Safe Work Procedures
  - ✓ 6.1 Personal Protective Equipment
  - ✓ 8.0 Musculoskeletal Injuries
  - ✓ 35.0 WHMIS
  - ✓ 36.0 Chemical Biological Substances
- Safe Work Bulletin #164 PPE
- Safe Work Bulletin #246 Safe Lifting
- Safe Work Bulletin #104 Emergency Eye Wash