

Safe Work Procedure Job Title or Task: Chemical Handling

Department/Area:	Approved by:	Date Created:	Review/Revision Date:
Maintenance/Custodial	Workplace Safety and Health Committee	Nov. 15, 2023	Annually

Potential Hazard	Risk level
Awkward/sustained postures	Medium
Forceful exertions	Medium
Repetitive movements	Medium
Sharp points/edges	Low
Pinch points	Low
Materials falling	Low
Chemicals	High
Combustibles/flammables	High
Other	

Risk control devices, personal protective equipment, and other safety considerations	Training/Reference info
<ul style="list-style-type: none"> • PPE according to manufacturer's/workplace label/SDS Sheet. • Approved footwear 	<ul style="list-style-type: none"> • On-the-Job training • Injury Prevention orientation • Safe Manual Handling Safe Work Procedure • WHMIS training

The direct supervisor must ensure that employees who report to him/her are trained and follow this safe work procedure.

Steps to complete this task safely:

1. Review the Material Safety Data Sheet for the chemicals being used. Be familiar with the required PPE, and emergency procedures if required. Know where the chemical spill kits are located.
2. Decanted products into smaller containers must have a workplace label applied. Also ensure that the labels are legible, and if not, replace with a workplace label.
3. Wear personal protective equipment when advised by the manufacturer on labels or on material safety data sheets. Avoid direct contact with any chemical.
4. Keep chemicals off your hands, face, and clothing, including shoes. Any contact to the skin must be thoroughly washed off.



5. Store chemicals in tightly closed, labeled containers.
6. Lock chemical storage areas and post warning signs. Cabinets may need to be vented.
7. Never mix chemicals — even if they are for the same purpose.
8. Chemicals that are incompatible must not be stored close to each other. Flammable and combustible chemicals or oxidizers must not be stored near any heat or ignition source (this includes cooking equipment, furnace and hot water tank).
9. Empty chemical pails/containers are to be discarded. Consult SDS for safe disposal of the containers. If residue remaining, place container into a sink and prepare to rinse out with water only if acceptable as per label. Remove the potential for splashing by SLOWLY adding water into the container.
10. When mixing chemicals, ensure enough water is added in order to dilute it. Don't fill more than $\frac{1}{4}$ full with water. Gently rinse the inside of the entire container, repeat process until container is thoroughly cleaned.