

MATERIALS COVERED BY WHMIS

Policy:

Just Junk will comply with all regulations related to the Workplace Hazardous Materials Information System (WHMIS).

Procedure:

Hazardous Substance Control

1. Purchases
 - a. The Executive Management Team should purchase all hazardous products.
 - b. A hazardous product must not be put into use without the MSDS on site. Purchases will not take place with any manufacture that refuses to provide the requested information.
2. Storage
 - a. All hazardous products must be store in the original containers in which they were received.
 - b. If smaller quantities are issued for convenience, they must be issued in appropriate containers consistent with the original packaging. All information from the original label will be attached to the small container.
 - c. Any unmarked containers of substances must be considered unknown and are to be discarded as potentially hazardous.
 - d. Storage of hazardous materials must be located consistent with information on the MSDS.
 - e. Unauthorized persons much not have access to stored substances.
3. Training and Handling
 - a. Use of hazardous product must be limited to those employees who have been educated in the necessary components.
 - b. Knowledge and understanding should be reviewed with the employees initially on completion of the training and annually thereafter. Training must be documented and kept on file.
 - c. All hazardous products must be handled in a manner that reduces personal exposure to a minimum.
4. Disposal
 - a. Hazardous products must be disposed of in accordance with the manufacturer's directions, as indicated on the container and/or the MSDS, and in accordance with legislated requirements.
 - b. The Executive Management Team is responsible for making the appropriate disposal arrangements.



5. Spills
 - a. Spills of hazardous products must be handled in accordance with the manufacturer's directions provided on the MSDS. The staff will clean up spills unless specifically stated otherwise in departmental procedure.
6. Monitoring
 - a. Those products that are designated as required monitoring in such a way as to obtain accurate exposure information.
 - b. Other products should be monitored when indicated by negative health effects or new information.
7. Health Surveillance
 - a. Where a hazardous product can have known harmful effects on the health of personal exposed and where engineering controls and/or personal protective equipment cannot guarantee safe exposure, health surveillance procedures will be developed by the Employer and offered to the employee.
 - b. Where health surveillance indicates negative impact of the product, the employee should be counseled and if necessary, removed from exposure to the product.

Responsibilities of the Employer

1. Develop, implement and review procedures for handling, storage, usage, disposal and spills of hazardous products.
2. Develop, implement and review training programs for employees who will be exposed or potentially exposed to a hazardous product.
3. Ensure that MSDSs are obtained for all potentially hazardous products prior to purchase and/or delivery of product. Ensure that MSDSs are kept on file and updated for each hazardous product used. Ensure that MSDSs are not more than three (3) years old.
4. Ensure proper storage, usage and handling of all hazardous products on site.
5. Choose the least hazardous product available to accomplish the task.
6. Ensure that employees follow approved procedures for the handling, storage, mixing, usage, spill cleanup and disposal of hazardous products.
7. Ensure that first aid treatments needed in the event of exposure to a hazardous product, are available prior to the arrival of the product on site.
8. Take immediate and appropriate action to prevent or treat excessive exposure to a hazardous product including discontinued use of product, if necessary.

Responsibilities of the Employee

1. Know and understand the content required on supplier labels, workplace labels and MSDSs.
2. Work in accordance with approved when using hazardous products.

