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## GENERAL MANUAL POLICY

APPROVED BY:

  
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Executive Director

CATEGORY: Health & Safety

TOPIC: Material Safety Data Sheets (MSDS)

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### POLICY

It is the policy of Community Living Thunder Bay to have material safety data sheets (MSDS) available for use by employees.

### PURPOSE

To ensure controlled products are properly handled and stored in order to protect employees.

### RESPONSIBILITY

It is the responsibility of the Joint Occupational Health and Safety Committee to ensure implementation of this policy.

**GENERAL MANUAL PROCEDURE**

**TOPIC: MSDS**

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**PROCEDURE:**

1. In order to ensure protection of workers, the Joint Occupational Health and Safety Committee will attempt to obtain material safety data sheets and/or pertinent information for all products used that may be considered hazardous even if those products are not classified under WHMIS.
2. The committee will ensure that an inventory is maintained of all hazardous products and that the inventory is updated as needed.
3. Any employee purchasing a product that could be hazardous must notify the Purchasing Agent or a member of the Joint Occupational Health and Safety Committee of the purchase so that the material safety data sheet (MSDS) can be obtained.
4. The material safety data sheets (MSDS) are located in the Health and Safety binders at each home and site. An inventory of all MSDS is maintained in the MSDS binder located in the Human Resource Department at the Main Office. Relevant material safety data sheets will be placed in locations where hazardous materials are stored/used.
5. All staff should be aware of hazardous materials and read the MSDS for more detailed information before using the product.
6. All employees must ensure that protective equipment is used/worn when working with hazardous materials.
7. All employees must ensure that when a product is transferred from the supplier container to a workplace container that a workplace label is placed on the workplace container. The label must contain the following information:
  - a) the product name
  - b) safe handling instructions
  - c) MSDS statement " Read the MSDS before using this product"
8. The Joint Occupational Health and Safety Committee will provide annual training/education to all employees pertaining to WHMIS.