

County of Elgin

Section: **8**

Human Resources Policy Manual

Subject: **Workplace Hazardous Information System**

Code - **A**

Policy Number: **8.90**

Date Approved: **Oct. 16/91**

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Date Last Revision: **Mar 11/03**

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**REFERENCE:** Occupational Health and Safety Act – Workplace Hazardous Materials Information System Regulation 860

All County Departments will ensure employees have access to information for hazardous materials by providing the following:

- hazardous materials inventories
- labels on containers
- material safety data sheets
- employee education programs

**HAZARDOUS MATERIAL INVENTORIES:**

- ◆ Will be maintained in the Department where the hazardous product is used. The inventory will be revised prior to February 1st each year for all hazardous materials and physical agents.
- ◆ Will be reviewed by the Joint Health and Safety Committee, following the annual revision.

**LABELS:**

- ◆ All piping systems containing hazardous products will be identified by signs, symbols or colour code.
- ◆ All containers of hazardous products must have Supplier labels when received.
- ◆ Any label that has been removed or becomes illegible must be replaced with a work place label.
- ◆ If a hazardous product is dispensed into another container a workplace label must be affixed.

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MATERIAL SAFETY DATA SHEETS:

- ◆ Will be obtained by the Department from the Supplier for all hazardous materials.
- ◆ Must be kept current (within last 3 years).
- ◆ Format must comply with legislated requirements.
- ◆ Must be readily available to all employees. An area in the Department will be designated for keeping MSDS's and the location must be identified to employees.

EMPLOYEE EDUCATION PROGRAMS:

- ◆ Will be provided to employees who may potentially be exposed to a hazardous material.
- ◆ Will be reviewed with the County Joint Occupational Health & Safety Committees annually.
- ◆ Will be workplace specific so that the employees receive instruction on:
  - ◆ Reading and understanding labels and M.S.D.S.'s, including the purpose and significance of the information.
  - ◆ Safe use, handling, storage and disposal procedures.
  - ◆ Procedures to be followed in the event of an emergency.
  - ◆ Identifying hazardous products.