



## Safe Work Procedure - Transporting Chemicals

<b>Workplace:</b>	<b>Written by:</b>	<b>Approved by:</b>	<b>Date Created:</b>	<b>Date of last revision:</b>
All	Kevin Smith	Stewart McKenzie	November 5, 2009	February 10, 2011
<b>Hazards Present:</b>		<b>Personal Protective Equipment (PPE) or Devices Required</b>		<b>Additional Training Requirements:</b>
Muscle Strain Chemical Exposure		Chemical Fume Hood Safety Goggles Chemical Resistant Gloves Chemical Resistant Apron Plastic Laboratory Tray Lab Cart		WHMIS
<b>Signs and symptoms of potential injury</b>				
Headache Dizziness Nausea				
<b>Safe Work Procedure</b>				
<ol style="list-style-type: none"> <li>1. Check MSDS sheet for chemical to be transported and check for manufacturer's recommendations on handling.</li> <li>2. Put on any Personal Protective Equipment (PPE) which are necessary.</li> <li>3. Ensure that all materials for the task are assembled prior to removing chemical from storage.</li> <li>4. Remove the chemical bottle to be transported from storage. Use an appropriate caddy, tote, or cradle to assist in transporting from one location to another if necessary. If you are transferring multiple bottles, place them in a plastic lab tray to avoid unexpectedly dropping any. If the amount of material is excessive to handle in a single lab tray, use a cart.</li> <li>5. If chemicals must be transferred between floors, use a lift or elevator if available. If this isn't possible, transfer items such as lab trays or heavy bottles separately down or up stairs.</li> <li>6. When transferring bottles from cart to preparation area, ensure the area is firm and level, and free from extraneous material.</li> <li>7. When finished with task, promptly return original and secondary containers to storage, and secure the cabinet or storage area.</li> </ol> <p><b>Note:</b> Attempt to organize the lab and storage area in such a way that minimizes the distance necessary to transfer chemicals. If an emergency situation occurs while conducting this task follow emergency procedure <b>REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR</b></p>				
Guidance documents/standards/legislative requirements: CSA Standards: <b>M.R. 217/2006 Part 35</b> Workplace Hazardous Materials Information System Application <b>Safe Work Bulletin No. 189</b> – Protective Gloves <b>(CSA) Standard Z94.3</b> - Eye and Face Protectors School Division Policy:			Employee name: _____ Employee signature: _____ Date of review: _____	

This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum, every three years.