

## administration • reference memo

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**keywords**

- **WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)**
  - **CHEMICAL STORAGE BUNKERS**
  - **SAFETY PRECAUTIONS**
  - **CONTROLS**
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**PURPOSE**

Capilano College is committed to adhering to Workplace Hazardous Materials Information System (WHMIS) regulations and chemical storage bunkers safety measures and controls.

**POLICY****SHIPPING AND RECEIVING WILL ENSURE THAT:**

1. All controlled products received from suppliers are properly labeled and that Material Safety Data Sheets (MSDSs) are provided/available to match controlled products being received.
2. Copies of the appropriate MSDS are distributed to work areas where hazardous materials are delivered, used or stored.

**DEPARTMENTS HANDLING CONTROLLED PRODUCTS WILL ENSURE THAT:**

1. When toxic/controlled products are ordered, look to find a comparable less toxic and more environmental friendly substitute.
2. WHMIS controlled supplies are ordered in limited quantity to allow for proper storage and access.
3. When controlled products are received from Shipping and Receiving, products are properly labeled and that MSDSs are available for the product being received.
4. All controlled products in their area are labeled with proper WHMIS workplace labels as per the WHMIS requirement
5. All students using controlled products are provided with the WHMIS brochure published by HR-Occupational Health and Safety department.
6. A review is conducted with students using controlled products the WHMIS brochure published by HR-Occupational Health and Safety department.

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7. Employees and students are provided access at all times to MSDS for all controlled products in their area.
8. Employee access is provided to the online MSDS retrieval service.
9. Students are provided with access to current MSDS for products they are using.
10. Employees and students are trained in and aware of WHMIS legislation/requirement.
11. All chemical spills are reported to HR-OHS department and Facilities immediately.

**DEPARTMENTS WILL ENSURE SAFETY MEASURES ARE OBSERVED AS INDICATED BELOW:**

1. Personal Protective Equipment (PPE) will be worn when necessary for safe use of controlled products. This may include gloves, goggles, apron, respirator, fume hoods, proper footwear.
2. Chemical spill kits are available and located in readily accessible locations.
3. Emergency showers or eye wash, as applicable; in their areas have been tested on a weekly basis as per the security tag posted by the equipment.
4. Controlled products will be disposed of appropriately as per MSDS instructions and/or safe work practices.

Employees and students will advise their immediate supervisor of any shortcomings regarding labeling, lack of information on controlled products and training in WHMIS requirements.

Where no data is available (MSDS) on a controlled product, the product is to be sent to Shipping and Receiving for proper disposal.

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### CHEMICAL STORAGE BUNKERS: SAFETY MEASURES TO BE OBSERVED

The following safety measures must be adhered to by users of the two Chemical Storage Bunkers (East side - Studio Arts department; West side - Chemistry department):

1. No smoking.
2. All containers to be electrically grounded when solvent is being transferred from one container to another.
3. Containers of a breakable nature to be stored on lower shelves.
4. Bottles containing corrosive materials or liquids prone to freezing or pressure buildups to be stored in protective carriers.
5. Incompatible substances NOT to be stored adjacent to one another.
6. All containers to be clearly labeled with:
  - WHMIS supplier or workplace label the name of the material
  - the age (initial data of storage) of the material, and
  - the department to which the material belongs.
7. No person should enter the bunker unaccompanied.

### CONTROLS

1. The Administrator(s) responsible for Chemistry and Studio Art will appoint a person who will be responsible for controlling the quantities, type and nature of items to be stored in the bunker, and for the keeping of an inventory of these items.
2. The appointed person shall notify Shipping and Receiving department of any dangerous chemicals due to be delivered.

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3. Any transportation of chemicals from the unloading area to the bunker must be done in consultation with the respective Senior Department technician\*\*\* who will also make available any necessary personal protective equipment to be used by the person(s) transporting the chemicals.
4. Users of chemicals requiring being stored in the bunker must obtain approval from the Senior technician of this requirement at the time of ordering the chemicals.
5. A list of the required safety measures will be posted on the outside of the Chemical Storage Bunkers.

\*\*\* Studio Art for east side bunker  
Chemistry for west side bunker

### **RESPONSIBILITY**

The Vice-President, Human Resources shall administer and apply this policy.