PROCUREMENT OF CHEMICALS and OTHER SUBSTANCES

DIRECTION:

The City of Hamilton uses a variety of controlled products in its various operations. Hazard information on such products must be provided to workers, as required by WHMIS legislation, Collective Agreements and/or good industry practice, prior to the products being introduced into the workplace or work process.

RATIONALE:

There are many products on the market that may pose a health and safety risk to workers if handled incorrectly. There are also products that may pose a risk to the environment.

In order to eliminate and/or reduce these risks to reasonable, acceptable levels, the material safety data sheets for all products introduced into the workplace must be carefully reviewed by the workplace parties to determine which products should be used in the workplace and if and when introduced, that the appropriate controls have been considered and implemented.

CORPORATE WORKPLACE SAFETY SECTION:

a) Will provide assistance and guidance to all parties by reviewing Material Safety Data Sheets, as submitted by departments, and commenting on the possible health and safety risk to workers and the environment.

b) Will make recommendations regarding the conditions under which the products may be used in the workplace.

DEPARTMENTS:

a) Will collaborate with the City Purchasing Division to initially attempt to purchase only user friendly and environmentally friendly products where possible.

b) Will submit copies of material safety data sheets to the Corporate Workplace Safety Section for review prior to introducing the chemical or substance into the workplace.

c) Will submit copies of material safety data sheets to the appropriate occupational joint health and safety committee for consultation prior to introducing the chemical or substance into the workplace.
d) Will develop safe handling procedures for all hazardous products in consultation with the occupational joint health and safety committee and deliver the appropriate training to all workers required to work with the material.

e) Will ensure that all requirements of the Corporate WHMIS Procedure as found on e-Net/You Should Know/Workplace Safety and WSIB/Corporate O.H.S. Policy and Procedures, is followed when introducing new products into the workplace.