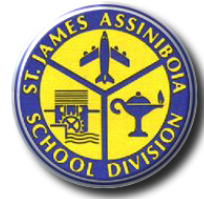


St. James-Assiniboia School Division
 Safe Work Procedure
Decanting Cleaning Chemicals



Facility: All schools	Written by: SJSD Cleaners	Approved by: Paul Deacon	Date Created: April 9, 2007	Date of last review: January 14, 2020
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Hazards Present: Corrosive chemicals, MSI- Back injury	PPE or Devices Required: Goggles, gloves	Recommended Training: Lift/material handling training, "Back to Basics" training, WHMIS training
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NOTES:
 A workplace label is required on bottles if the chemical will not be used up immediately by the person who is decanting the chemical. The workplace label must include the name of the chemical, precautions (PPE), and must state "An SDS is available"

Safe work procedure:

1. Read the supplier label on the container. Be sure you understand and obey all instructions.
2. If more information is required check the MSDS for the product.
3. Wear the appropriate PPE (Personal Protective Equipment) as indicated by the MSDS
4. Using good lifting techniques and a funnel pour the chemical from the large container to the smaller container.
5. Label the bottle as per WHMIS 2015 protocols

<p>Guidance documents:</p> <p>Manitoba Workplace Safety and Health regulation</p> <ul style="list-style-type: none"> • 2.1 Safe Work Procedures • 6.1 Personal Protective Equipment • 35 Workplace Hazardous Materials Information Systems <p>St. James-Assiniboia School Division Policy:</p> <ul style="list-style-type: none"> • EBB-R Safe Work Procedures • EBBA Personal Protective Equipment • EBBAB-R Managing hazardous chemicals/materials 	<p>Employee name:</p> <hr/>
	<p>Employee signature:</p> <hr/>
	<p>Date of review:</p> <hr/>