

# HAZARDOUS MATERIALS MANAGEMENT



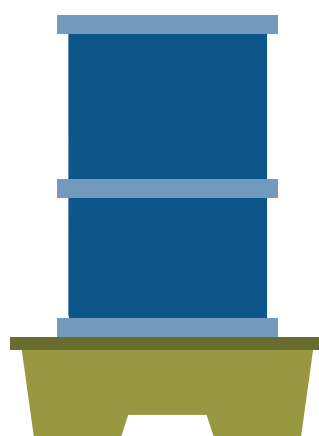
## KNOW



Label, store, inspect, and inventory your hazardous materials.

- Ensure areas where hazardous materials are stored, are clearly identified as such with signs or placards, along with indicators of the hazardous properties of the materials in each storage system.
- Keep an inventory of hazardous materials in the workplace, which includes the name of the material, quantity and location of each substance, and Safety Data Sheet (SDS).
- Label hazardous material containers (tanks, totes, drums, pails, squirt bottles, etc.) properly (WHMIS requirements) with the name of the material and the material's hazards.

## STORE



Store hazardous materials to prevent spills, reactions, or accidents.

- Each storage area with hazardous materials must include appropriate containment systems to prevent any spills from entering the environment.
- Check that hazardous material containers are in good condition.
- Do not store hazardous materials that will react with each other when mixed (incompatible).
- Securely store and clearly identify storage areas with compressed gasses.
- Inspect hazardous material storage areas regularly.

## PLAN



Plan for emergencies; ensure you have site specific spill response equipment, procedures, maps, and emergency contact information.

- Each organization must create an Emergency Plan which includes hazardous material spill response procedures.
- The Emergency Plans should include a drawing which shows the location(s) of hazardous materials stored in the organization's building(s), and a contact list of who to call in the event of an emergency.
- Ensure you have appropriate spill response equipment where hazardous materials are stored and used. This inventory of spill equipment must be maintained (checked) and accessible.

## TRAIN



Keep up-to-date on your hazardous materials training and spill response training.

- Ensure you are up-to-date on training, provided for Workplace Hazardous Material Information System (WHMIS) and Transportation of Dangerous Goods (TDG). This training educates on the hazards of the materials you work with, and how to identify/ship/transport hazardous material containers.
- All workers should receive training on the Emergency Plan and spill response procedures.

## DOCUMENT



Hazardous Waste Regulation (HWR) and Transportation of Dangerous Goods (TDG) require specific documentation.

- Remember that hazardous waste and materials management are treated similarly, but additional documentation on disposal is required. Ensure you save this documentation.
- Ensure a record of inspections for the spill kit and hazardous material storage area, are available.
- Keep training records available to prove training occurred.

Talk to your manager for more information.

Want even more information? Let us know at [environment@yvr.ca](mailto:environment@yvr.ca) or call 604-276-6656

May 2019