



## Material Safety Data Sheet Management Procedure

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|---|--|
| Office of Administrative Responsibility | Agri-Food Discovery Place  |
| Approver                                | Executive Director   |
| Scope                                   | Compliance with this procedure extends to all employees, faculty, students, researchers, clients, contractors, sub-contractors, and suppliers at Agri-Food Discovery Place |

### OVERVIEW

Health and Safety is an integral part of all our business and research activities at Agri-Food Discovery Place (AFDP), and we are continually working towards making measureable improvements in the health and safety aspects of our workplace on an ongoing basis. This procedure applies to all employees working at the AFDP.

### PURPOSE

This procedure provides guidance on the management of Material Safety Data Sheets (MSDS) at AFDP.

### RESPONSIBILITIES

#### Executive director

The Executive Director is responsible for providing the resources and training necessary to implement and manage this procedure.

#### Supervisors

Are responsible for:

- ensuring that hazardous materials are clearly identified and MSDS sheets are readily available in the Meat Wing, the Crop Wing and the Shipping/Receiving Area,
- establishing the procedure to minimize worker's exposure to these materials,
- training employees in those procedures and in the health hazards associated with exposure to the hazardous material,
- ensure workers are trained in WHMIS,
- ensuring MSDS are updated at least every three years.

#### Employees

All employees are responsible for ensuring that:

- all controlled products at their work sites are labeled with appropriate WHMIS labels,
- MSDSs are updated,
- MSDSs are provided for all controlled products at the work site, and these MSDSs are located in the Meat Wing, the Crop Wing and the Shipping/Receiving area and are readily accessible to everyone who works there,
- workers at the work site participate in WHMIS worker education to protect their health and safety on the job.

#### Suppliers

Suppliers of controlled products have two main responsibilities. They must:

- label each controlled product they sell to AFDP work sites with appropriate WHMIS supplier label that provides information written in English and French,
- develop an MSDS for each controlled product and provide a copy of that MSDS to AFDP work sites.



## PROCEDURE

1. **Conduct a physical inventory of the hazardous materials at AFDP.** This includes all the following regulated hazardous products:
  - controlled products that meet WHMIS criteria,
  - explosives that are covered by the Explosive Act,
  - cosmetics, devices, and foods and drugs that are covered by the Food and Drug Act,
  - pesticides and herbicides that are covered by the Pest Control Product Act,
  - radioactive materials that are covered by the Nuclear Safety and Control Act,
  - consumer products that are restricted products and covered by the Hazardous Products Act.

We maintain MSDS for all hazardous materials regardless of related acts.

2. **Use “Hazardous Materials Labels and Hazard Symbols”** to identify all controlled products at the worksite.
3. **Create an MSDS inventory lists for all hazardous materials.**

The list should include the product name, Manufacturer’s Name, Manufacturer’s Product Number, and the Expiry Date of the MSDS (if the information is available and you have an MSDS). The list is created in an Excel spreadsheet so the product list can be easily updated or sorted and printed by MSDS expiry date, alphabetically or by the manufacturer’s name.
4. **Acquire MSDS for all controlled products:**

Ask the supplier for a copy of the MSDS when purchasing controlled products. Suppliers of controlled products are required to provide MSDS for the controlled products they carry. Check to see if the MSDS is acceptable for use at the worksite:

  - a. The MSDS must be prepared by the manufacturer or supplier of that specific product. (Check the “Product Name” and “Physical State and Appearance”, on the MSDS to see if it is the same as the product you have.) Generic type MSDS i.e. paint thinner, lubricant, etc. for the same type of product are not acceptable.
  - b. The MSDS must be dated less than three years from the date of preparation or last date of revision listed on the MSDS. If the supplier cannot supply an acceptable MSDS you will have to acquire it from the product manufacturer whose name and address is on the label.

Many manufacturers have MSDS for their products on their websites. The manufacturer’s product number will be useful when ordering or searching their website for an MSDS.

5. **Maintain the worksite inventory list:**

When a new hazardous material is purchased or brought onto our worksite, add the product Brand Name, Manufacturer’s Name, Manufacturer’s Product Number and MSDS Expiry Date to the inventory list. Every time a hazardous material is used and disposed, delete the product from the inventory listing and remove the MSDS. To reduce the number of products listed on the inventory:

  - a. Regularly dispose of hazardous products no longer used,
  - b. Replace hazardous products with unregulated products that are not hazardous or have lower risk,
  - c. Buy the same replacement product.
6. **MSDS Availability:**

MSDS must be available to workers at the worksite in case of an emergency. Workers must also know where MSDS are located. Hard copies of the MSDS are available in the Meat Wing, the Crop Wing and in the Shipping/Receiving Area.



7. Update MSDS.

Suppliers are to provide updated MSDSs for controlled products on a regular basis and these must replace the outdated MSDS. If we are using controlled products irregularly or only once, we need to contact the supplier and request the current MSDS. If the supplier does not cooperate, we need use expertise inside AFDP or the University of Alberta to get the MSDS updated. Otherwise we stop using the product. We review MSDSs on an annual basis or whenever new hazard information becomes available.

Controlled products

This refers to products that meet the criteria for any one (or more) of the following six WHMIS classes.

WHMIS HAZARD CLASSES

|   |  |  |
|---|--|--|
| A | COMPRESSED GAS   |  |
| B | FLAMMABLE AND COMBUSTIBLE MATERIAL                       |  |
| C | OXIDIZING MATERIAL                                       |  |
| D | POISONOUS AND INFECTIOUS MATERIAL                        |  |
|   | 1. MATERIALS CAUSING IMMEDIATE AND SERIOUS TOXIC EFFECTS |  |
|   | 2. MATERIALS CAUSING OTHER TOXIC EFFECTS                 |  |
|   | 3. BIOHAZARDOUS INFECTIOUS MATERIAL                      |  |
| E | CORROSIVE MATERIAL                                       |  |
| F | DANGEROUSLY REACTIVE MATERIAL                            |  |

Workplace Hazardous Material Information System (WHMIS)

WHMIS is a national hazard communication system. The purpose of WHMIS is to ensure that workers have the information they need to work with hazardous material in their worksites. WHMIS has three components: labels, MSDS, and worker education.

Approval:

[Signature]  
Executive Director

Date Nov 16, 2010

[Signature]  
Chair WHSC

Date Nov 25, 2010