

## Safe Work Practice – Using Cleaning Solvents

## SWP-010

Preparation: Safety Specialist

Approval Authority: Senior Management

Issuing Dept: Safety

### GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated with the use of cleaning solvents.

### PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- As per manufacturer instructions
- WHMIS (MSDS/SDS)
- Occupational exposure limits
- Respiratory Protective Equipment (if required)
- Emergency Response Plan (ERP)

### SELECTION AND USE:

- Follow manufacturers safe job procedures
- Manufacturers specifications
- OH&S Legislation
- Respiratory Protective Equipment Code of Practice

### SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection
- Air quality monitoring

### WORKER RESPONSIBILITY:

1. Ensure all WHMIS requirements are met.
2. Check toxic hazards of all solvents before use. (MSDS/SDS)
3. When breathing hazards exists, use the appropriate respiratory protection.
4. Use non-flammable solvents for general cleaning.
5. Store flammables and solvents in special storage containers/areas.
6. Ensure that proper containers are used for transportation, storage and field use of solvents/flammables.
7. Do not use solvents in areas where food may be contaminated.

### NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.
- MSDS/SDS must be readily available to the worker.

**\*The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

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