

Procedure –

Inventory of Hazardous Materials

# Adopted:

Effective:

Inventory

Every department and service is responsible for keeping a permanent and continuous inventory of the hazardous materials that they use, controlled or not.

The College will designate a person in every area to be responsible for keeping such a permanent and continuous inventory, so that the quantities of each product in each work areas are always known.

Besides its administrative value, this departmental inventory will allow an accurate evaluation of the risk involved in the management of hazardous materials for each storage site, as well as ensure the presence of SDS sheets and the conformity of the labeling of materials.

The inventory will also allow the College to work in partnership with outside agencies, such as the fire department, which require such information for safety purposes.

Article 1

General regulation

* 1. Whenever possible, inventories should be kept in electronic format and be accessible on the school network (“O: drive”).
	2. At the minimum, the inventories should contain the following information:
		+ Name of the department or service
		+ Name of the person responsible for the inventory
		+ Storage site of the hazardous material
			- Room
			- Specific location, if applicable: locker, shelf, etc.
		+ Exact name of the product
		+ Name of the manufacturer (If not available, provide the name of the supplier)
		+ CAS number
		+ Format of containers (liters, grams, gallons, etc)
		+ Number of containers
		+ If the SDS is available (physically and/or electronically)
		+ If the label is conform to WHMIS
	3. The inventory is organized by storage sections (Flammable, Toxic, Corrosive, etc.) for each storage site.

Article 2

Duties of the person responsible for the storage site

* 1. Use the inventory provided by the College and keep it up to date whenever a new product or container is received, a product is used or disposed of.
	2. Provide an up to date copy of the inventory to the College upon request.

Article 3

Duties of the Health and Safety Officer

* 1. Assist in the creation of inventories.
	2. Answer requests from the persons responsible for the inventories in regards to management of hazardous material.
	3. In collaboration with Human Resources and other stakeholders, ensure the persons responsible for the inventories receive training as needed.
	4. Periodically verify the compliance to the management of hazardous material policy and procedures, and report back to management.
	5. Maintain an up-to-date list of persons responsible for inventories within the College.