



Handling of Controlled Product and Emergency Spills

All Park West School Division (The Division) staff shall be responsible for following safe handling procedures for controlled products as indicated by the Material Safety Data Sheets (MSDS). Personal protective equipment, as outlined in the policy – Personal Protective Equipment – SM 222A, shall be available to meet the requirements of the Housekeeping Services Department.

Procedure

1. All controlled products shall be securely stored away from student access and food items, and shall be clearly marked as to their contents.
2. Personal protective equipment shall be conveniently located in the Department. Housekeeping Services staff is responsible to familiarize themselves as to the location and proper use of this equipment.
3. When handling controlled products, personal protective equipment shall be worn as indicated on the MSDS.
4. Personal protective equipment shall be used when decanting. Decant product(s) into a clean container and do not top off products. A workplace label, available from the Maintenance Supervisor, shall be attached to the container immediately following decanting.
5. In the event of a controlled product spill, staff shall use the chemical spill kit located in the facility, and must refer to the MSDS sheets for proper containment and clean up protocol.
6. After handling a controlled product, waterproof aprons shall be wiped with soap and water, sanitized, and air-dried or sent to laundry.
7. After handling a controlled product, gloves shall be washed with soap and running water, removed, and stored in a manner that will allow them to air-dry, and hands shall be thoroughly washed.
8. Masks and goggles shall be stored in a manner that reduces or eliminates the possibility of exposure to contaminants during storage. Masks and safety goggles shall be cleaned and maintained as per manufacturer's recommendations.
9. In case of injury, proceed according to MSDS first aid measures.