

# Memorial University



## **Procedure 01**

### **Chemical Inventory**

### **Process Description**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Health and Safety: \_\_\_\_\_ Date: \_\_\_\_\_

**ISSUE DATE: 05 April 2011**

## 1.0 Purpose

This procedure establishes guidelines for completing chemical inventory for all hazardous chemicals in accordance with Memorial Universities (MUN) Laboratory Safety Management System (LSMS), WHMIS regulations and the Provincial Occupational Health & Safety Regulations. The Department of Health and Safety (DH&S) shall update this procedure on an annual basis or more frequently, if needed, and provide the updated version to all stakeholders. DH&S shall ensure that the requirements of this document are implemented.

## 2.0 Scope and Definitions

The Chemical Inventory List serves as a list of all materials for which a Material Safety Data Sheets (MSDS) must be maintained. Compiling the chemical inventory is not a one-time effort. Like all components of the LSMS, the inventory must be updated and maintained; chemicals are substituted, no longer used, or new chemicals are brought on site. The MSDS must be updated at a minimum every three (3) years as set out in legislation Workplace Hazardous Materials Information System (WHMIS) 1146/96.

**Hazardous Chemicals:** any chemical that is a physical hazard or health hazard.

**Physical hazard** means a chemical that is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive or radioactive.

**Health hazard** means any chemical that causes acute or chronic health effects in exposed employees;

- It includes chemicals that are carcinogens, toxic or highly toxic agents, teratogens, mutagens, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, and neurotoxins, agents that act on the hematopoietic system and agents that damage the lungs, skin, eyes or mucous membranes.

Any chemical or product that has been determined by the manufacturer to be a controlled product must be included in the Chemical Inventory List under the Hazardous Products Act & Controlled Products Regulation.

## 3.0 Responsibilities

This procedure applies to supervisors or designated personnel who are responsible for completing chemical inventory list.

## **4.0 Methodology/Process**

### **4.1 Preparing the Chemical Inventory List**

- 4.1.1 An initial approach to prepare a chemical inventory list is to survey the workplace. In developing the chemical inventory list, identify hazardous chemicals in containers, including pipes, processing units, and tanks. The broadest possible perspective should be taken when doing the survey. Often "chemicals" are thought of as being only liquids in containers. The LSMS covers chemicals in all physical forms - liquids, solids, gases, vapors, fumes, and mists - whether they are "contained" or not. The hazardous nature of the chemical and the potential for exposure are the factors that determine whether a chemical is covered by the regulations. If it is not hazardous, it is not covered. For assistance with classifying hazardous chemicals please contact the DH&S.
- 4.1.2 Appropriate Personal Protective Equipment, based on the most hazardous agent the worker is expected to encounter during the inventory, is mandatory for completing the inventory.

Supervisors are responsible for completing or assigning the completion of the chemical inventory list. Personnel completing the inventory must be trained WHMIS so that they are familiar with the proper and safe use, storage and handling of controlled products. A signed updated list must be sent to the DH&S on an annual basis. Please refer to form LSMS-F6-R1 Hazardous Material Information System to assist in completing and maintaining the Chemical Inventory.

## **5.0 References and Records**

LSMS-F6-R1 Hazardous Material Information System Form

NL OHS Regulations

WHMIS Regulations 1146/96

Hazardous Products Act &

Controlled Products Regulation

## **6.0 Revisions**

This document should be reviewed as required when the referenced standards or regulatory requirements change; a formal review shall be required within one year of the revision date.