

SWP Purpose

The purpose of this SWP is to establish written guidelines for using solvents safely, to reduce risk of injury to the user and others in the vicinity.

Scope

All GDTA workers will comply with the guidelines in this SWP and manufacturers' instructions/MSDS.

Responsibilities

Responsibilities apply to the Trip Manager/Volunteer Lead, all workers, and the Health and Safety Committee.

It is the responsibility of the Trip Manager/Volunteer Lead to

- Comply with this SWP and ensure that workers are following manufacturers' instructions/MSDS
- Be sure that all workers who use these materials have been instructed in their proper use and any hazard they pose.
- Reinforce to workers that any recommended controls must be applied consistently
- Require that this SWP be implemented
- Be aware of all solvents/flammables that are used on the job

It is the responsibility of the Workers to

- Comply with this SWP and follow manufacturers' instructions/MSDS
- Follow recommended controls consistently
- Ensure recommended controls are implemented and used appropriately.
- Immediately report any concerns or incidents to the Crew Lead

It is the responsibility of the Safety Committee to

- Maintain this Safe Work Practice
- Perform periodic audits to assess that these requirements/SWP are being acted upon.
- Reinforce that recommended controls are to be implemented and used appropriately.

Hazards

Cleaning solvents are used in day-to-day construction work to clean tools and equipment. Special care must be taken to protect volunteers from hazards, which may be created from the use of these liquids. Wherever possible, solvents should be non-flammable and non-toxic.

Controls

Controls may include elimination/substitution, engineering, warnings, administrative, and/or PPE. Guidelines are presented below. Additional SWP examples are included, following.

- Use non-flammable solvents for general cleaning.
- When using flammable liquids, make sure that no hot work is carried out in the area.

- Store flammables and solvents in secure storage areas.
- Ensure understanding of the nature of the toxic hazards of all solvents before use. (MSDS)
- Provide adequate ventilation
- Use goggles or face shields to protect the face and eyes from splashes or sprays.
- Use rubber gloves to protect the hands.
- Wear protective clothing to prevent contamination of clothes.
- When breathing hazards exist, use the appropriate respiratory protections.
- Never leave solvents in open tubs or vats – return them to storage drums or tanks.
- Ensure that proper containers are used for transportation, storage, and field use of solvents/flammables.
- Where solvents are controlled products, ensure all employees using, or in the vicinity of use or storage, are trained and certified in the Workplace Hazardous Materials Information System. Ensure all WHMIS requirements are met.

Training

Workers must be adequately trained. On the job/scenario or demo-based training is useful. Workers should review the manufacturer's instructions & MSDS prior to use. If a worker is involved in an accident, training should be reviewed.

Resources, References, Definitions

Revision History

<u>Revision</u>	<u>Date</u>	<u>Description of Change</u>	<u>Personnel Involved</u>
REV 0	Feb 2020	New SWP	D Yanchula
Rev 1	Feb 2023	Reviewed – No change	D Yanchula