

ORC: _____
OAC: _____
CFSR: _____
Board: _____
Other: _____

Next Review Date: April 2022

Last Reviewed: April 2019

Review Responsibility: Board and Administrative Policies Committee

FCCS PROCEDURE

NO.: 3F

SUBJECT: HAZARDOUS MATERIALS

Approved by: Executive Council

Effective Date: March 1, 1996

Date(s) of Revision: Oct 1, 1998; Aug 1, 2000; Apr 23, 2007; Apr 2, 2019

Responsible for Implementation: Facilities Department, All Staff

FCCS creates a safe environment by properly managing hazardous materials.

Procedures:

- 1) All **flammable or combustible liquids** shall be stored and vented in compliance with applicable laws. These materials shall be stored in approved containers away from areas used by clients and employees.
- 2) Each facility shall maintain **only those poisonous, toxic, or flammable materials which are required for the operation** of that facility. All such materials shall be stored in accordance with the **manufacturer's instructions** and in **locked** storage spaces separate from food and clearly **labeled**.
- 3) A **Material Safety Data Sheet (MSDS)** shall be available for all chemicals maintained in excess of household quantities. The Facilities Manager will be responsible for providing the MSDS when needed.
- 4) Only authorized staff will have **keys to hazardous materials** storage areas.