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| ***Instructions to complete the template for your Hazardous Chemical Products Management Program****All grey italic text with borders are instructions to help you prepare the required BEST Practice for your building.*1. *Replace all* [blue text in brackets] *in the document with building specific information.*
2. *Where required, complete the necessary tasks, or engage a third-party consultant to complete the tasks so that you are able to fill the relevant sections of the template with building specific information.*
3. *Delete all grey italic text when you have filled all relevant sections with building specific information.*
4. *Complete the Checklist below to confirm your Hazardous Chemical Products Management Program meets the BEST Practice requirements.*
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| ***Checklist****The Hazardous Chemical Products Management Program must include:* [ ]  *Periodic inventory of in-use, base-building hazardous chemical products*[ ]  *Storage of chemical products in accordance with product Safety Data Sheets*[ ]  *Updated Safety Data Sheets available for all hazardous chemical products*[ ]  *Proactive process for ensuring Safety Data Sheets are up to date*[ ]  *Chemical products appropriately labeled*[ ]  *Training of building maintenance staff*[ ]  *Regular review and updating of the program*[ ]  *Demonstration of implementation is required* |

**HAZARDOUS CHEMICAL PRODUCTS MANAGEMENT PROGRAM**

[Date of most recent review]

[Insert Building Name and / or Address]

[Insert Name of Organization]

[Insert Building Description – number of floors, tenants, parking spaces (underground or surface) and other distinguishing features]

# Introduction and Purpose

Identification and management of chemical products in use or storage at the building is essential to manage health hazards and safety risks, as well as potential environmental impacts.

Tenants, as well as building owners, are required to have an up-to-date Hazardous Chemical or Use-Related Products[[1]](#footnote-2) Inventory. Building owners must keep an up-to-date record of all tenant Hazardous Chemical or Use-Related Product Inventories.

# Responsibilities

[Insert Name], Property Manager ([Insert Name of Organization]) of [Insert Building Name], is responsible for the following:

* Oversee the implementation and regular updating of the Hazardous Chemical Products Management Program.
* Identify appropriate person to compile the building’s Hazardous Chemical or Use-Related Product Inventory. The individual conducting the inventory must have good working knowledge and understanding of the applicable regulatory requirements, including at a minimum, Globally Harmonized System (GHS).
* Engage with the building maintenance / operations staff to confirm awareness around the management, appropriate handling / known risks and storage of hazardous chemical products.
* Engage specialists / building maintenance staff as needed to complete tasks that arise from the Program’s implementation.
* Check that the product Safety Data Sheets are maintained and completed at the regular intervals outlined in this document.
* Track evidence of training received and maintain training records.

## Training

[Insert Name], Property Manager ([Insert Name of Organization]) of [Insert Building Name] recognizes the importance of delivering training for building maintenance staff on the appropriate handling, storage and labelling of hazardous chemical products in the building.

[Briefly outline applicable building staff training required / delivered.]

*Discuss with your building operations and maintenance team the type of training that may benefit staff members as it applies to the management of hazardous chemicals.*

*Identify training requirements for property management and building maintenance staff relating to the implementation of the Hazardous Chemical Management Program. Relevant training will include safe handling and use of chemicals pertaining to their work, symbol recognition, safety data sheets, first aid and spill response, storage, and disposal.*

*Check your staff’s current competencies in this area and identify additional training required and determine when it will need to be completed.*

# Strategy

## Inventory

[List the hazardous chemical products that are in use at the building. Indicate where chemicals are used, handled and stored.]

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| *Every building that uses hazardous chemicals or use-related products shall keep and maintain, at regular intervals, a record of the chemicals or use-related products in the workplace that are used, handled, or stored in the building.**Any Hazardous Chemicals or Use-Related Products brought into or used in the building should be included in this Inventory, as follows:** *A list of chemicals or use-related products brought into the building for use, handling, and storage.*
* *The location where the chemical(s) or use-related products are used, handled and stored.*
* *Safety Data Sheets for each chemical or use-related product used, handled and stored.*
* *The approximate quantities of each chemical or use-related product stored on site.*
* *A live index of the chemicals or use-related products including the chemical name and page reference for easy access to Safety Data Sheets and other relevant information related to each chemical.*

*Tenants, as well as building owners, are required to have an up-to-date Hazardous Chemical or Use-Related Product Inventory**.* *It is an industry best management practice for building owners to keep an up-to-date record of all Tenant Hazardous Chemical or Use-Related Product Inventories.* |

## Safety Data Sheets

[Provide details on the proactive process in place to ensure they are up to date. Identify where the Safety Data Sheets are located in your building.]

*A Safety Data Sheet, is a document that contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product. It is an essential starting point for the development of a complete health and safety program. It also contains information on the use, storage, handling and emergency procedures related to the hazards of the material.*

*Safety Data Sheets must be available for all hazardous chemical products.*

*A proactive review process must be in place to ensure they are up to date. It must be explicitly defined and stated. The proactive review must occur at least every three (3) years.*

## Product Labelling

[Check that the hazardous chemical products in use at your building are appropriately labelled.]

*Chemical products should be labeled in accordance with GHS / HAZCOM / WHMIS[[2]](#footnote-3) standard.*

## Storage

[Describe where the hazardous chemical products are located / stored at your building.]

*Chemical products are to be stored in accordance with product Safety Data Sheets.*

*Hazardous products should be stored in rooms with proper ventilation, controlled temperatures, drain protection and adequate shelf space. Containers should be capped to avoid potential spills and fumes, properly labelled and kept in securely locked areas.*

# Time Period

This program was implemented on [Insert Date] and will be reviewed and updated as products are changed and at least once a year.

1. A use-related product is defined as anything that is brought into the building and can include a hazardous chemical. A hazardous chemical is defined as a dangerous good which could be a solid, liquid, or gas that can harm people, other living organisms, property, or the environment. [↑](#footnote-ref-2)
2. Internationally, a Globally Harmonized System (GHS) for safety related to the use of hazardous chemical products has been developed by the United Nations. Similar systems such as the Workplace Hazardous Materials Information System (WHMIS) in Canada and HAZCOM in the US are regulated approaches to the management of hazardous chemical or use-related products. [↑](#footnote-ref-3)