

Hazardous Exposure Guidelines

(carcinogenic / reproductive harm)

The Arkay guidelines outlined in this document are to be used as an information and training resource for Arkay employees who may be exposed to hazardous materials through the course of regular duties. This document is to be used in addition to, and in conjunction with, the client's site specific ECP (Exposure Control Plan).

1.0 Exposure Risks

Exposure to hazardous substances through inhalation, absorption or ingestion without appropriate controls generate the risk of reproductive harm or other adverse health impacts such as cancer.

2.0 Purpose

The purpose of the Arkay Hazardous Exposure Guidelines is to protect the worker by:

- Identifying the use of harmful substances in the workplace through worker education
- Identifying appropriate reporting procedures surrounding the use of harmful substances in the workplace
- Outlining the use of HOC (Hierarchy of Controls) in eliminating or reducing exposure risks in the workplace
- Identifying the importance of valid WHMIS training

3.0 Responsibilities

On Arkay client sites, identified supervisors and Arkay workers all have responsibilities to ensure that appropriate steps are followed to reduce or eliminate exposure to hazardous substances.

3.1 Client Responsibility

Ensure:

- SDS (Safety Data sheets) are available for Arkay worker reference
- A site-specific Exposure Control Plan is available to Arkay workers for work processes that generate hazardous exposures that exceed the identified exposure limit
- Written records are maintained
- Coordination of a safe work environment for workers

3.2 Supervisor Responsibility

Ensure:

- Worker guidelines and site specific ECP are available at the jobsite
- Worker guidelines are distributed and reviewed with workers
- Workers are provided with instruction on hazardous work activities, materials, and safe work procedures
- Work is directed to minimize and control exposure risk

3.3 Worker Responsibility

Ensure:

- WHIMIS certification is valid - if expired contact the Arkay Safety Coordinator immediately for renewal
- Awareness of exposure to hazardous materials and control methods outlined on product labels, site SDS and safe work procedures
- Product labels have been read and understood prior to use of materials
- Safe work procedures are followed as per supervisor instruction
- Unsafe acts or conditions are reported to the client site and Arkay immediately

4.0 Hazard Identification (chemical) and controls

The use of WHIMIS in the workplace is crucial in identifying workplace hazardous substance exposure. Workers are required and expected to read manufacturing labels on products prior to use, and to employ all reasonable steps to reduce exposure.

If a product is identified as being a carcinogen, possibly carcinogenic, or posing a risk of reproductive harm the worker must report to the Arkay Safety Coordinator immediately at which time a risk assessment following the HOC (hierarchy of controls) will be followed:

- Elimination
- Substitution
- Engineering
- Administrative
- PPE

Any task that creates a risk of absorption, inhalation, or ingestion of hazardous material above the exposure limit listed on manufacturers product labels, SDS (Safety Data Sheet) must be reported to safety@arkaycontracting.com for assessment.

4.1 Hazard Identification, work processes (silica, carpentry, particulates)

Work processes that generate RCS dust or other particulates

Refer to Arkay Silica Exposure Control Guidelines

NAME	DATE	PROJECT