
Hazmat Placard Verification And Documentation Checklist

1.0 Objective & Intent

This SOP defines the safety protocols for verifying hazardous materials (hazmat) placards on all incoming shipments of chemicals, solvents, adhesives, and other dangerous goods used in cabinet and millwork manufacturing. The primary objective is to ensure compliance with WorkSafeBC's Occupational Health and Safety Regulation (OHSR) Part 5: Chemical Agents and Biological Agents, and the Transportation of Dangerous Goods (TDG) Act. This procedure mitigates the risk of chemical exposure, fire, explosion, and environmental contamination by ensuring that all hazardous materials are properly identified, labeled, and documented before acceptance, storage, or use.

2.0 Operational Scope

This procedure applies to all receiving dock personnel, warehouse operators, safety officers, and any employee involved in the receipt, inspection, or handling of incoming shipments containing hazardous materials. It covers all chemicals, solvents, paints, varnishes, adhesives, compressed gases, and other dangerous goods delivered to the facility. The scope includes visual inspection of placards, cross-referencing with shipping documents, and completing the Hazmat Placard Verification Checklist. This SOP does not cover internal transfer of hazmat within the facility, which is governed by separate procedures.

3.0 Hazard Identification & Mandatory PPE

- Chemical Exposure: Inhalation or skin contact with toxic, corrosive, or flammable substances during placard inspection or handling of damaged containers.
- Fire and Explosion: Flammable vapors from solvents or adhesives; ignition sources near placarded areas.
- Physical Injury: Crush hazards from falling containers or pallets; slips on spills.
- CSA-Approved Safety Glasses with side shields (mandatory at all times in receiving area).
- CSA-Approved Steel Toed Boots (mandatory).
- Nitrile or Neoprene Chemical-Resistant Gloves (mandatory when handling any container or inspecting for leaks).
- High-Visibility Safety Vest (mandatory in active loading dock areas).
- Flame-Resistant (FR) Coveralls (mandatory when handling flammable liquids or gases).

4.0 Required Safety Equipment & Tools

- Hazmat Placard Verification Checklist (printed or digital on SafeDesk).
- Transportation of Dangerous Goods (TDG) Reference Guide or placard chart.
- Shipping documents (bill of lading, manifest, safety data sheets).
- Spill containment kit (absorbent pads, neutralizer, disposal bags).
- Portable eyewash station (if not fixed nearby).
- Flashlight for inspecting placards in low light.
- Pen and clipboard or mobile device with SafeDesk app.

5.0 Step-by-Step Safety Procedure

1. Before approaching the delivery vehicle, confirm that the driver has provided a valid shipping document listing all dangerous goods. Do not proceed if documentation is missing or incomplete.
2. Don all mandatory PPE as listed in Section 3.0. Ensure chemical-resistant gloves are free of tears and safety glasses are clean.
3. Approach the vehicle from the side, staying upwind of any potential vapor release. Visually inspect all four sides of the vehicle for hazmat placards. Note the placard class number and any subsidiary risk placards.
4. Cross-reference the placard class numbers with the shipping document. Verify that the placards match the dangerous goods listed. If there is a discrepancy, do not accept the shipment; isolate the vehicle and contact the safety officer immediately.
5. Inspect each individual container or package for proper labeling. Ensure labels are legible, not damaged, and match the placard class. Check for any signs of leakage, corrosion, or damage. If a leak is found, activate the spill containment kit and evacuate the area.
6. Complete the Hazmat Placard Verification Checklist on SafeDesk or paper form. Record the date, time, vehicle license plate, placard class numbers, shipping document number, and any discrepancies or damage observed.
7. Obtain the driver's signature on the checklist to confirm that the placards and documentation were reviewed together. If the driver refuses, note this on the form and escalate to the safety officer.
8. Direct the driver to the designated hazmat unloading area. Ensure the area is clear of ignition sources and that a spill kit is within reach. Do not allow unloading until the checklist is fully signed and filed.
9. After unloading, perform a final walk-around of the vehicle to confirm no placards remain (if empty) or that placards are still correct (if partially unloaded). Update the checklist accordingly.
10. File the completed checklist in the Hazmat Compliance Binder (or SafeDesk digital log) for a minimum of two years. Report any discrepancies, damages, or near-misses to the safety officer within one hour.

Regulatory Disclaimer: This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.