

The Eco-Efficiency Centre's
✓ **Top-Ten Checklist** ✓
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Industries use an array of chemicals in their manufacturing and production processes. And due to the human health risks that many of these chemicals pose, safety measures must be put in place to protect employees. What we must not overlook is the equally important risks these chemicals pose to our environment. As business owners we must be mindful of how we store, handle and dispose of chemicals in our operations. The responsibility ends with us. Think your company could be doing a better job? Check out our top-ten tips for improving chemical management in your business.

- ✓ **Investigate alternatives.** There may be non-hazardous alternatives that you aren't even aware of because you have never asked. Start asking questions, especially to your supplier.
- ✓ **Reduce your consumption.** Look into process changes and new technologies or try diluting or reusing substances.
- ✓ **Hire a co-op student, researcher or intern.** If time is an issue hire someone to examine current practices, look at alternatives, and make recommendations.
- ✓ **Read MSDS and WHMIS sheets carefully.** What you don't know CAN hurt you. Look for hazardous chemical labels on products and keep WHMIS and MSDS sheets and binders within reach and up-to-date.
- ✓ **Educate your staff.** Make sure that ALL staff are aware of chemical management best-practices by scheduling regular meetings or workshops.
- ✓ **Foster good "house-keeping" practices.** Use old chemicals first, monitor supply and demand, label and shelve chemicals appropriately for ease of access and quick reference, and keep chemicals in a well-protected, organized area.
- ✓ **Refer to the Nova Scotia Pollution Prevention Workbook for Businesses.** Read module 5 for in-depth information on hazardous chemical management practices:
http://eco-efficiency.management.dal.ca/Publications_&_Resources/Workbooks/
- ✓ **Use signage liberally.** Not only should you label containers but post signs as reminders to staff about chemicals, or container rinses, that should not go down the drain.
- ✓ **Look for Eco-Logo or Green Seal products** to reduce or replace hazardous chemicals currently in use.
- ✓ **Engage staff in the process.** Develop waste management company policy, offer incentives for staff, and reward and recognize achievements and progress toward reduction and better handling of hazardous waste.

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