

 University College of the North Policies & Procedures Manual	# Pages: Page 1 of 4	Policy Number: WS-01-07
	Approved by: President's Council	
Section: WORKPLACE SAFETY and HEALTH - GENERAL	Effective Date: March 13, 2024	
Title: CHEMICAL AND BIOLOGICAL HAZARD CONTROL	Replaces: WS-01-07 (September 20, 2017)	

POLICY STATEMENT

The University College of the North (UCN) recognizes that there are instances where employees and students may come into contact with hazardous materials. UCN is committed to providing a safe work and learning environment and will establish controls to prevent, minimize, or eliminate the risk of exposure.

PURPOSE OF POLICY

The purpose of this policy is to provide procedures and establish a program conforming to all segments of the Workplace Hazardous Materials Information System (WHMIS), the Globally Harmonized System (GHS) and the Workplace Safety and Health Regulations.

DEFINITION OF TERMS

Employer - Includes every person who, by themselves or their agent or representative, employs or engages one or more workers.

Employee - Any person employed by UCN.

Safety Data Sheets – A collection of documents that provide information about the hazards of a product and advice about safety precautions.

Supervisor - A person who is in charge of, responsible and/or accountable for a workplace or who has authority over a worker (includes instructors).

Supplier - A person who supplies, sells, leases, installs, or provides any tool, equipment, machine, device, or any biological or chemical substance, to be used in the workplace.

PROCEDURES

1. The Employer shall:
 - a) Ensure no product or chemical purchased or generated by the Employer is introduced into the workplace without first obtaining a "Safety Data Sheet" and being evaluated for potential physical and/or health hazards.
 - b) Develop procedures to minimize or eliminate employee exposure to fugitive emissions or products in the workplace having any physical or health hazards.

- c) Ensure the infrastructure can support the safety requirements for the programs and research being offered or proposed.
 - d) Provide information and the required training on the potential hazards of products used or generated in the workplace for employees working within that workplace.
2. Hazard Determination
 - a) Supervisors must use Safety Data Sheets to determine the physical and/or health hazard of materials used in their operation.
 3. Inventory Evaluation and Determination of Health Hazards
 - a) A hazardous product inventory will be prepared and maintained at each workplace, listing all materials having physical and/or health hazards.
 4. Safety Data Sheets
 - a) Products where Safety Data Sheets are not on hand in the workplace or do not accompany the shipment shall not be used and may not be accepted.
 - b) Safety Data sheets must be on hand for all products where required.
 5. Labels and Warnings
 - a) All chemical containers in the workplace, including pipes, piping systems, valves, etc. shall be labelled to identify the chemical or the hazard associated with it.
 - b) Products shall not be received unless the supplier's or manufacturer's label contains the minimal information:
 - Name and address of chemical manufacturer
 - Identity of the chemical
 - Appropriate hazard warning
 - Risk phrases
 - Precautionary measures
 - Reference to a Safety Data Sheet
 - First Aid measures
 - c) If products are removed from its original container, all information listed above must be on the new container or a placard.

FUGITIVE EMISSIONS AND HAZARDOUS WASTES

1. Supervisors shall ensure that the workplace is assessed to determine whether the work procedures or processes produce fugitive emissions or hazardous wastes.
2. The Supervisor of any activity identified as producing a fugitive emission or hazardous waste shall acquire a Safety Data Sheet and make it readily available in the workplace.
3. The Supervisor is responsible for ensuring a placard is placed in the workplace that identifies each controlled product, their safe handling, and states that a Safety Data Sheet is available. The placard must be in location that is clearly visible and accessible to employees and students.
4. UCN shall ensure that all surplus or generated unwanted hazardous products are disposed of within the confines of the Workplace Health Hazard Regulation and the Manitoba Hazardous Waste Legislation.
5. UCN is committed to encouraging:
 - a) The reduction in the acquisition of hazardous materials,
 - b) The recycling of such materials, and
 - c) The substitution for less toxic materials wherever feasible.

MONITORING AND CONTROLS

1. UCN shall ensure that no employee or student in the work or learning environment is exposed to airborne or non-airborne products in excess of the applicable Occupational Exposure Limit (O.E.L.) or the Threshold Limit Value (T.L.V.).
2. The Safety and Health Manager, in consultation with the Workplace Safety and Health Committee, will establish, monitor and maintain a prevention plan that contains control measures to protect against exposure.

PREVENTION PLAN

1. Supervisors in consultation with the Workplace Safety and Health Committee shall ensure a prevention plan is prepared and implemented for any biological or chemical substance used, produced, stored, or disposed of at UCN.
2. The prevention plan shall be in written form, and will clearly identify the work and learning environment, the designated material, and the steps to be taken to eliminate exposure to that material.

RECORDS

1. Supervisors are responsible for providing the following records to the Workplace Safety and Health Manager:
 - a) Safety Data Sheets
 - b) Worker Education program
 - c) Inventories and amendments
 - d) Monitoring records
 - e) Control measures
 - f) Prevention plan and amendments
 - g) Disposal of hazardous products
2. UCN shall maintain Safety Data Sheets for thirty (30) years from the date indicated on the document as per the Manitoba Workplace Safety and Health Act.

TRAINING

1. The Supervisor must ensure that a worker who works with or may be exposed to a hazardous product in the course of their work or learning activities is educated in respect of:
 - a) the content required to be on a supplier label and a workplace label, and the purpose and significance of the information contained;
 - b) the content required to be on a Safety Data Sheet and the purpose and significance of the information contained.
 - c) any other form of identification used in the work and learning environment for hazardous products, and the content, purpose and significance of the information conveyed by the form of identification used; and
 - d) how to access or obtain the information referenced in clauses (a) to (c).
2. For each hazardous product that an employee or student works with or may be exposed to in the course of their work or learning activities, the Supervisor must ensure that they receive training in respect of:
 - a) the contents on the Safety Data Sheet and the supplier label or workplace label for the hazardous product, and the significance of that information;

- b) any further hazard information which the employer is or ought to be aware of respecting the hazardous product;
 - c) the procedures for safely using, storing, handling and disposing of the hazardous product;
 - d) the procedures to be followed if there are fugitive emissions;
 - e) the procedures to be followed in case of an emergency involving a hazardous product.
3. The Supervisor must ensure that:
- a) education and training is delivered in a manner that enables employees and students to protect their safety and health; and
 - b) employees and students comply with the procedures for safely using, storing, handling or disposing of hazardous products.
4. UCN must ensure that the education and training under section 3 of this policy, are:
- a) developed and implemented in consultation with the Workplace Safety and Health Committee; and
 - b) is reviewed and revised in consultation with the Workplace Safety and Health Committee at least annually or more frequently if required by a change in work conditions or available hazard information.

RELATED INFORMATION

Canadian Center for Occupational Health and Safety. *Chemicals and Materials: Globally Harmonized System (GHS)*. <https://www.ccohs.ca/oshanswers/chemicals/ghs.html>

Government of Manitoba. *The Workplace Safety and Health Act*.
<https://web2.gov.mb.ca/laws/regs/index.php?act=w210>

Government of Manitoba. *Workplace Safety and Health Regulation (see section 35 Workplace Hazardous Products Information Systems; Section 36 Chemical and Biological Substances)*.
<https://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=217/2006>

Safe Work Manitoba. Safety Topics: Workplace Hazardous Materials Information System-WHMIS. <https://www.safemanitoba.com/topics/Pages/WHMIS.aspx>