

 <p>Policies & Procedures Manual</p>	# Pages: Page 1 of 4	Policy Number: WS-01-07
	Approved by: Senior Executive Council	
Section: WORKPLACE SAFETY and HEALTH - GENERAL	Effective Date: September 20, 2017	
Title: CHEMICAL AND BIOLOGICAL HAZARD CONTROL	Replaces: WS-01-09 (November 19, 2014)	

POLICY STATEMENT

The Employer recognizes there will be instances where employees come into contact with hazardous material and therefore controls will be put in place to ensure employee safety.

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 Health Hazard 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 University College of the North (UCN).

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

- a) any tool, equipment, machine or device,
- b) any biological substance or chemical substance, to be used in a 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 including valves, etc. shall be labelled to identify the chemical or the hazard associated with it.
 - b) Products shall not be received unless suppliers or manufacturers label containers with a suppliers label containing the following 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 on a placard.

FUGITIVE EMISSIONS AND HAZARDOUS WASTES

1. Supervisors shall ensure 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 to ensure 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 a conspicuous location and clearly legible to workers.

MONITORING AND CONTROLS

1. The Employer will ensure that no worker in a workplace 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. A prevention plan shall be in written form, clearly identify the workplace, the designated material, and the steps to be taken to eliminate exposure of workers to that material.

PREVENTION PLAN

1. Supervisors in consultation with their 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 the workplace.
2. The prevention plan shall be in written form, clearly identify the workplace, the designated material, and the steps to be taken to eliminate exposure of workers to that material.

RECORDS

1. Supervisors are responsible for providing records on the following 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 of implementation 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 section 35.24 of 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 the worker's work 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 on those labels;
 - b) the content required to be on a safety data sheet and the purpose and significance of the information contained on a safety data sheet;
 - c) any other form of identification used in the workplace 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 in the workplace referenced in clauses (a) to (c).
2. For each hazardous product that a worker works with or may be exposed to in the course of his or her work activities, the supervisor must ensure that the worker receives 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 the hazardous product.
3. The supervisor must ensure that:
 - a) education and training is delivered in a manner that enables workers to protect their safety and health; and
 - b) workers comply with the education and training when using, storing, handling or disposing of hazardous products.
4. UCN must ensure that the education and training under section 3 is:
 - 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.

HAZARDOUS WASTE

1. The Employer will ensure all surplus or generated unwanted hazardous products will be disposed of within the confines of the Workplace Health Hazard Regulation and the Manitoba Hazardous Waste Legislation.
2. UCN is also 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.