

<i>The Town of Fort Frances</i>	<b>SECTION</b> HEALTH AND SAFETY
<b>HAZARDOUS MATERIALS CONTROL</b>  <b><u>POLICY</u></b>	<b>REVISED</b> September 2004
Resolution No. 343 (Consent) 09/04	Supercedes Resolution No.
Policy Number 5.12	<b>PAGE 1 of 15</b>

## 1. POLICY

The Corporation of the Town of Fort Frances shall ensure that a program for the identification, safe use, storage, transportation, spill cleanup, and disposal of all workplace hazardous materials including designated substances is developed, implemented and maintained in compliance with all applicable legislation.

The Corporation shall ensure that less harmful materials are substituted for hazardous materials being used in the workplace wherever possible.

The Corporation shall ensure that engineering controls to eliminate employee exposure to hazardous materials are established whenever possible.

## 2. OBJECTIVES

- A. The Workplace Hazardous Materials Control Program will provide employees with information, training and appropriate operating procedures regarding the safe use of chemical and physical substances present in the workplace.
- B. The Workplace Hazardous Materials Control Program will ensure the Corporation is in compliance with all applicable legislation regarding the identification, safe use, storage, transportation, spill cleanup, and disposal of all hazardous materials in the workplace.

## 3. INTRODUCTION

- A. The Workplace Hazardous Materials Control Program is designed to assist all Divisions within the Corporation of the Town of Fort Frances in dealing with Hazardous Materials so as to decrease the risk of occupational illness/injury. The Corporate Workplace Hazardous Materials Control Program includes five (5) components.
  - i. Workplace Hazardous Materials Information System (WHMIS) Guidelines;
  - ii. Designated Substances Guidelines
  - iii. Workplace Hazardous Materials Spill Control Guidelines
  - iv. Workplace Hazardous Materials Disposal Guidelines
  - v. Transportation of Dangerous Goods Guidelines
- B. For the purpose of this policy and guidelines, a hazardous material is defined as any solid, liquid, or gaseous material that is identified as; a controlled product under the

Federal Hazardous Products Act, a hazardous material under the Occupational Health and Safety Act and Regulations, a dangerous under the Transportation of Dangerous Goods Act, or a hazardous waste under the Environmental Protection Act, because of its toxic, flammable, reactive, corrosive, or explosive nature.

#### **4. WHMIS GUIDELINES**

##### **A. Introduction**

The Provincial WHMIS Regulation gives all employees the "Right to Know" about hazardous materials in the workplace. It provides for information through four elements:

- i. Inventory
- ii. material safety data sheets (MSDS)
- iii. labels (supplier and workplace), and
- iv. training programs.

##### **B. Hazardous Materials Inventory**

- i. The Division shall develop and maintain a comprehensive WHMIS inventory for all hazardous materials in use in each of its workplaces as outlined in Appendix A.
- ii. The Division shall post the hazardous materials inventory in the workplace for which it is intended.
- iii. Annually, by December 1st or each year, or on an ongoing basis, the Division shall prepare an updated inventory reflecting additions or deletions made during the year.
- iv. Divisions shall maintain a master inventory of all hazardous materials used in the Corporation and make this inventory available to the Ministry of Labour upon request.
- v. Divisions shall ensure updated inventories of all hazardous materials and floor plans are available for the Town of Fort Frances Fire Department at each worksite.

##### **C. Material Safety Data Sheets (MSDS)**

- i. A material safety data sheet is an information document that describes the adverse health effects of a controlled substance, handling, storage and use, prevention of overexposure and emergency procedures (see Appendix B).

##### **D. Maintaining Current MSDS**

- i. Divisions shall maintain a master file of MSDS for all hazardous material included in their inventory.
- ii. The supervisor with authority over the workplace shall ensure at least annually that an unexpired MSDS (less than three (3) years old) for all hazardous

materials at the workplace is available to employees in the workplace at all times and to the Joint Health and Safety Committee.

- iii. Where the updated inventory prepared in accordance with Section 4b identifies MSDS that are missing or not current for hazardous materials, the Division shall obtain current MSDS for these hazardous materials.
- iv. Where the requested MSDS is not available, the Division will obtain one from the product supplier.
- v. When ordering MSDS they should be requested in English and French where available.
- vi. Where a supplier indicates that an MSDS is not available, the Division should inform the Ministry of Labour.

#### E. Purchasing Hazardous Materials

- i. All purchase requisitions for hazardous materials must include the existing MSDS number or a written request for an unexpired bilingual MSDS.
- ii. When purchasing a new product the Division shall obtain an MSDS for the hazardous material prior to receipt of the first shipment.
- iii. Prior to the introduction of a new product into the workplace, the supervisor with authority over the workplace shall ensure that the appropriate measures have been taken in accordance with the MSDS for:
  - Storage
  - Personal Protective Equipment
  - Training
  - Safe Handling Procedures
  - Spill Response

#### F. Labels (Supplier and Workplace)

- i. A WHMIS label is the primary source of information on a hazardous material. It is designed to alert anyone handling a hazardous material of the associated hazards of the product and the precautions to be taken with its use.
- ii. Two types of WHMIS labels exist. The first, a supplier label, must accompany all hazardous materials wherever they are sold in Canada (see Appendix C). The second, a workplace label, is used to identify the hazardous material during its use and storage in the workplace when the material has been decanted or the supplier label is illegible. (see Appendix D).
- iii. The supervisor with authority over the workplace shall ensure that all hazardous materials entering the workplace are properly labelled with the appropriate WHMIS supplier label or a workplace label where the supplier label is unreadable or missing.

#### G. Training

- i. The supervisor with authority over the workplace shall ensure that employees, working with any hazardous materials, have received training on its safe use, handling, storage and disposal.

- ii. The Division shall ensure that both generic and workplace specific training on hazardous materials is provided to all employees thereby giving them the necessary information to work safely with hazardous materials in the workplace.
- iii. Training will be provided in accordance with the Provincial WHMIS Regulations.
- iv. A record of all training shall be maintained by the Human Resources Manager.
- v. The Human Resources Manager shall maintain a current record of all education provided to employees of the Corporation of the Town of Fort Frances on hazardous materials and shall make this information available to the Ministry of Labour upon request.

## **5. DESIGNATED SUBSTANCES GUIDELINES**

### **A. Identification of Designated Substances in the Workplace**

- i. A designated substance is a biological, chemical or physical agent or combination of agents for which a regulation has been made to prohibit, regulate, restrict, limit or control worker exposure (a list of substances currently designated under the Occupational Health and Safety Act is provided in Appendix E).
- ii. The Division shall inspect its workplace at least annually for the presence of designated substances.
- iii. The Division shall maintain a complete list of all employees:
  - Working with designated substances and exposed to designated substances in the workplace.
- iv. Where the presence of a designated substance is identified, the Division shall take all reasonable efforts to substitute it with a less harmful material.
- v. The Division shall review, at least annually, to maintain current information where:
  - procedures for working with designated substances are changed.
  - the use of a designated substance is introduced into or discontinued from the workplace.
  - new employees are hired or transferred to work with the designated substance, and/or
  - employees previously on the Medical Surveillance Program (see Section 5F) cease to work with the designated substance.
- vi. The Joint Health and Safety Committee shall provide assistance to Divisions in the identification and substitution of designated substances on an as requested basis.

### **B. Assessments**

- i. An assessment is a detailed and methodical examination of the workplace where worker exposure to a designated substance may be occurring.
- ii. Where a designated substance is identified in the workplace, the Division in consultation with the Joint Health and Safety Committee, shall undertake an assessment.

- iii. The purpose of the assessment is to determine whether the health of workers may be affected by any potential exposure and whether a control program will be needed.
- iv. The assessment shall be undertaken as outlined in the Ministry of Labour's publication "Designated Substances in the Workplace: A General Guide to the Regulations".
- v. Copies of the assessment shall be provided, for discussion, to each member of the Joint Health and Safety Committee.
- vi. Where the assessment identifies that a worker's health may be affected by inhalation, ingestion, or skin absorption, a control program shall be developed by the Division in accordance with Section 5C of these guidelines.
- vii. The assessment shall be retained by the Division for review by the Ministry of Labour upon request.

#### C. Control Program

- i. A control program consists of all measures that are taken to protect employees from exposure to a designated substance and of procedures to monitor exposure and worker health.
- ii. Where there is exposure to a Designated Substance the Division shall use the Ministry of Labour's publication, "Designated Substances in the Workplace: A General Guide to the Regulations" to develop and implement a control program in consultation with the Joint Health and Safety Committee. The Committee shall make recommendations regarding the measures and procedures to be included in the control program.
- iii. The control program shall contain not less than the following components:
  - a. method of controlling exposures;
  - b. monitoring procedures done in compliance with the relevant regulation;
  - c. medical examinations and medical surveillance;
  - d. employee exposure records; and
  - e. records or medical examinations and tests.

#### D. Method of Controlling Exposures

- i. The Division shall take all reasonable steps to control worker exposure to a designated substance including: engineering controls, work practices; hygiene practices; facilities, and personal protective equipment.

#### E. Monitoring Procedures

- i. Where a Designated Substance is present in the workplace, the Division shall carry out air quality monitoring as required in accordance with the appropriate designated substance Regulation and in consultation with the Joint Health and Safety Committee.

F. Medical Surveillance Procedures

- i. A Medical Surveillance Program provides a regular check on the health of employees exposed to a designated substance. Additionally, a Medical Surveillance Program ensures remedial steps will be taken if an employee's health is affected by exposure to a designated substance or if clinical tests reveal excessive absorption of the substance.

All employees exposed to concentrations above the permissible exposure limit of a designated substance, shall take part in a medical surveillance program as outlined in the Regulation respecting that designated substance.

All employees working with or in the area of a designated substance shall be given the opportunity to take part in a medical surveillance program.

The surveillance program shall be co-ordinate by Joint Occupational Health and Safety in accordance with the Code for Medical Surveillance for the specific substance and include:

- a. a pre-placement medical examination
- b. periodic medical examinations
- c. clinical tests
- d. health education and
- e. record keeping

The medical examination shall be conducted in accordance with the Code for Medical Surveillance for the designated substance. Where possible, a Corporate Physician shall conduct the medical examination, review the interpretations of the medical examinations and clinical tests.

The attending Physician shall advise the Corporation whether its employee is fit, fit with limitations or unfit for exposure to the substance without disclosing to the employer the results of the examinations or tests.

Joint Health and Safety shall review the final report from the attending Physician and work with the Division to evaluate and improve controls or re-assign the employee as may be required based on the advise of the attending physician.

All expenses for the surveillance program shall be the responsibility of the employing Division.

G. Exposure and Medical Records

In accordance with the Occupational Health and Safety Act and Regulations, the attending Physician shall retain all records of medical examinations and clinical tests of employees and their personal exposure records for a period of forty (40) years from the earliest date of the records or for a period of twenty (20) years from the latest date of the records, whichever is longer.

## 6. SPILL CONTROL AND GUIDELINES

### A. Introduction

- i. A hazardous materials spill occurs when there is an unintentional discharge either into the natural environment or into the workplace from or out of a structure, vehicle or container.
- ii. In the event of a hazardous materials spill occurring as a consequence of the workplace, the following guidelines have been developed to reduce the risk of exposure to employees of the Corporation of the Town of Fort Frances and to the environment.
- iii. Where a hazardous material spill is discovered by Town of Fort Frances employees in the public domain, Division Manager shall be notified who will activate the Spill Control Procedures.

### B. Spill Control Procedures

- i. The Division shall develop a spills contingency plan where there are hazardous materials in the workplace which will include the following information as a minimum:
  - a. personal protective equipment to be worn during cleanup;
  - b. procedures for containment and securing the area;
  - c. neutralizing material if one is available for that substance;
  - d. waste disposal procedure, and
  - e. training of staff responsible for responding to the spill.
- ii. The first Town of Fort Frances employee to discover spills into the environment (roadways, parks, sewers, rivers, etc.) resulting as a consequence of the workplace shall report it immediately to the supervisor with authority over the workplace.
- iii. The supervisor with authority over the workplace shall immediately report the spill as outlined in Appendix F including notifying the Ministry of the Environment and Energy.
- iv. Until the product is identified and an assessment of the hazard conducted, all spills shall be considered hazardous. As such, the spill should be contained but no attempt at cleanup shall be made until the Ministry of Environment and Energy provides direction.
- v. The Division that is responsible for the site where the material has been spilled shall ensure appropriate containment, cleanup, and disposal of the hazardous material is undertaken in accordance with Division's Spills Contingency Plans.
- vi. The supervisor with authority over the workplace shall complete an Accident Investigation in accordance with the Town of Fort Frances Accident Investigation Policy and Guidelines.

## 7. HAZARDOUS MATERIALS DISPOSAL GUIDELINES

### A. Introduction

In keeping with Regulation 347 made under the Environmental Protection Act, these guidelines will ensure that hazardous chemical waste will be disposed of in a safe and timely manner that is in compliance with Provincial Legislation.

### B. Definitions

- i. A **generator of hazardous waste** is any person who, through ownership, management operation or control of a facility, creates or stores waste. The Environmental Protection Act includes municipalities and corporations acting on behalf of Her Majesty in right of Ontario in the definition of person.
- ii. **Waste** includes any material normally considered to be waste such as garbage, ashes, industrial waste, commercial waste, and any residues coming from industrial and commercial activities that are designated in the Regulation.
- iii. A **hazardous waste** is defined by the Regulation as any waste that meets one of the following:
  - a. it is listed as a Hazardous Industrial Waste in Schedule I of Regulation 347;
  - b. It is a Hazardous Waste Chemical as listed in Schedule 2(a) or 2(b) of Regulation 347;
  - c. The waste contains a severely toxic contaminant as listed in Schedule 3 of Regulation 347 at a concentration greater than 1 PPM;
  - d. It meets the criteria established by Regulation 347 for ignitable, corrosive, reactive or pathological waste;
  - e. It produces a leachate with contaminant concentrations one hundred (100) times greater than those listed in Schedule 4 of Regulation 347.

## 8. GENERATING HAZARDOUS WASTE

- A. The Divisional Manager Head or designate for each workplace that generates or stores waste material shall review their operations on an ongoing basis, identifying hazardous waste as designated by the Regulations thereby requiring registration with the Ministry of Environment and Energy.
- B. Each site where hazardous wastes are produced must be registered individually with the Ministry of Environment and Energy in order to obtain a generator registration number. To obtain a generator registration number a "Generator Registration Report" may be obtained from the Ministry of Environment and Energy by calling (613) 521-3450.
- C. The Divisional Manager Head or designate shall compile an inventory of the names of the sites registered with the Ministry of Environment and Energy, the waste class(es) being generated, a description of the type of waste, the waste generating process and the amount of waste being produced.

## **9. GASOLINE**

- A. Divisions that transport gasoline or fuel oil, including diesel, between workplace or from a retail outlet to the workplace, shall, in addition to the Transport of Dangerous Goods Act and Regulations, comply with the requirements of the Gasoline Handling Act.
- B. Divisions that transport gasoline or fuel oil, including diesel, between workplace or from a retail outlet to the workplace shall ensure:
  - i. the gasoline or fuel oil is transported in one or more containers with a total capacity of not more than 2000 litres;
  - ii. each container is labelled with the name of the product and the work flammable;
  - iii. each container is transported in an open vehicle so that the label on each container is clearly visible from the outside;
  - iv. each container shall be labelled as an approved metal or plastic container that meets the CSA Standard CSA-B376;
  - v. each container is secured to the vehicle during transport; and
  - vi. each vehicle used to transport gasoline is equipped with at least one dry chemical fire extinguisher of ABC class rating.

## **10. COMPRESSED GAS CYLINDERS**

Employees of the Corporation of the Town of Fort Frances shall ensure that all compressed gas cylinders being transported are secured in, on, or to the means of transport, regardless of the dangerous good contained in the cylinder.

## **11. PROPANE**

- A. Divisions that transport propane between workplace or from a retail outlet to the workplace, shall, in addition to the Transport of Dangerous Goods Act and Regulations, comply with the provisions of the Ontario Propane Storage, Handling and Utilization Code.
- B. Divisions that transport propane between workplace or from a retail outlet to the workplace shall ensure:
  - i. not more than five (5) cylinders are transported at one time;
  - ii. the cylinders are transported in an open vehicle so that the label is clearly visible from the outside;
  - iii. the cylinder is conspicuously marked with the word flammable and the name of the product.
  - iv. the cylinder is secured to the vehicle to prevent damage during transport; and
  - v. the transporting vehicle is equipped with a dry chemical fire extinguisher of ABC class rating.

## **12. EXPLOSIVES**

- A. Divisions that transport explosives between workplace, or from a retail outlet to the workplace, shall, in addition to the provisions of the Transport of Dangerous Act and Regulation, comply with the provisions of the Explosives Act.
- B. Divisions transporting explosives between workplace or from a retail outlet to the workplace shall ensure:
  - i. the quantity being transported does not exceed twenty-five (25) kilograms
  - ii. the explosives are constantly in the custody of the person who has the responsibility of that vehicle.
  - iii. no other dangerous goods are being transported along with the explosives; and
  - iv. the driver of the vehicle is trained in the handling, offering for transport and the transport of dangerous goods, as provided by the Town of Fort Frances Occupational Health and Safety Program.



## Appendix B

## Appendix E

Regulations made under the Occupational Health and Safety Act Revised Statutes of Ontario, 1990, Chapter 0.1 as amended:

### Designated Substances:

Acrylonitrile:	R.R.O. 1990, Reg. 835, as amended by 0. Reg. 507/92.
Arsenic:	R.R.O. 1990, Reg. 836, as amended by 0. Reg. 508/92.
Asbestos:	R.R.O. 1990, Reg. 837, as amended by 0. Reg. 386/00.
Asbestos on Construction Projects and in Buildings and Repair Operations:	R.R.O. 1990, Reg. 838, as amended by 0. Reg. 510/92.
Benzene	R.R.O. 1990, Reg. 839, as amended by 0. Reg. 387/00.
Coke Oven Emissions	R.R.O. 1990, Reg. 840, as amended by 0. Reg. 512/92.
Ethylene Oxide	R.R.O. 1990, Reg. 841, as amended by 0. Reg. 515/92.
Isocyanates:	R.R.O. 1990, Reg. 842, as amended by 0. Reg. 518/92.
Lead	R.R.O. 1990, Reg. 843, as amended by 0. Reg. 389/00.
Mercury	R.R.O. 1990, Reg. 844, as amended by 0. Reg. 390/00.
Silica	R.R.O. 1990, Reg. 845, as amended by 0. Reg. 391/00.
Vinyl Chloride	R.R.O. 1990, Reg. 846, as amended by 0. Reg. 392/00.

## APPENDIX F

### **Corporation of the Town of Fort Frances Hazardous Material Spill Reporting Procedures**

In the event that a hazardous material is spilled into the environment such as rivers, parks, sewers, and roadways, the following procedures are to be followed:

1. Human Resources Manager receives a telephone call from an employee in a supervisory capacity advising that there has been hazardous material spill at a workplace/facility.
2. Human Resources Manager ensures that all information outlined in Form A is provided by the reporting supervisor.
3. Human Resources Manager contacts all parties listed on Form B.
4. The following information will be provided to the contact person by the Human Resources Manager:
  - a. There has been a spill of a hazardous material at a Town of Fort Frances workplace/facility.
  - b. Exact location of incident;
  - c. Date and time of incident;
  - d. Nature of spill as provided by the supervisor who called in report (do not speculate or assume);
  - e. Advise the person contacted that they may contact the supervisor who reported the incident for further information.
5. Human Resources Manager will log the name of the person contacted as well as the date and time. Should the designate contact person be unavailable, the Human Resources Manager will leave a message with an alternate person whose name they will document or with a voice message reception centre. The Human Resources Manager will attempt to contact the designated person or leave a message.
6. Immediately upon completion of procedures 1-5 above, all information documented (Forms A and B) will be marked CONFIDENTIAL and sent to the attention of the Chief Administrative Officer.



APPENDIX F

**CORPORATION OF THE TOWN OF FORT FRANCES  
HAZARDOUS MATERIAL SPILL NOTIFICATION LISTING**

FORM B

<b>Notification List</b>	<b>Date</b>	<b>Time</b>	<b>Contact Person</b>
FF Fire Department			
Ministry of the Environment and Energy Spills Action Centre (800) 268-6060.			
Division Manager			
Chief Administrative Officer			
Designated Worker Representative			

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Date

Human Resources Manager