



Transport & Handling of Chemical Substances

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Approved by: Jim Toye, City Manager

Signature:  **Policy No:** 18

Effective: August 17, 2018 **Replaces:** August 11, 2008

Introduction:

All workers who transport and/or handle chemical substances will be trained and receive proper certification where required, in compliance with the Canadian Transportation of Dangerous Goods Act and the Saskatchewan Occupational Health and Safety Act and Regulations.

The purpose is to ensure that all workers who transport and/or handle chemical substances are trained and where required receive the proper certification.

Responsibilities:

1. **Senior Management:**
 - a. Ensure internal procedures are developed and implemented to:
 - i. provide workers with instruction in all aspects of chemical handling as specified in the legislation;
 - ii. provide SDS for controlled products that are readily accessible to all workers who are exposed to the products; and,
 - iii. provide appropriate personal protective equipment to all workers that use or mix hazardous materials.
 - b. Ensure workers are properly trained and certified and that proper documentation is completed and shipments are properly placarded in compliance with requirements by TDG legislation.
 - c. Ensure no controlled product is issued from the Department's inventory unless a SDS is available.

2. **Occupational Health and Safety Committee:**

- a. Review the training provided to workers concerning controlled products.
- b. Make recommendations for additional training and/or information when required.

3. **Supervisor:**

- a. Conduct worker education and training sessions at the worksite as required by legislation.
- b. Ensure no controlled product is used unless SDS is available and that the SDS is readily accessible to workers.
- c. Ensure that workers utilize the required protective clothing and personal protective equipment when working with hazardous products.
- d. Review work procedures and SDS with workers as SDS are received or when a change in worker duties involves their working with new products.
- e. Ensure that all hazardous products received at the workplace have appropriate supplier labels attached.

4. **Coordinator Health, Safety and Environment:**

- a. Assist with development, promotion and implementation of Chemical Handling Programs.
- b. Participate in regular audits and inspections which evaluate Department Programs.

5. **Purchasing Department:**

- a. Ensure suppliers provide an SDS with controlled products and that the SDS is forwarded to the user Department.
- b. Ensure no hazardous product is issued from Central Stores unless a SDS is available.

6. **Worker:**

- a. Review the available SDS before any chemical product is used.
- b. Request from their Supervisor any required SDS not readily available at the workplace.
- c. Check to ensure all chemical product containers are appropriately labeled with either a supplier or workplace label.
- d. Participate in training and adhere to all requirements outlined in the SDS, including use of personal protective equipment.

Performance Standards:

1. All City of Prince Albert employees required to transport dangerous goods shall be trained in transportation of dangerous goods and have current certification.
2. All pesticide applicators, or persons supervising same, shall have a valid pesticide applicator/landscape license.