

## **Intent:**

To establish the protocols for the responsible management of Designated Substances, that protects staff, students, the natural environment and Lakehead University property, while complying with the Occupational Health and Safety Act and its regulations.

## **Scope:**

This policy applies to all members of the University Community including employees, students and visitors that work with or near designated substances.

## **Definitions:**

*Designated Substance* A biological, chemical or physical agent, or combination thereof, to which the exposure of a worker is prohibited, regulated, restricted, limited or controlled by regulation.

*Assessment* An evaluation of the worker's exposure to a designated substance

*Control Program* A program designed to control exposure to a Designated Substance

*Monitoring* Air-emission and medical testing that are prescribed in the designated substance regulations

*Engineering Control System* Any mechanical system in place to reduce exposure to a designated substance (i.e. chemical fume hoods)

## **Applicable Legislation and Standards:**

Occupational Health and Safety Act, R.S.O. 1990,

Regulation 851, Industrial Establishments

Regulations 835 - Acrylonitrile  
836 – Arsenic  
837 – Asbestos  
839 – Benzene  
840 – Coke Oven Emissions  
841 – Ethylene Oxide  
842 – Isocyanates  
843 – Lead  
844 – Mercury  
845 - Silica

## Procedure:

### Assessment

- The use, storage or possession of designated substances must be reported to the Office of Human Resources – Health and Safety.
- Substitution of the designated substance by a less hazardous substance will be considered in all assessments.
- An assessment will be completed in all areas where the use, storage or handling of designated substances warrant.
- The involved individuals and a representative of the Joint Occupational Health and Safety Committee shall participate in the assessment.
- The assessment shall consider:
  - The processing, storage and handling of the substance;
  - The individuals actual and potential exposure to the substance;
  - The measures and procedures in place to control the exposure.

### Control Program

If the assessment indicates a potential exposure, the Supervisor, in consultation with the involved individuals and Joint Occupational Health and Safety Representative will develop and implement a designated substance control program as prescribed by the specific designated substance regulation.

Depending on the identity of the Designated Substance, the control program may involve some or all of the following provisions:

- Engineering controls, facilities, work and hygiene protocols to control exposure;
- Methods to monitor the use of the designated substance and/or concentration of the worker's exposure;
- Exposure records;
- Medical examinations and clinical tests;
- Training programs for supervisors and workers.

### Monitoring

- Copies of the designated substance records will be provided to and must be maintained by:
  - Joint Occupational Health and Safety Committee;
  - Human Resources, filed in employee's personnel file;
  - Employee's Supervisor.

## **Guidelines:**

Lakehead University is fully committed to the establishment and management of a designated substance control program.

### **Role of Senior Managers (Deans/Directors/Chairs)**

- Senior Managers shall provide the support and resources necessary to implement and maintain the Designated Substance Management program within their Department.

### **Role of Supervisor (Administrative and Academic)**

- Be aware of and familiar with the designated substances used, stored or handled in their areas.
- Be aware of and familiar with the legislation governing the designated substances used, stored or handled in their areas.
- Conduct an audit to identify any designated substances used, or the risks associated with their use.
- Procure designated substances only through approved purchasing methods.
- When possible, substitute a less hazardous product for any designated substance used in the workplace.
- Ensure that all designated substances are reported to the Office of Human Resources – Health and Safety on the annual chemical inventory form.
- Document any control programs in place to reduce exposure to designated substances in the workplace.
- Inform the Joint Occupational Health and Safety Committee overseeing their area of any designated substance assessments conducted and any control programs in place.
- Ensure that spill kits and clean-up protocols are provided.
- Provide or ensure all workers are aware of the personal protective equipment required to work with the designated substances.
- Ensure that all individuals who handle the designated substance (and those who work near designated substances) are fully trained including:
  - Have knowledge of the specific legislation for the designated substance they are working with;
  - Proper use of the substances and all aspects of the control program in place, including safe storage, spill clean-up and disposal;
  - Have valid WHMIS training and access to the MSDS for the designated substances;
  - Are aware of the safe use and care of required personal protective equipment;

- Are aware of procedures and protocols to follow in emergencies, such as disruption of engineering control systems, spills and failure of personal protective equipment.

### **Role of Authorized Individuals**

All individuals prior to working with, purchasing, acquiring or storing designated substances must:

- Have current WHMIS training, re-training annually;
- Receive specific training related to the designated substance regulations;
- Be trained in the requirements of any control program in place for a designated substance used in the workplace, including safe use, handling and storage;
- Participate in any medical monitoring program, if it is prescribed by the designated substance regulations;
- Follow all procedures and protocols for the safe use, storage, disposal of the designated substance;
- Wear all personal protective equipment required by the supervisor and ensure that it is in proper working order;
- Report any failures in personal protective equipment, protocols or engineering control systems, immediately to the Supervisor;
- Report any changes to the use, storage or handling of designated substances to the Supervisor and the Office of Human Resources – Health and Safety.

### **Role of the Office of Human Resources – Health and Safety**

The Office of Human Resources – Health and Safety will:

- Provide oversight and audit functions for the safe managements of designated substances used on Lakehead University campus;
- Provide assistance in conducting designated substance assessments in the workplace;
- Develop designated substance control programs (where needed) in consultation with the Joint Occupational Health and Safety Committee and area Supervisor;
- Provide basic training for the safe use, storage and disposal of designated substances.

### **Evaluation:**

These procedures will be reviewed on a yearly basis by the Office of Human Resources – Health and Safety in conjunction with the Joint Occupational Health and Safety Committee.