



CITY POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR – HS – 37

REFERENCE: HEALTH AND SAFETY

Date: Jan 23, 2017

**Review Date:
Jan 23, 2019**

TITLE: TRANSPORTATION OF DANGEROUS GOODS

1.0 POLICY STATEMENT

- 1.1 The Transportation of Dangerous Goods Act and accompanying regulations are federal laws that legislate the handling, offering to transport and transportation of dangerous goods as defined in the Act. City of Dryden workers involved in the transportation of dangerous goods as shall be trained and certified in an approved training program, or work under the direct supervision of a trained and certified person.
- 1.2 The Transportation of Dangerous Goods Regulations are written to reduce the danger posed by these goods during their handling and transport. All handling, offering for transport or transporting of dangerous goods must be carried out in compliance with these regulations. The Transportation of Dangerous Goods Regulations applicable in Canada are similar to Hazardous Materials Regulations in the United States and incorporate certain elements such as numbers used to identify substances that have been developed by the United Nations.
- 1.3 The purpose of this Policy is to assign areas of responsibility related to the Transportation of Dangerous Goods for the Corporation, Management and Employees. A "Transportation of Dangerous Goods Manual" shall be provided to each Department. The Manual will show the 9 segregated classes of Dangerous Goods according to the type of danger presented by each class. Further many of these 9 classes can be broken down into divisions. These divisions give further consideration of the danger presented.
- 1.4 Concerns or questions regarding the Transportation of Dangerous Goods should be referred to the Department Manager and/or the Health & Safety Coordinator.

2.0 RESPONSIBILITY

2.1 The Employer shall:

- (a) arrange, co-ordinate and maintain supervisory and worker training on the Transportation of Dangerous Goods (TDG) Legislation;
- (b) ensure worker(s) are provided with a Training Certificate containing name and address of the Employer's place of business, name of the worker, expiration date of the Certificate and all aspects for which the worker has been trained;
- (c) monitor compliance to TDG Legislation;
- (d) act as a Corporate resource for the TDG Legislation;
- (e) implement specific routes to be used or be avoided;
- (f) maintain record of the training provided, a description of the training material and a copy of the training certificate. Records shall be retained for 24 months after their expiry date;
- (g) produce proof of training within 15 days of a written request by an inspector;
- (h) ensure that training is current and workers are informed of all changes to the regulations as related to duties; and,
- (i) ensure worker(s) have sound knowledge of aspects of handling dangerous goods, offering dangerous goods for transport and transporting dangerous goods as related directly to duties and to the dangerous goods expected to handle, offer for transport or transport.

2.2 Managers shall:

- (a) identify worker(s) responsible for the handling or transporting of dangerous goods;
- (b) ensure a follow-up procedure is in place for worker(s) requiring certification and re-certification training and provide necessary time to attend training;
- (c) schedule training and provide the instructor(s) with the time, facilities and training aids as required; and,
- (d) advise the Health & Safety Coordinator of worker(s) employees who require training and when training is completed.

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

2.2 Worker(s) shall:

- (a) shall carry the TDG certificate with them at all times while on duty and shall provide upon request by an Inspector; and,
- (b) shall perform all duties and responsibilities in accordance with the certification and training provided as per the act.

3.0 TRANSPORTATION OF DANGEROUS GOODS GUIDE

3.1 A Transportation of Dangerous Goods guide shall be provided to each department as required.

3.2 The Guide shall:

- (a) outline the regulations concerning the transporting, classification, emergency response planning and identification of Dangerous Goods;
- (b) provide information on responsibilities, incident reporting and training requirements;
- (c) outline the specific requirements such as General Freight, Bulk Transportation, Interline & Intermodal Movements and Canada-USA Freight Movements;
- (d) outline General Exemptions and Special requirements;
- (e) provide schedules to correctly identify, label and placard any dangerous goods;
- (f) index emergency response guides;
- (g) cross reference UN Number/Emergency Response Guide;
- (h) provide isolation and protective action distances; and,
- (i) provide information on Water Reactive Materials.

3.3 The general information contained in this policy is taken from the Transportation of Dangerous Goods Act and it's Regulations. Reference should be made to the full official text of the Act & Regulations as the policy serves as a reference or to supplement training and carries no legal authority.

NOTE: The Guide provides information only to departments. The readers are cautioned to refer to the full text of The Transportation of Dangerous Goods Act and it's Regulations.

4.0 CLASSIFICATION

- 4.1 Dangerous goods have been segregated into nine (9) classes, according to the type of danger presented by each class. Further, many of these nine (9) classes can be broken down into divisions. These divisions give further consideration of the danger presented.
- 4.2 Since the Consignee is responsible for the classification of dangerous goods offered for transport, the classification of each product will be necessary in order to determine packing, loading, safety markings, and all other procedures to be followed when handling and/or transporting dangerous goods.
- 4.3 Departments and their worker(s) are end users. All goods received will be appropriately classified by the manufacturer. The responsibility of each Department is to ensure when receiving such goods that the labels and associated documentation of these previously classified materials are correct, or the receipt of the goods is not to be accepted.

History			
Approval Date:	January 1, 2003	Approved by:	Council Resolution
Review Date:	April 27, 2011	Approved by:	H & Safety Coordinator
Review/Amendment Date:	October 21, 2013	Approved by:	By-law 4114-2013
Review/Amendment Date:	Jan 23, 2017	Approved by:	CAO E. Remillard
Review/Amendment Date:		Approved by:	