



CITY POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR – HS - 32

REFERENCE: HEALTH AND SAFETY

Date: Feb 2, 2017

**Next Review Date:
Feb 2, 2019**

TITLE: DESIGNATED SUBSTANCES

1.0 POLICY

- 1.1 It is policy to ensure and require that all measures and precautions reasonable in the circumstances are taken to protect workers from exposure to hazardous materials (biological or chemical agents), physical agents and designated substances because of the storage, handling, processing or use of those materials, agents or substances in the workplace.
- 1.2 This standard is developed to identify, assess and control the exposure of workers to hazardous materials, agents and substances where that exposure could affect the health of workers. Additionally, these standards shall ensure compliance with statutory and applicable regulatory requirements.
- 1.3 Trained employees recognize that there are toxic materials in the workplace that need special precautions.

2.0 APPLICATION

- 2.1 This standard and its requirements apply where hazardous materials, physical agents or designated substances are present and used in the workplace, and could affect the health of workers.

3.0 RESPONSIBILITY

- 3.1 Managers and Supervisors:
 - (a) It is the responsibility of the supervisor to administer the provisions of this standard. The supervisor has the authority to delegate responsibilities under this standard where appropriate.

3.2 Workers:

- (a) assigned authority or responsibility under this standard are required to carry out those responsibilities and will be held accountable for the correct application of those responsibilities.
- (b) shall work in compliance with the provisions of control programs, control measures and procedures and practices that are developed and implemented to control the exposure of workers to hazardous materials, physical agents and designated substances in the workplace.
- (c) shall wear and use protective equipment and devices and personal protective equipment (PPE) required by the employer to be worn and used to protect them from exposure to hazardous material, physical agents and designated substances.

4.0 PROCEDURE

- 4.1 Assessments shall be undertaken to determine if the exposure of workers to hazardous materials, physical agents or designated substances in the workplace may affect the workers' health.
- 4.2 Where workers' health may be affected by any exposure mentioned above, the following measures (as appropriate) shall be developed, put into effect and maintained:
 - (a) engineering controls;
 - (b) work practices;
 - (c) hygiene practices and facilities; and,
 - (d) personal protective equipment.
- 4.3 Provisions shall be made for monitoring the airborne concentrations of a hazardous material and workers' exposure to that material, where the conditions or circumstances exist as mentioned above.
- 4.4 Where it is determined that any designated substance (as defined) is present, produced, stored, used or handled in the workplace, the requirements of the applicable regulation(s) will be carried out and maintained, specific to, but not limited to:
 - (a) assessments (in writing);
 - (b) control programs;
 - (c) management programs;
 - (d) safe work practices and measures; and,

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

- (e) the establishment of medical surveillance programs.
- 4.5 Where PPE is provided to, and required to be worn and used by workers, all such equipment shall be appropriate to protect workers from exposure to the hazardous materials, physical agents and designated substances.
- 4.6 Where respiratory protection is provided to, and required to be worn and used by workers, a written respiratory protection program shall be established.

5.0 TRAINING

- 5.1 Training required to carry out, apply, implement, and maintain this standard shall be provided and documented.

History			
Approval Date:	September 19, 2011	Approved by:	By-law 3919-2011
Review/Amendment Date:	February 2, 2017	Approved by:	CAO E. Remillard
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