



Procedure

Procedure Name	<i>Hazardous Materials Management</i>		
Procedure #	HS 1.8	Parent Policy	HS 1.0 Health, Safety and Environmental
Policy Owner	Vice President Administration	Effective Date	June 8, 2022
Procedure Owner	Executive Director, Risk Management Services	Next Review Date	June 8, 2027
Approved by	Executive Director, Risk Management Services	Approval Date	June 8, 2022

1.0 Purpose/ Background

This procedure outlines the process and requirements for the safe use, storage, disposal, and spill management of hazardous materials.

Employees that are involved in tasks related to the management of hazardous materials are expected to follow the [HS.PRG.6 – Hazardous Materials Safety Program](#), [HS.PGR.23 Hazard Assessment Program](#), and applicable legislation.

Specific documents for proper storage, handling, containment, spill management and disposal of hazardous materials are developed with reference to the requirements of the associated Safety Data Sheet (SDS), applicable legislation, codes, and standards.

2.0 Definitions

Term	Definition
Hazardous materials	Any item, or substance (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors. Hazardous materials can be categorized as having the following characteristics: Class 1: Explosives Class 2: Gases Class 3: Flammable Liquids Class 4: Flammable Solids Class 5: Oxidizing Agents & Organic Peroxides Class 6: Poisonous (Toxic) and Infectious Substances Class 7: Radioactive Substances Class 8: Corrosive Substances Class 9: Miscellaneous Dangerous Substances
Receiver	NAIT staff member that is the first point of contact when a hazardous product is delivered.

3.0 Procedure

3.1 Procurement

Materials should be supplied by qualified vendors, and pre-approved by the applicable Program/ Department where possible.

Ensure that the material is not damaged, expired or potentially contaminated before donated materials are accepted.

3.2 Shipping

Materials must be held by the receiver until an SDS can be located when not accompanied with the product.

3.3 Handling and Storage

Segregate from incompatible materials within appropriate and/or approved areas. Refer to Section 7 of each SDS for storage and handling requirements.

Storage must conform to the National Building and Fire Codes - Alberta Edition (part 3, 4 and appendix A).

3.4 Labelling

Labelling must be compliant with Workplace Hazardous Materials Information System (WHMIS) and/or Transportation of Dangerous Goods (TDG) requirements.

3.5 Unknown Chemicals

Unknown or unlabeled materials must be contained and identified. If the substance remains unidentified, report to the immediate Supervisor and investigate for redistribution or disposal.

3.6 Entrance Signage

A [hazard warning sign](#) with WHMIS and personal protective equipment (PPE) requirements must be posted outside the entrance where hazardous materials are used, handled or stored in accordance with the [NAIT Signage Standard](#).

3.7 Inspections

Refer to the [HS 1.3 Inspection Procedure](#) for workplace inspections of storage and/or handling areas.

3.8 Personal Protective Equipment

PPE must be prescribed as per the associated SDS, safe work procedure and/or hazard assessment.

3.9 Spill Response

Each Program/ Department is responsible for maintaining spill prevention and response plans specific to the area (refer to [HS.GDL.1 - Spill Prevention and Response Guideline](#)).

3.10 Disposal

In addition to the requirements in this procedure, hazardous waste must be managed in accordance with the [HS.PRG.19 – Hazardous Waste Management Program](#), the associated SDS(s) and the Environmental Protection and Enhancement Act.

3.11 Training Requirements

Staff working with hazardous materials must have valid WHMIS training (and TDG if required) before handling hazardous materials.

Program/ Department-specific orientation for new employees should include the following requirements for hazardous materials management:

- WHMIS training and use of the SDS database (i.e., MSDSONline).
- PPE use and maintenance.
- Spill prevention and response plans.
- Safe work practices for storage and disposal.

3.12 Records

Records generated from this procedure must be retained and made available by the Supervisor or designate of the area.

4.0 Exceptions to the Procedure

4.1 Exceptions to this procedure must be documented and formally approved by the Policy Lead.

Procedure exceptions must include:

- The nature of the exception.
- A reasonable explanation for why the procedure exception is required.
- Confirmation that the exception aligns with the general principles.
- Any risks created by the procedure exception and how they will be managed.

5.0 Related Documentation

- 5.1** [Alberta Environmental Protection and Enhancement Act](#)
- 5.2** [Alberta Occupational Health and Safety Act, Regulation and Code](#)
- 5.3** National Building and Fire Codes - Alberta Edition (part 3, 4 and appendix A)
- 5.4** HS 1.3 Inspection Procedure
- 5.5** HS 1.4 Hazard Assessment Procedure
 - 5.5.1** HS.PGR.23 Hazard Assessment Program
- 5.6** HS.GDL.1 - Spill Prevention and Response Guideline
- 5.7** HS.PRG.6 – Hazardous Materials Safety Program
- 5.8** HS.PRG.19 – Hazardous Waste Management Program
- 5.9** NAIT Signage Standard

Document History

<i>Date</i>	<i>Action/Change</i>
June 8, 2022	Review complete. Changed procedure owner/approver. Added references to the HS.PRG.6 – Hazardous Materials Safety Program, HS.PRG.19 – Hazardous Waste Management Program, and HS.PGR.23 Hazard Assessment Program, and updated hazardous materials definition.
Sept. 1, 2020	Original approved by AVP Facilities Management and Development