

## UNIVERSITY OF MANITOBA

### POLICY

<b>Policy:</b>	<b>Chemical Safety Policy</b>
<b>Effective Date:</b>	September 23, 2022
<b>Revised Date:</b>	
<b>Review Date:</b>	September 23, 2025
<b>Approving Body:</b>	President
<b>Authority:</b>	<i>Workplace Safety and Health Act (Manitoba) (Part 35 Workplace Hazardous Products Information Systems; Part 36 Chemical and Biological Substances)</i> <i>Transportation of Dangerous Goods Act (Canada)</i> <i>Dangerous Goods Handling and Transportation Act (Manitoba)</i> City of Winnipeg Sewer Bylaw
<b>Responsible Executive Officer:</b>	Vice-President, Administration
<b>Delegate:</b>	Executive Director, Compliance and Risk
<b>Contact:</b>	Director, Environmental Health and Safety
<b>Application:</b>	All University of Manitoba Staff, Faculty, Students, Contractors and Visitors

#### Part I Reason for Policy

- 1.1 To identify the University of Manitoba's responsibility and accountability for the use, handling, storage, disposal, and spill response of chemicals and hazardous products or materials in order to protect the health and safety of those in the university community and of the environment.

## **Part II Policy Content**

- 2.1 The following definitions shall apply to this Policy:
- (a) Chemicals means all materials that may pose a hazard to the health of humans or the environment in their current state and quantity. In this Policy, the term Chemicals and Hazardous Materials may be used interchangeably.
  - (b) Chemical Safety Program means a documented system of policies, procedures, communication and training to control the risk from chemical hazards and reduce any negative impacts on people or the environment.
  - (c) University Community includes staff, including academic staff, students and Visitors.
  - (d) University Facilities means all space, indoor or outdoor, owned and operated or leased and operated by the University.
  - (e) University Matter means any activity, event, or undertaking in which a member of the University Community participates, which has a substantial connection to the University.
  - (f) Visitor means an individual who is not a student or staff and is on campus. This includes service providers; contractors; visiting scholars; researchers; research participants; vendors; inspectors and volunteers.
- 2.2 The University of Manitoba (the “University”) is committed to creating and maintaining a chemical safety program that is compliant with corresponding legislative requirements and follows a management system model of plan, do, check, and act.
- 2.3 The University will ensure Chemicals (hazardous materials) that enter the University Facilities and/or are used by the University Community related to a University Matter are:
- (a) handled in a way as to not pose risk to the health and safety of people or of the environment;
  - (b) stored and transported in a manner compliant with Transportation of Dangerous Goods compatibility classifications;
  - (c) disposed of in accordance with legislative requirements for hazardous materials; and
  - (d) cleaned and reported appropriately if a spill of a Chemical or Hazardous Material does occur.

**Part III**  
**Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President, Administration that a formal review of this Policy is required.
- 3.2 The Executive Director, Compliance and Risk is responsible for the implementation, administration and review of this Policy.
- 3.3 All Staff, Faculty, Students, Contractors and Visitors of the University of Manitoba are responsible for complying with this Policy.

**Part IV**  
**Authority to Approve Procedures**

- 4.1 The Director, Environmental Health and Safety may approve Procedures, if applicable, which are secondary to and comply with this Policy.

**Part V**  
**Review**

- 5.1 To comply with the University's legislative requirements, this Governing Document review shall be conducted every three (3) years. The next scheduled review date for this Policy is September 23, 2025.
- 5.2 In the interim, this Policy may be revised or repealed if:
  - (a) the Director, Environmental Health and Safety or the Approving Body deems it necessary or desirable to do so;
  - (b) the Policy is no longer legislatively or statutorily compliant; and/or
  - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
  - (a) comply with the revised Policy; or
  - (b) are in turn repealed.

**Part VI**  
**Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:

- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
- (b) all previous Administration Governing Documents on the subject matter contained herein.

**Part VII**  
**Cross References**

7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) *Workplace Safety and Health Act* (Manitoba)
- (b) *Transportation of Dangerous Goods Act* (Canada)
- (c) *Dangerous Goods Handling and Transportation Act* (Manitoba)
- (d) City of Winnipeg Sewer Bylaw
- (e) University of Manitoba Health and Safety Policy