



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	CONTROLLED PRODUCTS STANDARD PROCEDURE
Parent Policy:	Health and Safety Policy
Effective Date:	March 24, 2005
Revised Date:	
Review Date:	March 24, 2015
Approving Body:	Administration: President
Authority:	Policy (Health and Safety Policy)
Responsible Executive Officer:	Vice-President (Administration)
Delegate:	
Contact:	Associate Vice-President (Human Resources)
Application:	External Parties – All Contractors Employees – All employees Students

Part I Reason for Procedure

1. To set out the Procedures secondary to the Policy: Health and Safety in connection with the establishment of a design and construction standard that meets legislative requirements and establishes minimum standards for the use, storage and handling of controlled products at the University.

Part II Procedural Content

- 2.1 Controlled Products are used in many activities at the University, including teaching, research, building maintenance, equipment servicing, food services and other University operations. The procedure adopts and maintains the standards for renovation and construction of University premises where controlled products will be stored, handled or used.

2.2 Controlled products are materials or chemicals that are regulated under federal and provincial legislation including, but not limited to, the *Transportation of Dangerous Goods Act*, *Nuclear Safety and Control Act*, *Explosives Act*, *Hazardous Products Act*, *Pest Control Products Act*, *Environmental Protection Act* and the *Workplace Safety and Health Act*. Controlled products include all materials covered by legislation and include:

- Explosive materials
- Pesticides
- Radioactive Materials
- Compressed Gasses
- Flammable or Combustible Materials
- Oxidizing Materials
- Poisonous or Infectious Materials
- Corrosive Materials
- Dangerously Reactive Materials

2.3 The Controlled Products Standard is developed and maintained by the Environmental Health and Safety Office in consultation with Physical Plant and the University Health and Safety Committees.

The Controlled Products Standard has two sections:

PART A – GUIDELINE FOR THE DESIGN AND COMMISSIONING OF CONTROLLED PRODUCTS USE AREAS

2.3.1 Part A shall be maintained and updated by the Environmental Health and Safety Office, in consultation with Physical Plant and other administrative units to ensure all aspects are consistent with the requirements of current legislation and existing safety and health protocols.

2.3.2 All new construction, repair and renovation of University premises containing controlled products shall conform to Part A of the Controlled Products Standard.

PART B – GUIDELINES FOR THE USE, STORAGE, AND HANDLING OF CONTROLLED PRODUCTS

2.3.3. Part B shall be maintained by the Environmental Health and Safety Office and shall be updated in consultation with users of controlled products through the appropriate Health and Safety committees to ensure all aspects are consistent with the requirements of legislation and existing health and safety protocols.

- 2.3.4 All use, storage and disposal of controlled products at the University shall meet or exceed the requirements of Part B. The latest versions of Part A & B of the Standard may be found on the EHSO website.

Part III Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Procedure is required.
- 3.2 The Director of Environmental Health and Safety is responsible for the communication, implementation, administration and review of this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is March 24, 2015.
- 4.2 In the interim, this Procedure may be revised or repealed if:
- (a) the President and/or Vice-President (Administration) deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant;
 - (c) the Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

- 5.1 This Procedure 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.
 - (c) Policy 511 Controlled Products (dated December 2, 1997)

Part VI
Cross References

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

- (a) Policy: Health and Safety