

VICTORIA UNIVERSITY

HEALTH AND SAFETY PROCEDURE

Date of Issue: October 24, 2023

Review/Revise Date:

PROCESS, EQUIPMENT PURCHASE/AND OR MODIFICATIONS

PURPOSE

The purpose of this procedure is to ensure that any goods, materials, chemicals purchased are assessed for existing or potential hazards and to ensure that appropriate controls are put in place. This procedure also applies to any modifications of existing processes or equipment.

SCOPE

Victoria University recognizes that the most effective way to eliminate workplace injuries and illnesses is to prevent its employees from being exposed to hazardous job tasks, equipment, material, machinery, chemicals, etc.

Regulatory compliance and industry standard safety practices are expected to be adhered to:

- At the design stage
- In the purchase specifications
- During construction and/or
- Installation phases
- Modifications

STANDARDS/PROCEDURES

The following guidelines have been established to help Victoria University achieve its goals of eliminating workplace hazards.

1.0 PURCHASE OF MACHINERY AND EQUIPMENT

In situations where the equipment or machinery is new to Victoria University, or an existing machine/process is updated or changed the following guidelines shall apply:

- The Department Manager(s) will, along with the manufacturer/installer before purchase, evaluate the equipment for potential hazards (i.e., noise, guarding, etc.) and evaluate it against any applicable legislation and standards such as:
 - Occupational health and Safety Act, and applicable regulations
 - CSA standards and certifications
 - Established best practice
 - Manufacturers' recommendations
- The Department Manager along with the manufacturer will implement controls to reduce the risk of identified hazards including but not limited to:
 - Engineering controls such as guards, safeguarding devices

- Preventative maintenance program to ensure it remains in good condition
- Lockout/tagout requirements
- Safe operating procedures
- PPE requirements
- Training needs
- Pre-operation checklist (where required)
- The Department Manager(s) are to be trained on the safe operation of the equipment.
- The Department Manager(s) will arrange training for all staff on:
 1. The hazards of the new or modified equipment or process including relevant controls
 2. Safe operation procedures,
 3. PPE requirements
 4. Cleaning or replacement of parts or repair to the equipment
 5. Performing a pre-operation inspection of the equipment and the documentation thereof (if applicable).
 6. Employees using the equipment will receive training by the manager or equipment/ manufacturer. Records of training will be kept on file by the applicable manager.

2.0 Chemicals

- Managers requesting new chemicals be brought on site must ensure that:
 - Safety data sheet (SDS) are obtained and reviewed ahead of time including but not limited to:
 - Contents and hazards (i.e. designated substances, toxic properties, etc.)
 - Storage and handling requirements
 - Compatibility issues
 - PPE requirements
 - Any other pertinent details
 - Controls as outlined in the SDS are established and implemented
 - Ensure that workers are trained in the safe handling, use, storage as per the SDS and established controls

ROLES & RESPONSIBILITIES

The Department Manager shall:

- Ensure that the new purchase meets an appropriate legislation and industry standards (i.e., CSA, ESA, ULc, Health and Safety regulations etc.).
- Include a review of any SDS as they apply to any chemicals being introduced into the workplace for any hazards, additional controls, PPE, storage requirements, etc.
- Ensure the review outlines the use, storage or disposal requirements.
- Ensure that all the appropriate controls are put in place to either eliminate or control the hazard.

COMMUNICATION

- This procedure will be communicated to all managers responsible for purchasing supplies and equipment.

TRAINING

- All managers will be fully trained in the purchasing of equipment and chemicals. Records will be maintained following the completion of the training.

FORMS

- Equipment Pre-Use Inspection Form

RELATED PROCEDURES

None

REFERENCE MATERIALS

Ontario Legislation – OHSa section 25, 26, 27 and 28

Ontario Legislation – OHSa Industrial Regulations Section 7 “Pre-Start Health and Safety Reviews”

