


Chapter: **Workplace Safety**

Classification: **Public Document**

Subject: **Chemical Management**

For: **Correctional Services Division**

  
Authorized by the Executive Director

## Policy

- 1 Correctional Services is responsible to ensure compliance with Occupational Health and Safety Legislation, the [Nova Scotia Occupational Health & Safety Act](#) and Workplace Hazardous Materials Information System (WHMIS) regulations ([Workplace Health & Safety Regulations Part 3 WHMIS](#)). This policy applies to all Correctional Services locations where chemical(s) are used and/or stored.

## Authority

- 2 The authority and requirements for the use and handling of chemical substances present in the workplace is derived from Section 13(1), (2) and 59 (1) – (3) of the *Occupational Health and Safety Act*.

## Definitions

- 3 **Hazardous Product:** Any product mixture, material or substance that is classified in the [Hazardous Products Act](#), or [Hazardous Products Regulations](#) in a category or subcategory of a hazard class listed in Schedule 2 under the Hazardous Products Act (Canada).
- 4 **Hazard:** Any source of potential damage, harm, or adverse health effects on something or someone.
- 5 **Chemical:** Any substance that has a defined composition.
- 6 **Safety Data Sheet (SDS):** A document that provides information about the hazard of a product, advice about safety precautions, safe handling and emergency measures.

## Guidelines

- 7 Employees who work with or may be exposed to any chemical(s) in the course of their work will receive Workplace Hazardous Materials Information System (WHMIS) and other applicable Occupational Health and Safety (OH&S) training as detailed in the Correctional Services Training Matrix ([Policy 11.00.00 Training General](#)).
- 8 Safety Data Sheets (SDS) will be kept in the workplace, electronically or in print, and be

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accessible to all employees.

- 9 All chemicals in a Correctional Facility, or Community Corrections Office must be approved by the Strategic Advisor Occupational Health & Safety (SAOHS) or designate.
- 10 No employee, contractor, or entity may introduce chemicals into the workplace without the pre-approval of the SAOHS or designate.

### **Responsibilities**


- 11 The Manager, Training & Development will
  - (a) ensure that WHMIS and other Public Service Commission (PSC) or Division mandated OH&S training is provided either in person or on the Learning Management System (LMS) and tracked for compliance, for all Correctional Services employees
  - (b) ensure that WHMIS and OH&S training needs are reviewed, in consultation with the Joint Occupational Health and Safety Committee (JOHSC) on an annual basis.
- 12 The SAOHS or designate will
  - (a) liaise annually with Facilities and Community Corrections Offices to ensure compliance, for the safe storage of chemicals.
  - (b) liaise annually with Facilities and Community Corrections Offices and/ or local JOHSC to ensure SDS for each area are up to date and any new products have been vetted and placed in the [Provincial Master Chemical Tracking Sheet](#) in SharePoint
  - (c) communicate with managers to ensure that staff are aware of processes and practices for the procurement, safe handling, and storage of chemicals
  - (d) ensure maintenance of the [Provincial Master Chemical Tracking Sheet](#)
  - (e) intervene, if WHMIS controlled products are being used by employees, and/ or contractors in a manner that places the health and safety of employees at risk.
  - (f) assess whether the use of any chemical is likely to generate an OH&S concern or present a hazard. The hierarchy of controls will be used when assessing chemical(s) which pose a risk or hazard.
  - (g) investigate OH&S concerns arising from the use of chemicals and recommend and/or implement solutions

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- (h) approve and oversee the process of any chemical disposal
- 13 The JOHSC will
  - (a) as part of their physical inspection schedule, verify chemicals are properly stored as per the SDS and in the location indicated in the [Provincial Chemical Master Tracking Sheet](#)
  - (b) ensure SDS for each area are up to date and available for employees to access
  - (c) annually, and in consultation with the SAOHS, review the Division's OH&S training program to identify deficiencies or suggest necessary amendments to the training program
- 14 The Facility Materials Management Technician or designate or Senior Probation Officer, as applicable, will
  - (a) prior to purchasing a WHMIS controlled or other chemicals, complete a [NS Correctional Services Chemical Product Request Form](#) and submit it for review by the SAOHS
  - (b) request to have new chemicals enter the workplace in accordance with the New [Chemical Request Flow Chart](#)
  - (c) request from the supplier or locate a copy of the SDS and consult with the SAOHS or designate regarding the safe use and storage of the products
  - (d) accept delivery of WHMIS controlled and other chemicals from suppliers only if appropriately labelled and accompanied by an SDS, unless a current SDS is available at the workplace
  - (e) review SDS to assess whether the use of a chemical may generate an OH&S concern
  - (f) advise employees in advance, via email, of any approved, new chemical being introduced into the workplace.

## Chemical Storage


- 15 All chemicals will be stored as per the respective SDS statements regarding storage/ incompatibilities, the OH&S Act and WHMIS legislation.
- 16 Chemical storage locations will be recorded on the Provincial Master Chemical Tracking Sheet. Should a product be moved to a different location, the SAOHS or designate will be advised of the change.

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## **Chemical Disposal**

- 17 Should chemicals need to be removed from the workplace,
- (a) contact the SAOHS or designate to plan for collection and disposal of the chemical(s)
  - (b) an employee will be designated to collect all units of the chemicals, place the chemicals in a pre-approved area for pick up by the contracted agency to dispose of as directed by the SAOHS or designate
  - (c) the SAOHS or designate will oversee the disposal process including
    - i. contracting the approved company to schedule disposal time and date
    - ii. ensure new chemicals are not added or removed from the disposal list, and volumes of listed chemicals are not increased.
  - (d) dispose of any chemicals will be in accordance with all municipal, provincial and national regulations and the SDS for the product(s)
- 18 A copy of the signed [Movement Document Manifest Chemical Disposal Record](#) will be forwarded to the SAOHS.
- 19 Financial costs associated with the disposal of a chemical(s) from a Facility/ Community Corrections Office will be directed to and paid by the respective Facility/ Community Corrections Office.

## **Chemical Compliance**

- 20 The SAOHS or designate may conduct periodic, announced or unannounced inspections of Facilities and Community Corrections Offices chemical storage to confirm regulatory compliance.
- 21 Chemical Compliance Audit Sheets will
- (a) be distributed by the SAOHS or designate to respective JOHS Committees.
  - (b) detail the name, brand/ manufacturer, storage location, and incompatibility of chemicals in use/ stored at that site
- 22 Any discrepancies identified during an inspection of chemicals, will be reported to the SAOHS or designate at the completion of the inspection.