

OH&S PROCEDURES

WORKPLACE INVESTIGATIONS & INCIDENT REPORTING

Purpose

To provide guidelines to employees who investigate incidents resulting in workplace injuries, a near miss, property damage and personal security incidents so that causes can be determined and corrective actions can be taken to prevent recurrence.

Background

An accident is an undesired event that results in harm to people, damage to property, or loss to process.

An incident is any unplanned and unwanted event, which results in damage or injury or, except for the “grace of God”, would have resulted in damage, injury or death (i.e., a near miss).

Almost every incident is the result of a combination of causes. The primary purpose of investigation is to identify these causes so that corrective action can be taken to prevent a recurrence of the incident. Information collected will also be valuable in meeting the YWCHSB reporting requirements.

Accident/incident investigations are not conducted to fix blame. They are conducted to find facts and to prevent a recurrence. Investigations should be conducted by the supervisor in charge of the area and/or workers involved. The investigator must review every incident report to ensure that appropriate corrective action takes place.

Investigation and implementing corrective action

Any staff involved in an incident should:

1. Take control of the scene to ensure
 - no further injury or damage occurs by identifying and controlling imminent dangers according to Emergency Response Procedures,
 - any injured persons are cared for, and.
 - physical evidence is not disturbed.

2. Send someone to get a supervisor and maintain control of the scene until a supervisor arrives.
3. Assist in the investigation as required.

Supervisors should conduct an investigation immediately after an incident is reported to them by a staff member and implement corrective action using the following steps:

1. Maintain control of the scene.
2. Get an overview of what happened.
3. Examine equipment/materials involved.
4. Collect and safeguard any physical evidence. Where practicable, the scene of any accident should be left untouched, except for activity necessitated by rescue work or to prevent further failures or injuries, until the accident has been investigated.
5. Take photographs of the scene.
6. Interview witnesses and obtain written statements where appropriate.
7. Request expert advice as required.
8. Analyze all the available information to determine the causes.
9. Look for causes where "the system failed the worker", not only for those where "the worker failed the system."
10. Determine what corrective action will prevent recurrence.
11. Implement corrective actions as soon as reasonably practicable or forward your recommendations to your supervisor if the corrective actions fall outside your areas of authority.
12. Complete the investigation report and forward a copy to your supervisor and Joint Health and Safety Committee.
13. Follow-up to ensure corrective action is completed.
14. Get senior management's review and feedback.

Senior Management should review recommendations from an investigation and ensure appropriate corrective actions are implemented.

Workplace incident reporting and follow-up

All staff involved in an incident must immediately:

- Report any workplace injury to the first aid attendant and then to your supervisor after you've received any necessary first aid treatment.
- Complete and submit a Worker's Report of Injury if medical aid is required.
- Report any near miss to your supervisor and complete a Near Miss & Danger Report.

- Report any violent incidents or threats to your supervisor and complete a Personal Security Incident Report as outlined in the Personal Security and Incident Reporting Directive.
- Report any incident resulting in property damage to your supervisor.

Supervisors must immediately:

- Complete an investigation report and forward a copy to your Safety Committee representative and to your Director.
- Report to the Occupational Health & Safety Branch of Yukon Workers' Compensation Health and Safety Board any serious workplace accidents and injuries including fatalities, fractures of major bones, loss of sight, third degree burns, uncontrolled explosions, collapses of cranes or load bearing components of building, brake failures causing runaways and close calls of the above.
- Complete and submit an Employer's Report of Injury if one of your staff reports a workplace injury.
- Complete your portion of the Near Miss and Danger Report and forward a copy to a Safety Committee representative if one of your staff reports a near miss.
- If one of your staff reports a violent incident, complete your portion of the personal security incident report and forward it to your supervisor as outlined in the Personal Security and Incident Reporting Directive.
- Ensure remedial action is implemented in as soon as reasonably practicable.

Senior Management and Joint Health and Safety Committee must:

- Monitor incident reports, confirm the cause of the incident and ensure appropriate follow-up action is approved and implemented by the supervisor as soon as reasonably practicable.
- Direct detailed investigations, as required.



Accel® INTERVention Wipes One Step Surface Cleaner and Disinfectant

Revision: 2018-12-13

Version: 06.0

1. IDENTIFICATION

Product name: Accel® INTERVention Wipes
One Step Surface Cleaner and Disinfectant

Product Code: 100906584, 100906585

SDS #: MS0301550

Recommended use:

- Industrial/Institutional
- Disinfectant Cleaner
- This product is intended to be used neat.

Uses advised against: Uses other than those identified are not recommended

Manufacturer, importer, supplier:

US Headquarters Diversey, Inc. P.O. Box 19747 Charlotte, NC 28219-0747 Phone: 1-888-352-2249 SDS Internet Address: https://sds.diversey.com	Canadian Headquarters Diversey Canada, Inc. 3755 Laird Road Units 8-11 Mississauga, Ontario L5L 0B3 Phone: 1-800-668-7171
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Emergency telephone number: 1-800-851-7145; 1-651-917-6133 (Int'l)

2. HAZARDS IDENTIFICATION

Classification for the undiluted product

This product is not classified as hazardous according to OSHA 29CFR 1910.1200 (HazCom 2012-GHS) and Canadian Hazardous Products Regulations (HPR) (WHMIS 2015-GHS).

Hazard and Precautionary Statements

None required.

Health hazards not otherwise classified (HHNOC) - Not applicable

Physical hazards not otherwise classified (PHNOC) - Not applicable

3. COMPOSITION/INFORMATION ON INGREDIENTS

Classified Ingredients

Ingredient(s)	CAS #	Weight %
Benzyl alcohol	100-51-6	1 - 5%
Hydrogen peroxide	7722-84-1	> 0.1 - < 1%
Potassium hydroxide	1310-58-3	> 0.1 - < 1%
Dodecylbenzene sulfonic acid	68584-22-5	> 0.1 - < 1%

*Exact percentages are being withheld as trade secret information

4. FIRST AID MEASURES

Accel® INTERVention Wipes
One Step Surface Cleaner and
Disinfectant

1 of 4

Undiluted Product:**Eyes:** Rinse with plenty of water. If irritation occurs and persists, get medical attention.**Skin:** No specific first aid measures are required.**Inhalation:** No specific first aid measures are required.**Ingestion:** Rinse mouth with water.**Most Important Symptoms/Effects:** No information available.**Immediate medical attention and special treatment needed:** Not applicable.**5. FIRE-FIGHTING MEASURES****Specific methods:** No special methods required**Suitable extinguishing media:** Not applicable.**Specific hazards:** Not applicable.**Special protective equipment for firefighters:** As in any fire, wear self-contained breathing apparatus pressure-demand, MSHA/NIOSH (approved or equivalent) and full protective gear.**Extinguishing media which must not be used for safety reasons:** No information available.**6. ACCIDENTAL RELEASE MEASURES****Personal precautions:** Put on appropriate personal protective equipment (see Section 8.).**Environmental precautions and clean-up methods:** Clean-up methods - large spillage. Absorb spill with inert material (e.g. dry sand or earth), then place in a chemical waste container. Use a water rinse for final clean-up.**7. HANDLING AND STORAGE****Handling:** Avoid contact with skin and eyes. FOR COMMERCIAL AND INDUSTRIAL USE ONLY.**Storage:** Keep tightly closed in a dry, cool and well-ventilated place.**Aerosol Level (if applicable):** Not applicable.**8. EXPOSURE CONTROLS / PERSONAL PROTECTION****Exposure Guidelines:**

Ingredient(s)	CAS #	ACGIH	OSHA
Hydrogen peroxide	7722-84-1	1 ppm (TWA)	1 ppm (TWA) 1.4 mg/m ³ (TWA)
Potassium hydroxide	1310-58-3	2 mg/m ³ (Ceiling)	

Undiluted Product:**Engineering measures to reduce exposure:**

Good general ventilation should be sufficient to control airborne levels.

Personal Protective Equipment**Eye protection:** No personal protective equipment required under normal use conditions.**Hand protection:** No personal protective equipment required under normal use conditions.**Skin and body protection:** No personal protective equipment required under normal use conditions.**Respiratory protection:** No personal protective equipment required under normal use conditions.**Hygiene measures:** Handle in accordance with good industrial hygiene and safety practice.**9. PHYSICAL AND CHEMICAL PROPERTIES****Physical State:** Liquid**Evaporation Rate:** No information available**Odor threshold:** No information available.**Melting point/range:** Not determined**Autoignition temperature:** No information available**Solubility in other solvents:** No information available**Density:** 8.42 lbs/gal 1.01 Kg/L**Color:** Clear White**Odor:** Cherry Almond Surfactant**Boiling point/range:** Not determined**Decomposition temperature:** Not determined**Solubility:** Completely Soluble**Relative Density (relative to water):** 1.01**Vapor density:** No information available

Bulk density: No information available

Flash point (°F): > 200 °F > 93.4 °C

Viscosity: 0 No information available

VOC: 0 %

Flammability (Solid or Gas): Not applicable

Sustained combustion: Not applicable

Explosion limits: - upper: Not determined - lower: Not determined

Vapor pressure: No information available.

Partition coefficient (n-octanol/water): No information available

Elemental Phosphorus: 0.12 % by wt.

pH: 3

Corrosion to metals: Not corrosive

* - Title 17, California Code of Regulations, Division 3, Chapter 1, Subchapter 8.5, Article 2, Consumer Products, Sections 94508

10. STABILITY AND REACTIVITY

Reactivity:

Not Applicable

Stability:

The product is stable

Hazardous decomposition products:

None reasonably foreseeable.

Materials to avoid:

Do not mix with any other product or chemical unless specified in the use directions.

Conditions to avoid:

No information available.

11. TOXICOLOGICAL INFORMATION

Information on likely routes of exposure:

Skin contact, Inhalation, Eye contact

Delayed, immediate, or chronic effects and symptoms from short and long-term exposure

Skin contact: May be mildly irritating to skin. Symptoms may include redness and/or transient discomfort.

Eye contact: May be mildly irritating to eyes.

Ingestion: No information available.

Inhalation: No information available.

Sensitization: No known effects.

Target Organs (SE): None known

Target Organs (RE): None known

Numerical measures of toxicity

ATE - Oral (mg/kg): >5000

ATE - Dermal (mg/kg): >5000

ATE - Inhalatory, mists (mg/l): >20

12. ECOLOGICAL INFORMATION

Ecotoxicity: No information available.

Persistence and Degradability: No information available.

Bioaccumulation: No information available.

13. DISPOSAL CONSIDERATIONS

Do not contaminate water, food, or feed by storage or disposal.

Waste from residues / unused products (undiluted product):

This product, as sold, if discarded or disposed, is not a hazardous waste according to Federal regulations (40 CFR 261.4 (b)(4)). Under RCRA, it is the responsibility of the user of the product to determine, at the time of disposal, whether the waste solution meets RCRA criteria for hazardous waste. Dispose in compliance with all Federal, state, provincial, and local laws and regulations.

Pesticide Storage:

Refer to product label.

Pesticide Disposal:
Refer to product label.

Container Disposal:
Refer to product label.

RCRA Hazard Class (undiluted product): Not Regulated.

14. TRANSPORT INFORMATION

DOT (Ground) Bill of Lading Description: NOT REGULATED

IMDG (Ocean) Bill of Lading Description: NOT REGULATED

15. REGULATORY INFORMATION

International Inventories at CAS# Level

All components of this product are listed on the following inventories: Canada (DSL/NDSL).

U.S. Regulations

CERCLA/ SARA

Ingredient(s)	CAS #	Weight %	CERCLA/SARA RQ (lbs)	Section 302 TPQ (lbs)	Section 313
Hydrogen peroxide	7722-84-1	> 0.1 - < 1%		1000	
Phosphoric acid	7664-38-2	> 0.1 - < 1%	5000		
Potassium hydroxide	1310-58-3	> 0.1 - < 1%	1000		

Canadian Regulations

This product is a Canadian DIN registered product and is subject to certain labeling requirements for disinfectants under national regulations. These requirements differ from the classification criteria and hazard information required for safety data sheets (SDS), and workplace labels of non-disinfectant products by the HPR (WHMIS 2015). This SDS was prepared in accordance with the HPR (WHMIS 2015) criteria, which may result with differences between the label and SDS language.

DIN No. : 02448637

16. OTHER INFORMATION

NFPA (National Fire Protection Association)

Rating Scale: (Low Hazard) 0 - 4 (Extreme Hazard)

Health 0

Flammability 0

Instability 0

Special Hazards -

Revision: 2018-12-13

Version: 06.0

Reason for revision:

Not applicable

Prepared by:

NAPRAC

Additional advice:

• Contains an added fragrance, see "Odor" heading in section 9 for specific description

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Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area.

CALL 911 WHEN IT IS SAFE TO DO SO

Provide the following information to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

When an active shooter is in your vicinity:

1. EVACUATE if it is safe to do so

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible*

2. HIDE OUT if it isn't safe to leave

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. TAKE ACTION only if you have no choice

- As a last resort and only when your life is in imminent danger:
 - Attempt to incapacitate the shooter
 - Act with physical aggression and throw items at the active shooter

4. WHEN LAW ENFORCEMENT ARRIVES:

- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers*
- Remain calm and follow instructions

* Remember that law enforcement may already be on site. They need to know immediately that you are not the shooter. Make sure they can see your hands.

1. IDENTIFICATION OF SUBSTANCE / MIXTURE AND OF SUPPLIER

Product Identifier: All Clean Natural Disinfecting Peroxide Wipe
Product Form: Wipe
Other means of identification: Wipe, Hydrogen Peroxide 3%
Product Use: Hard Surface Disinfectant

Supplier Details: All Clean Natural Ltd.
5310 1st Street SW
Calgary, Alberta
T2H 0C8

Emergency Contact: All Clean Natural Ltd 403-455-9929, CHEMTREC (24HR EMERGENCY TELEPHONE)
1-800-424-9300

2. HAZARDS IDENTIFICATION

GHS Classification for Mixture: Skin corrosion/irritation – Category 2
Eye damage/irritation – Category 2A

GHS Label Elements:



Signal Word: WARNING
Hazard Statements: Causes skin irritation
Causes serious eye irritation
Precautionary Statements: Wash face, hands and any exposed skin thoroughly after handling
Wear protective gloves. Wear eye protection/face protection.
Response: IF ON SKIN: Wash with plenty of soap and water
Specific treatment (see supplemental first aid instructions on this label)
If skin irritation occurs: Get medical advice/attention
Take off contaminated clothing and wash it before reuse.
IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
If eye irritation persists: Get medical advice/attention
Storage: None
Disposal: None
Hazards Not Otherwise Classified: None known.

3. COMPOSITION AND INFORMATION ON INGREDIENTS

Mixture

Name	Product Identifier	% (w/w)
Hydrogen peroxide	(CAS) 7722-84-1	3
Purified Water	(CAS) 7732-18-5	97

Any concentration shown as a range is to protect confidentiality or is due to batch variation.

There are no additional ingredients present which, within the current knowledge of the supplier and in the concentrations applicable, are classified as hazardous to health or the environment and hence require reporting in this section.

Occupational exposure limits, if available, are listed in Section 8.

4. FIRST AID MEASURES

Description of First Aid Measures

Inhalation: Remove to fresh air. Get medical attention immediately if symptoms occur.

Skin Contact: In the case of skin irritation or allergic reactions, wash off immediately with soap and plenty of water for at least 15 minutes. Get medical attention if irritation persists.

Eye Contact: Irrigate copiously with clean water for at least 15 minutes, holding the eyelids apart and seek medical attention.

Ingestion: If swallowed do NOT induce vomiting and obtain immediate medical attention.

Most important symptoms/effects, acute and delayed

Burning sensation

Eyes: Causes serious eye damage.

Skin: Causes severe skin burns and eye damage.

Indication of Any Immediate Medical Attention and Special Treatment Needed

Notes to physician: No information available

See toxicological information (Section 11)

5. FIRE FIGHTING MEASURES

Extinguishing Media

Suitable Extinguishing Media: Use extinguishing measures that are appropriate to local circumstances and the surrounding environment.

Special Hazards Arising from the Substance or Mixture

No information available

Hazardous decomposition: Carbon oxides.

Special protective equipment for fire-fighters: In the event of fire, wear self-contained breathing apparatus.

6. ACCIDENTAL RELEASE MEASURES

Personal Precautions, Protective Equipment and Emergency Procedures

Avoid contact with eyes and clothing. Ensure adequate ventilation. Use personal protective equipment as required.

Environmental precautions: Refer to protective measures listed in Sections 7 and 8. Prevent further leakage or spillage if safe to do so.

Methods and materials for containment and cleaning up

Prevent further leakage or spillage if safe to do so. Soak up with inert absorbent material. Pick up and transfer to properly labeled containers.

7. HANDLING AND STORAGE

Precautions for Safe Handling

General Procedures: Handle in accordance with good industrial hygiene and safety practice. Avoid contact with skin, eyes or clothing. Do not eat, drink or smoke when using this product. Take off contaminated clothing and wash before reuse.

Storage: Keep containers tightly closed in a dry, cool and well-ventilated place. Store locked up. Keep out of the reach of children.

Incompatible Products: Strong acids. Strong oxidizing agents. Strong bases.

8. EXPOSURE CONTROLS / PERSONAL PROTECTION

Exposure Controls

There is no exposure data pertaining to the Product. This section reflects exposure data pertaining to individual ingredients.

Occupational exposure limits

Ingredient name	Value Type (form of exposure)	Control Parameters/ Permissible concentration	Basis
Hydrogen peroxide	TWA	1 ppm (1.4 mg/m ³)	OSHA
	TWA	1 ppm	ACGIH
	TWA	1 ppm (1.4 mg/m ³)	NIOSH
	IDLH	75 ppm	NIOSH

Appropriate engineering controls

Showers, Eyewash stations, Ventilation systems

Respiratory protection: No protective equipment is needed under normal use conditions. If exposure limits are exceeded or irritation is experienced, ventilation and evacuation may be required.

Eye protection: Tight sealing safety goggles.

Skin and body protection: Wear protective gloves and protective clothing. Long sleeved clothing. Impervious gloves.

Hygiene measures: Handle in accordance with good industrial hygiene and safety practice. Avoid contact with skin, eyes or clothing. Wear suitable gloves and eye/face protection. Do not eat, drink or smoke when using this product.

9. PHYSICAL AND CHEMICAL PROPERTIES



Appearance (<i>physical state</i>)	Liquid.
Colour	Clear, colourless
Odor	Ozone-like
Initial boiling point	> 100°C
Freezing point	< 0°C
Flash point	Not available
Upper / Lower flammability or explosive limits	Not available
Vapor pressure	Approximately 18 mmHg
Vapor density	0.6 (air = 1)
Specific gravity	1.010
Partition coefficient: n-octanol/water	Not available
Auto-ignition temperature	Not available
Solubility(ies)	Soluble
pH	6.9 – 7.1

10. STABILITY AND REACTIVITY

Reactivity:	No available data
Chemical Stability:	The product is stable.
Conditions to Avoid:	None known based on information supplied
Incompatible Materials:	Strong acids. Strong oxidizing agents. Strong bases.
Hazardous Decomposition Products:	Carbon oxides.

11. TOXICOLOGICAL INFORMATION

Information on Toxicological Effects - Component

Acute Toxicity:

Ingredient name	LD ₅₀ Oral	Species	LD ₅₀ Dermal	Species	LC ₅₀ Inhalation	Species
Hydrogen peroxide	801 mg/kg	Rat	4060 mg/kg 2000 mg/kg	Rat Rabbit	2 g/m ³ (4h)	Rat

Information on toxicological Effects

May cause skin redness. May cause redness and tearing of the eyes. May cause blindness. Burning.

Irritation/Corrosion Information for Component

Skin corrosion/irritation

Skin irritation: Remarks: Irritating to skin.

Serious eye damage/eye irritation

Eye irritation: Remarks: Irritating to eyes.

Delayed and immediate effects as well as chronic effects from short and long-term exposure

Sensitization No information available.

Mutagenic Effects No information available.

Carcinogenicity	ACGIH (American Conference of Governmental Industrial Hygienists); A3 – Animal Carcinogen IARC (International Agency for Research on Cancer); Group 3 - Not Classifiable as to Carcinogenicity in Humans
Reproductive Toxicity	No information available.
STOT - single exposure	No information available.
STOT - repeated exposure	No information available.
Chronic Toxicity	No known effect based on information supplied.
Target Organ Effects	Respiratory system. Eyes. Skin. Blood. Lungs.
Aspiration Hazard	No information available.

12. ECOLOGICAL INFORMATION

Ecotoxicity information for product: No available data

Ecotoxicity information for Components:

Persistence and degradability:	No available data
Bio-accumulative potential:	No available data
Mobility in soil:	No available data
Other adverse effects:	No available data

13. DISPOSAL CONSIDERATIONS

Disposal methods: Transfer to a suitable container and arrange for collection by specialized disposal company. May be discharged to wastewater treatment installation. Avoid release to soil. Users need to pay attention to the possible existence of regional or national regulations regarding disposal. Disposal, treatment, or recycling of industrial waste must comply with applicable regulations to preserve the environment.

14. TRANSPORT INFORMATION

	DOT Classification	TDG Classification	Mexico Classification	ADR/RID	IMDG	IATA
UN number	Not regulated	Not regulated	Not regulated	Not regulated	Not regulated	Not regulated
Environmental hazards	No.	No.	No.	No.	No.	No.

Special precautions for user: none

15. REGULATORY INFORMATION

Safety, Health and Environmental Regulations for Product

US Federal Regulations

SARA 313

Section 313 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA). This product does not contain any chemicals which are subject to the reporting requirements of the Act and Title 40 of the Code of Federal Regulations, Part 372

SARA 311/312 Hazard Categories

Acute Health Hazard	Yes
Chronic Health Hazard	No
Fire Hazard	No
Sudden release of pressure hazard	No
Reactive Hazard	No

16. OTHER INFORMATION: INCLUDING INFORMATION ON PREPARATION AND REVISION OF THE SDS

Disclaimer

All Clean Natural Ltd. believes that the information on this SDS was obtained from reliable sources. However, the information is provided without any warranty, expressed or implied, regarding its correctness. Some information presented and conclusions drawn herein are from sources other than direct test data on the substance itself. The conditions or methods of handling, storage, use and disposal of the product are beyond our control and may be beyond our knowledge. For this and other reasons, All Clean Natural Ltd. does not assume responsibility and expressly disclaims liability for loss, damage, or expense arising out of or in any way connected with handling, storage, use, or disposal of this product. If the product is used as a component in another product, this SDS information may not be applicable. Information is correct to the best of our knowledge at the date of the SDS publication.



SAFETY DATA SHEET

SECTION 01 - PRODUCT AND COMPANY IDENTIFICATION

Product Identifier:	All Clean Natural Sanitizing Wipe (Wipe) – WHO Formula
Product Code:	Sanitizer (Wipe)
Other Means of Identification:	Antiseptic Skin Cleanser
Cas Number	Ethanol (80%) 64-17-5
Product Use and Restrictions on use:	Hand Sanitizer/ Antiseptic skin cleanser Do not use on children/infants less than 2 years of age (unless directed by a doctor/physician/health care practitioner/health care provider/health care professional).
Supplier Identifier:	All Clean Natural Ltd. 5310 First Street SW Calgary, AB, T2H 0C8 (403) 455-9959
24-hour Emergency Phone:	1-866-455-9959
Transportation Emergency Phone:	For Hazardous Materials [or Dangerous Goods] Incident Spill, Leak, Fire, Exposure, or Accident Call CHEMTREC (24HR EMERGENCY TELEPHONE) 1-800-424-9300
TDG Emergency Response Plan:	ERP 2-2063
NWB Emergency Response Assistance Canada (ERAC):	1-800-265-0212

SECTION 02 - HAZARD IDENTIFICATION

Flammable Liquid
Eye Irritation Category

: Category 3
: 2A



Signal word
Hazard statements (GHS-CCOHS)

: Warning
: H225 - Highly flammable liquid and vapor
: H319 - Causes serious eye irritation and remove contact lenses

Precautionary statements

: P210 – Keep away from heat, hot surfaces, open flames, sparks. – No smoking
: P233 - Keep container tightly closed
: If in eyes – Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue to rinse. If eye irritation persists, seek medical advice/attention.
: In case of fire – Use dry sand, dry chemical or alcohol resistant foam for extinction.

Storage

: Store in a well-ventilated place. Keep cool

Other Hazards:

: Not known

SECTION 03: COMPOSITION/ INFORMATION ON INGREDIENTS

Mixture Names	CAS-No	%
Ethanol	64-17-5	79.00-80.00
Hydrogen Peroxide	7722-84-1	0.125
Glycerine	56-81-5	1.45
Water	7732-18-5	Balance

SECTION 04: FIRST AID MEASURES

Eye Contact:

When using this product avoid contact with eyes. If contact occurs, rinse thoroughly with water. Stop use and ask/consult a health care professional if irritation develops.

Inhalation:

Remove the victim into the fresh air. If difficulty breathing persists, seek medical attention.

Ingestion:

Rinse mouth with water, do not induce vomiting. Call the Poison Information Centre (1-866-454-1212) SK, Canada. Consult a doctor/medical professional if you feel unwell.

Ingestion of Large Quantities:

Take individual immediately to hospital.

Note to Physician:

Treat Symptomatically.

SECTION 05: FIRE FIGHTING METHODS

Suitable extinguishing media : Use extinguishing measures that are appropriate to local circumstances and the surrounding environment.

Unsuitable extinguishing media : High volume water jet.

Specific hazards arising from the hazardous product (e.g., hazardous combustion products):

Fire Hazard : Keep away from heat and sources of ignition. Flash back possible over considerable distance. Beware of vapors accumulating to form explosive concentrations. Vapors can accumulate in low areas.

Hazardous Combustion Products : Carbon Oxides

Special protective equipment and precautions for firefighters:

Specific Protective equipment for fire-fighters : Use personal protective equipment.

Specific Extinguishing methods : Use water spray to cool unopened containers. Fire residues and contaminated fire extinguishing water must be disposed of in accordance with local regulations. In the event of fire and/or explosion do not breathe fumes.

SECTION 6: ACCIDENTAL RELEASE MEASURES

Personal precautions, protective equipment and emergency procedures:

Protective equipment : Remove all sources of ignition. Ensure clean-up is conducted by trained personnel only. Wear appropriate protective equipment such as gloves, safety goggles, and coveralls when handling in bulk.

Small Spill	: Dilute with water and mop up, or absorb with an inert dry material and place in an appropriate waste disposal container.
Large spill	: Flammable liquid. Keep away from heat. Keep away from sources of ignition. Stop leak if without risk.

Methods and materials for containment and cleaning up:

Emergency procedures	: Mark the danger area. Consider evacuation. Stop engines and no smoking. No naked flames or sparks. Spark- and explosion-proof of appliances and lighting equipment. Keep containers closed.
Environmental precautions	: Do not allow contact with soil, surface, or ground water.
Cleaning procedure	: Eliminate all ignition sources if safe to do so. Stop leak if safe to do so. Contain spillage, and then collect with non-combustible absorbent material (e.g. sand, earth, diatomaceous earth, vermiculite) and place in container for disposal according to local/national regulations (see section 13). Flush away traces with water. For large spills, dike spilled material, or otherwise, contain material to ensure run off does not reach a waterway.

SECTION 07: HANDLING AND STORAGE

7.1 Precautions for Safe Handling	
Precautions for safe handling	Take necessary action to avoid static electricity discharge (which might cause ignition of organic vapors). Keep away from fire, sparks, and heated surfaces.
7.2 Conditions for Safe Storage (including incompatible materials)	
	Keep away from heat and sources of ignition. Keep in a cool, well-ventilated place. Keep away from oxidizing agents. Keep out of reach of children. Keep container tightly closed. Store in suitable labeled containers.
Others	Good personal hygiene practices are suggested, such as abstaining from eating, drinking and smoking in the workplace

SECTION 08: EXPOSURE CONTROL/ PERSONAL PROTECTION

8.1 Control Parameters Occupational Exposure Guidelines, Limits, and the Source of Those Values

Exposure limits:	CAS-No.	Form of Exposure	Permissible Concentration	Basis
Ethanol	64-17-5	TWA	1,000 ppm	ACGIH
			1,000ppm 1,900 mg/m ³	NIOSH REL
			1,000 ppm 1,900 mg/m ³	OSHA Z1
Glycerin	56-81-5	TWA	15mg/m ³ (total) 5mg/m ³	OSHA PEL
Hydrogen Peroxide	7722-84-1	TWA	1ppm (1.4mg/m ³)	NIOSH REL
			1ppm (1.4 mg/m ³)	OSHA PEL

8.2 Appropriate Engineering Controls

Engineering Controls

Good general ventilation should be sufficient to control worker exposure to airborne contaminants.

8.3 Individual Protection Measures (e.g. personal protective equipment).

Personal Protective Equipment (PPE)

No special protective equipment required

Hand Protection

Skin Protection

Respiratory Protection

Hygiene Measures

8.4 Exposure Limits

Ingredients	Exposure Limit ACGIH	Exposure Limit OSHA	Immediately Dangerous to Life or Health IDLH
Ethanol	1000 ppm TLV-TWA	1000 ppm TWA	3300 ppm
Hydrogen Peroxide	TWA-1.0 PPM	unknown	TLV BASIS- Eye, URT, & Skin Irr.
Glycerin	TWA- 10mg/m ³	unknown	TLV BASIS- URT irr
Water	--	unknown	Oral LD50 (Rat)> 90ml/kg

SECTION 09: PHYSICAL AND CHEMICAL PROPERTIES

Physical and chemical properties:

Appearance (physical state, colour, etc.)

: solid, white wipies

Odour

: Typical lower alcohol odour

Odour threshold

: No data available

Boiling point

: No data available

pH

: 7.0-8.5

Melting point

: No data available

Freezing point

: No data available

Volatility	: No data available
Lower flammability limit	: No data available
Upper Flammability Limit	: No data available
Flashpoint	: 23°C closed up
Evaporation rate	: No data available
Vapour pressure	: No data available
Vapour density	: No data available
Density	: 0.833-0.840 @ 20°C (for the liquid)
Solubility	: Dissolved in water and alcohol
Partition coefficient - n-octanol/water	: No data available
Auto-ignition temperature	: No data available
Decomposition temperature	: No data available
Viscosity	: No data available

SECTION 10: STABILITY AND REACTIVITY

Stability and reactivity:

Chemical stability	: Stable under normal conditions
Possibility of hazardous reactions	: No dangerous reaction known under conditions of normal use
Conditions to avoid (e.g., static discharge, shock, or vibration)	: Heat, flames and sparks.
Incompatible materials	: Strong acids. Strong bases
Hazardous decomposition products	: Fumes. Carbon monoxide. Carbon dioxide. May release flammable gases.

SECTION 11: TOXICOLOGICAL INFORMATION

Routes of exposure:

Routes of Entry	: Absorbed through skin. Dermal contact. Eye contact. Inhalation. Ingestion.
Inhalation	: Health injuries are not known or expected under normal use.
Ingestion	: Health injuries are not known or expected under normal use.
Skin contact	: Health injuries are not known or expected under normal use.
Eye contact	: Causes serious eye irritation, redness, pain

Symptoms related to the physical, chemical and toxicological characteristics:

No symptoms known or expected.

Delayed and immediate effects, and chronic effects from short-term and long-term exposure:

No symptoms known or expected

Numerical measures of toxicity, including acute toxicity estimates (ATEs):

Acute oral toxicity	Health injuries are not known or expected under normal use.
---------------------	-------------------------------------------------------------

IARC	No component of this product present at levels greater than or equal to 0.1% is identified as probable, possible or confirmed human carcinogen by IARC.
OSHA	No ingredient of this product present at levels greater than or equal to 0.1% is identified as a carcinogen or potential carcinogen by OSHA.
NTP	No ingredient of this product present at levels greater than or equal to 0.1% is identified as a known or anticipated carcinogen by NTP.
STOT-single exposure	The substance or mixture is not classified as specific target organ toxicant, single exposure

SECTION 12: ECOLOGICAL INFORMATION

Ecological information:

Ingredients	Ecotoxicity- Fish Species Data	Toxicity to Aquatic Plants	Toxicity to Micro Organisms	Other Adverse Effects
Environmental Effects			Harmful to aquatic life.	
Ethanol	LC 50/96 Hour Oncorhynchus mykiss >10,000 mg/l	Growth inhibition/96 Hours Chlorella vulgaris 1000 mg/l	Pseudomonas Putida 6,500 mg/l Inhibition of cell growth	BOD 740-840 mg/g
Hydrogen Peroxide	TWA-1.0 PPM,	-	-	-
Glycerin	TWA-10mg/m3	-	-	-
Water	-	-	-	-

SECTION 13: DISPOSABLE CONSIDERATIONS

13.1 Information on Safe Handling for Disposal and Methods of Disposal, Including any Contaminated Packaging.	
Disposal Methods	The product should not be allowed to enter drains, water courses or the soil. Where possible, recycling is preferred to disposal or incineration. If recycling is not practicable, dispose of in compliance with local regulations. Dispose of wastes in an approved waste disposal facility.
Disposal Considerations	Dispose of as unused product. Empty containers should be taken to an approved waste handling site for recycling or disposal. Do not re-use empty containers.
RCRA – Resource Conservation and Recovery Authorization Act: Hazardous Waste	D001 (ignitable)

SECTION 14: TRANSPORTATION INFORMATION

TDG (Canada)

UN number	: UN3175
Description of the goods	: Solids containing flammable liquid, N.O.S.
Transport hazard class(es)	: Class 4.1
Packing group	: II
Environmental Hazards	: No

IMDG/IMO

UN number	: UN- 3175
Description of the goods	: Solids containing flammable liquid, N.O.S.
Class	: Class 4.1
Packing Group	: II
Marine Pollutant:	: No

For Hazardous Materials [or Dangerous Goods]
Incident Spill, Leak, Fire, Exposure, or Accident
Call CHEMTREC 24 Hours
1-800-424-9300

SECTION 15: REGULATORY INFORMATION**Safety, health and environmental regulations specific to the product:**

CERCLA	: This material does not contain any components with a CERCLA RQ.
SARA 304 Extremely Hazardous Substances Reportable Quantity	: This material does not contain any components with a section 304 EHS RQ.
SARA 311/312 Hazards	: Fire hazard acute health hazard.
SARA 302	: SARA 302: No chemicals in this material are subject to the reporting requirements of SARA Title III, Section 302.
SARA 313	: SARA 313: This Material does not contain any chemical components with known CAS numbers that exceed the threshold (De Minimis) reporting levels established by SARA Title III, Section 313.
California Prop 65	: This product does not contain any chemicals known to the State of California to cause cancer, birth or any other reproductive defects.

SECTION 16: OTHER INFORMATION

NFPA Diamond for Ethanol

NFPA Health Hazard: 2 -Moderate
 NFPA Fire Hazard: High
 NFPA Physical Hazard: 0- Not Significant, 1=Slight



Additional Information: This product has been classified in accordance with the hazard criteria of the Canadian Controlled Products Regulations (CPR) and the SDS contain all the information required by the CPR. **Disclaimer:** NOTICE TO READER: All Clean Natural Ltd. expressly disclaims all express or implied warranties of merchantability and fitness for a particular purpose, with respect to the product or information provided herein, and shall under no circumstances be liable for incidental or consequential damages. Do not use ingredient information and/or ingredient percentages in this SDS as a product specification. For product specification information refer to a Product Specification Sheet and/or a Certificate of Analysis. These can be obtained from All Clean Natural Ltd. All information appearing herein is based upon data obtained from the manufacturer and/or recognized technical sources. While the information is believed to be accurate, All Clean Natural Ltd. makes no representations as to its accuracy or sufficiency. Conditions of use are beyond All Clean Natural Ltd's control and therefore users are responsible to verify this data under their own operating conditions to determine whether the product is suitable for their particular purposes and they assume all risks of their use, handling, and disposal of the product, or from the publication or use of, or reliance upon, information contained herein. This information relates only to the product designated herein and does not relate to its use in combination with any other material or in any other process.

Note: Information in this SDS is from available published sources and is believed to be accurate. All Clean Natural Ltd. assumes no liability resulting from the use of this SDS. The responsibility to provide a safe workplace remains with the user. **Note: The responsibility to provide a safe workplace remains with the user.**

Revision date :22 March 2021

Hand Sanitizer

1. IDENTIFICATION OF THE PRODUCT AND OF THE COMPANY

Product Name: Hand Sanitizer

Product Model: XD-A01

Manufacturer: Shanwei BYD Industrial Co., Ltd.

Address: Hongcao Industrial Park, No. 22 Sanhe Road, Shanwei High-Tech Development Zone,
Shanwei, China

Telephone Number: 0755-89888888

2. HAZARD IDENTIFICATION

GHS Category

Flammable liquids, Category 2

Hazard Statements

H225 - Highly flammable liquid and vapor

Signal Word

Danger



3. MATERIAL COMPOSITION AND COMPONENT INFORMATION

Component	CAS No.	Ratio(w/w)	Ratio (V/V)
Ethyl alcohol	64-17-5	60-70%	66-74%
Glycerin	56-81-5	2-3%	1-2%
Water	7732-18-5	29-36%	25-30%
Additives	/	<2%	<2%

Shanwei BYD Industrial Co., Ltd.

2020.5.9

A/1

1 / 6

4. FIRST AID MEASURES

Inhalation	:	If inhaled, remove to fresh air. Get medical attention if ill effects persist.
Skin	:	No need for first aid. Get medical attention if ill effects persist.
Eyes	:	Wash off with water as a precautionary measure. If irritation occurs and continues, get medical attention.
Oral	:	If swallowed, do not induce vomiting. Get medical attention if ill effects persist. Rinse thoroughly with water.

5. FIRE-FIGHTING MEASURES

Extinguishing method and Extinguishing Media	:	Foam, CO ₂ , Dry Chemical, Soil
Unsuitable Extinguishing Media	:	Water spray.
Hazardous Combustion Products	:	Carbon oxides.
Special protective equipment for firefighters	:	If necessary, wear self-containing breathing apparatus and personal protective equipment when extinguishing a fire.

6. ACCIDENTAL RELEASE MEASURES

Personal precautions, protective equipment and emergency procedures	:	Remove all ignition sources. According to the influence area of liquid flow and vapor diffusion, the warning area shall be defined, and irrelevant personnel shall evacuate from crosswind and upwind to the safety area. It is recommended that emergency personnel wear positive pressure self-contained breathing apparatus and anti-static clothing. All equipment used in the work shall be grounded. Do not touch or cross over leaking. Cut off the
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2020.5.9

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2 / 6

Environmental Precautions	:	source of leakage as soon as possible. Prevent spills from entering water bodies, sewers, basements or confined spaces. Small leakage: Absorb with sand or other incombustible materials. Use clean non sparking tools to collect absorption materials. Collect leaking, avoid environmental pollution, and prevent from spreading or entering into sewers, surface water and groundwater. To build a causeway or trenching asylum. Closed drain. Covered with foam to inhibit evaporation. Transfer to tank car or special collector with explosion-proof pump, recycle or transport to waste disposal site for disposal
large leakage	:	

7. HANDLING AND STORAGE

HANDLING

Precautions for safe handling	:	NO flame, NO spark and NO smoking. Use explosion-proof electrical apparatus, ventilation and lighting etc. Container and Equipment grounding. Tools does not generate static electricity. Proper ventilation.
----------------------------------	---	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Avoid Contact with Forbidden Complex Storage	:	Strong oxidizing agent.
----------------------------------------------------	---	-------------------------

Storage Conditions	:	Separated from strong oxidants. Keep container cool and tightly closed. Do not store above 37°C (98.6°F). Provide enough fighting equipment and emergency treatment equipment
--------------------	---	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Forbidden Complex	:	Do not store with the following product types: Strong oxidizing agent
-------------------	---	--------------------------------------------------------------------------

8. EXPOSURE CONTROLS/PERSONAL PROTECTION

Contact Control and personal protection	:	Avoid contact with eyes when using the product. No special protection required.
--------------------------------------------	---	---------------------------------------------------------------------------------------

9. PHYSICAL AND CHEMICAL PROPERTIES

Physical Form	:	Viscous Liquid
Color	:	Colorless

Shanwei BYD Industrial Co., Ltd.

2020.5.9

A/1

3 / 6

Odor	:	Intrinsic smell of ethanol
Odor threshold	:	No data.
pH	:	6-8.
Melting Point	:	No data.
/Solidification Point	:	> 35 °C
Boiling Point/Range	:	<23 °C
Flash Point	:	Method: Closed flash point test method
Evaporation rate	:	No data.
Flammability(Solid, Gas)	:	Not applicable.
Upper Limit of Explosion	:	No data.
Lower Limit of Explosion	:	No data.
Vapor Pressure	:	No data.
Vapor Density	:	No data.
Density/ Relative Density	:	0.86-0.90
Water Solubility:	:	No data.
Partition Coefficient (n-Octanol/Wat er)	:	No data.
Auto ignition Temperature	:	No data.
Decomposition Temperature	:	No data.
Viscosity	:	<6000 mPa.s

Shanwei BYD Industrial Co., Ltd.

2020.5.9

A/1

4 / 6

Explosion : None
characteristics
Oxidation : This substance or mixture is not
Property classified as oxidizing agent.
Molecular : No data.
Weight

10. STABILITY AND REACTIVITY

Reactivity : They are stable under normal conditions.
Stability : They are stable under normal conditions.
Hazardous : None.
Reactions
Conditions to : Keep away from flames.
Avoid
Materials to : Stronger oxidizing agents, Alkali metal, Strong acid and
Avoid: Strong base.
Hazardous : Ethanol

Decomposition

Products

11. TOXICOLOGICAL INFORMATION

Route of : Inhalation, skin contact
Exposure Accidental ingestion and eye contact
Acute Toxicity

Ethanol:

LD50-oral	rat	10470mg/kg
LD50-inhalation	mice 4h	124.7mg/L

Skin corrosion / irritation

No data.

Severe eye injuries / eye irritation

Irritating to eyes.

Respiratory or skin allergies

Alcohol allergy.

Respiratory allergies

No data.

Germ cell mutagenicity

No data.

Carcinogenicity

No data.

Reproductive toxicity

No classification based on available information.

Specific target organ system toxicity - Primary contact

No classification based on available information.

Specific target organ system toxicity - Repeated contact

No classification based on available information.

12. ECOLOGICAL INFORMATION

Eco toxicity :

No data

Persistence and degradation:

No data

Bio accumulative Potential:

No data

Bioaccumulation Mobility in Soil:

No data

Additional Environmental Information:

No data

13. DISPOSAL CONSIDERATIONS

Disposal method

Product : Dispose of in accordance with local regulations.

Disposal:

Packaging : Empty containers should be sent to approved waste disposal
Disposal sites for recycling or disposal. If there is no other
requirement: treat as unused product.

14. TRANSPORT INFORMATION

Classification according to UN No.: 1170; ethanol solution

Major hazard category:3

Packaging category: II

15. REGULATORY INFORMATION

None

16. OTHER INFORMATION

None

CAUTION

Watch your step!



Hazard Controls

COVID-19

GAM 3.48 Corporate Health and Safety

Hazard Identification, Risk
Assessment & Control

July 30, 2021

Purpose

To offer suggested hazard controls and risk mitigation strategies to Yukon government departments to assist them to establish workplace specific measures for reducing the risk of employee exposure to COVID-19 hazards in the workplace.

Scope

Controls may be applied to the “Workplace Specific Measures” section of COVID-19 Safe Work Practices which are developed by departments according to their Workplace Hazard Assessment on COVID-19.

Instructions

Complete a Workplace Hazard Assessment on COVID-19. Complete the “Workplace Specific Measures” section of the “Safe Work Practice COVID-19.” Review the following list of potential hazard controls and risk mitigation strategies to assist your workplace to identify the specific controls and mitigations that will apply to the workplace or specific tasks/areas of the workplace.

Person-to-person spread in the workplace

Potential mitigations include:

- Designate entrances and exits clearly to minimize congestion in doorways.
- Space customer and client seating 2 metres apart or remove seating which cannot be spaced.
- Remove magazines, pens and papers from reception and common areas.
- Install separations between employee workspaces and customer/client service areas (e.g., Plexiglas or high-walled cubicles).
- Mark traffic flow paths and designated service areas on floors and walls to reduce congestion and congregation in common areas.



Hazard Controls

COVID-19

GAM 3.48 Corporate Health and Safety

Hazard Identification, Risk
Assessment & Control

July 30, 2021

- Designate safe seating arrangements for meeting and training spaces with tape on the floor or maintain a consistent furniture arrangement to promote physical distancing.
- Space workstations 2 metres apart if there is no wall or barrier present. Lock or tape off workstations if necessary.
- Identify the number of employees that can be safely permitted in a workspace (e.g. a meeting room or office) and in certain areas of the workplace (e.g. reception areas, kitchens) and communicate this to staff and guests.
- Determine the number of customers/clients that are safely permitted in the common or public areas of the workplace at one time. Communicate this number to clients and staff.
- Identify a rotational work schedule to reduce the number of employees present in the workplace during peak workplace traffic times or periods of high case counts of COVID-19 in Yukon.
- Implement staggered start and end work times to reduce the number of employees present in the workplace peak workplace traffic times or periods of high case counts of COVID-19 in Yukon.
- Postpone or limit non-essential meetings or travel during periods of high case counts of COVID-19 in Yukon.
- Provide services by phone or online where possible.
- Place signage on the elevator encouraging one person to ride at a time.
- Develop and communicate procedures for customers/clients to enter the workplace e.g. call from outside, designated waiting areas with space markings or scheduled appointments only.
- Post instructions to NOT enter the workplace if having symptoms or been asked to self-isolate.
- Place markers outside the workplace indicating where to form a queue for entry.
- Promote the Safe 6 principles at the entrance and in commonly used areas of the workplace.



Hazard Controls

COVID-19

GAM 3.48 Corporate Health and Safety

Hazard Identification, Risk
Assessment & Control

July 30, 2021

- Promote the use of personal public health practices (e.g., frequent hand hygiene, avoid touching the face, respiratory etiquette, clean and disinfect frequently touched surfaces).
- Provide increased access to hand hygiene facilities (e.g. place hand sanitizer dispensers in easy to see locations) and ensure accessibility for individuals with disabilities or other accommodation needs.

Spread from surfaces to people

Potential mitigations include:

- Close or restrict access to non-essential common areas.
- Develop a regular cleaning schedule and ensure it is communicated to staff.
- Develop and communicate “Clean in. Clean out.” procedures for common surfaces, spaces and tools.
- Close space(s) in workplaces if cleaning schedules or procedures are not operationally feasible.
- Create a cleaning log or record for communal spaces.
- Ensure cleaning/disinfecting products are available and accessible to staff.
- Have Safety Data Sheets of cleaning products available to staff.
- Have personal protective equipment (PPE) available for protection from cleaning products and train employees in their use and limitations.
- Inform staff of disinfecting procedures they must follow for specific equipment including appropriate PPE.
- Have paper towels and PPE supplies available in visible clearly marked locations for staff to use when disinfecting.
- Place waste containers throughout workplaces and common areas for proper disposal of paper towels and tissues.
- Instruct employees to use their own plates/cups/cutlery and avoid sharing common eating utensils.



Hazard Controls

COVID-19

GAM 3.48 Corporate Health and Safety

Hazard Identification, Risk
Assessment & Control

July 30, 2021

- Promote increased cleaning of employees' work environments (e.g., provide sanitizing wipes so individuals can clean their own workstations daily).
- Post signage that reminds individuals how to disinfect and clean surfaces and tools.

Core personal measures

- Remind employees to stay home when they feel sick. Train them to recognize symptoms of COVID-19 and educate them about their sick leave accruals.
- Communicate to employees to NOT shake hands with customers/clients.
- Inform employees that they are expected to wash their hands frequently with warm water and soap for at least 20 seconds and dry with disposable paper towels.
- Have hand sanitizer (60% alcohol) available where water and soap are not accessible and near entrances, common surfaces and shared tools.
- Instruct employees to wash hands or use sanitizer between serving clients and after using common tools or surfaces.
- Post handwashing signs in bathrooms and at handwashing stations in the workplace.
- Provide instructions for customers/clients to disinfect hands before accessing services.
- Have hand sanitizer available for use by customers/clients in common areas and for employees at workstations.
- Frequently communicate to workers about how to practice good respiratory hygiene/cough etiquette.
- Remind employees who wear masks that masks are NOT a replacement for physical distancing measures and proven hygiene actions.
- Support and encourage individuals to take care of their mental health.
- Post information about accessing employee and family assistance services.

Other workplace hazards and controls

Potential mitigations include:

**Hazard Controls****COVID-19**

GAM 3.48 Corporate Health and Safety

Hazard Identification, Risk
Assessment & Control**July 30, 2021**

- Dependent on additional hazards identified in the hazard assessment, mitigations can vary. For assistance, please contact Corporate Health and Safety at Safety@yukon.ca



Safe Work Practice – HSS – 2nd floor Crocus Ridge H1

COVID-19

Approved by: Supervisor/manager name and title

GAM 3.48 Corporate Health and Safety

Work Practices & Procedures

Review Date: Ongoing or as Yukon's COVID-19 context changes August 31, 2021 Review.

Purpose

To document and communicate controls and safe work practices for reducing the risk of COVID-19 workplace exposure in Yukon government workplaces.

Scope

These general safety measures apply to all supervisors, workers and contractors working in Yukon government workplaces.

Workplace specific measures are developed by workplace supervisors, after completing the Workplace Hazard Assessment COVID-19. Workplace specific measures are meant to clearly communicate how the general guidance will be implemented to address hazards in specific areas or during specific tasks. Workplace specific measures apply to the supervisors, workers and contractors working in the "HSS 2nd Floor Crocus Ridge" noted in the heading of this document.

Hazards

Biological	Novel Corona virus (SARS-CoV-2, COVID-19)
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Responsibilities

Supervisors are employees who provide workers with instruction. They are responsible ensuring a Workplace Hazard Assessment on COVID-19 is completed and that a Safe Work Practice on COVID-19 is developed and communicated to workers.

Workers are employees who are expected to follow the general and specific measures in the Safe Work Practices on COVID-19 developed for their workplace and the Safe Work Practices for other Yukon government workplaces that they attend during work hours. They are responsible for reporting to their supervisor any concerns about COVID-19 exposure risks in the workplace.

Joint Health and Safety Committees (JHSC) – regularly check the workplace for hazards. They are responsible for supporting supervisors to conduct workplace hazard assessments and for including COVID-19 and influenza in their regular workplace inspections.

General safety measures

Stay home when sick

All employees are expected to stay home from work when they are sick in order to prevent the spread of infectious disease in the workplace. Yukon government strongly encourages all employees to get vaccinated against COVID-19 to mitigate the risk of becoming sick from COVID-19

Supervisors are responsible for contacting Human Resources in their department or Health, Safety and Wellbeing at the Public Service Commission for guidance when an employee indicates they have a health condition that makes them more susceptible to COVID-19 or one which restricts their ability to comply with the Safe Work Practice COVID-19.

Wash and sanitize your hands often

- All employees are expected wash their hands with soap and water regularly throughout their workday for at least 20 seconds; especially before and after eating, touching common surfaces or using shared tools. Thorough hand washing is one of the most effective measures for reducing the spread of illness.
- Supervisors should ensure that hand sanitizer containing at least 60% alcohol is provided at entrances to workplace, near common surfaces and tools and throughout any workspace where soap and water are not available.
- Employees are encouraged to avoid touching their faces or shaking hands in the workplace.
- Employees are encouraged to cough and sneeze into their elbow or a tissue.

Practice physical distancing

- Employees are expected to be mindful of others' personal space while in public spaces or shared workspaces and maintain 2 metres of distance wherever possible.
- In congested or high traffic workspaces, employees are encouraged to wear a mask.
- Employees must be respectful of others who choose to wear a mask in the workspace.
- Where physical meeting spaces do not allow for safe spacing, videoconferencing tools such as Skype for Business, Zoom or Microsoft Teams are expected to be used in place of in-person meeting spaces.

Created By	
Approved Date	
Revision Date	Click here to enter a date.

Keep spaces clean

- All employees are expected to follow “Clean in. Clean out.” practices in meeting rooms, common workspaces, on common surfaces and at their personal workspaces. This means wiping surfaces, chair handles and equipment before and after use.
- When booking a meeting room, all employees are encouraged to ensure sufficient time to “Clean in. Clean out.” This may require booking additional time for meetings (15 minutes).
- Supervisors are expected to post signage and other visual cues throughout the workplace to remind people to “Clean in. Clean out” and how to do so.

Ventilation

- Ensure all mechanical heating, ventilation and air conditioning (HVAC) systems are working properly.
- Open windows and doors to the outside to improve natural ventilation if the weather permits.
- Consider the use of HEPA filters in situations where the risk of COVID transmission is higher due to less than optimal ventilation.

Wear masks where it is recommended or required

- All employees are supported to wear masks in the workplace if they choose to.
- All employees, during their work hours, are required to wear a mask in a business or Yukon government workplace that has required masks to be worn in that business or workplace.
- Where masks are recommended or required, Supervisors will ensure clear signage and other visual cues are posted throughout the workplace to communicate requirements to clients, guests and workers.
- Supervisors are expected to establish requirements or recommendations that employees wear masks based on the Workplace Hazard Assessment COVID-19. Mandatory mask use in public-facing client service areas and in crowds or where physical distancing is a challenge, is supported and strongly encouraged by the Deputy Ministers Review Committee, unless it has been documented that distancing can be maintained or a physical barrier has been installed between workers and guests.

Created By	
Approved Date	
Revision Date	Click here to enter a date.

- Clients and members of the public may be encouraged to wear masks but will not be required to wear masks, unless indicated by a CMOH guideline specific to that work context or by an external regulator.

Workplace specific measures

The following workplace specific measures were identified as a result of the Workplace Hazard Assessment COVID-19. (Note which apply to all work areas and which apply to specific work areas such as public facing spaces or during client interactions).

Person-to-person spread in the workplace

- Board room Capacity is 15 people – Mask is recommended/required? if within 6ft of each other
- DM Boardroom Capacity is 5 people - Mask is recommended/required? if within 6ft of each other
- Staff room capacity is 5 people - Mask is recommended/required? if within 6ft of each other
- While in your office or cubicle a mask does not need to be worn
- When walking outside of your office/cubicle a mask is to be worn
- If meeting with persons that do not work on the 2nd floor Crocus ridge, it is recommended that a mask is worn if you cannot maintain a 6ft distance between persons when meeting. Masks are to be worn from the entrance to the meeting space.
- Encouraged to have one person in the elevator at one time, or 2 people wearing masks.

Commented [D1]: Can we require a mask be worn in this situation?
Same in next 2 bullets.

Commented [D2]: Recommended here I think works, but does it contradict the bullets above.

Spread from surfaces to people

- Kitchen cupboard handles, items touched (tea kettle, coffee machine, other cooking items, should be wiped down after touching.
- Entrance/exit doors, boardroom, washroom, cupboards in kitchen, copier/fax, office supplies storage – areas should be wiped after touching.
- Ensure hand sanitizer is used when entering/exiting the staff room, boardrooms, copy room, washrooms, and entering/exiting the floor.

Created By	
Approved Date	
Revision Date	Click here to enter a date.

- A high touch cleaner comes to Crocus Ridge on business days and wipes high touch areas. Current contract is to the end of September.

Core personal measures

- All employees are expected to follow “Clean in. Clean out.” practices in meeting rooms, common workspaces, on common surfaces and at their personal workspaces. This means wiping surfaces, chair handles and equipment before and after use.
- Wash hands/Hand Sanitize on a regular basis throughout the day.
- Stay home when sick or with symptoms
- Self-isolate if necessary
- Cough into your elbow

Training

Supervisors must ensure all workers receive an orientation on the Safe Work Practice COVID-19 for their workplace. Supervisors must make opportunities for workers to ask questions and make recommendations regarding the safe work practice for the workplace.

- Workers and supervisors are encouraged to watch this video demonstrating the [hand washing](#) recommended by the World Health Organization and review this [washing of hands](#) poster.

Review

Created By	
Approved Date	
Revision Date	Click here to enter a date.

Review by supervisors and JHSC every 6 months or as the COVID-19 context changes.
Revisions may occur as a result of the review, recommendations from the CMOH or a change in Yukon's COVID-19 context.

Forms/documents (list or hyperlink other forms/documents)

Yukonnect	COVID-19 information for Yukon government employees
-----------	---------------------------------------------------------------------

References (list the OHS Act, Regulations, GAM, CSA Standard, Guidelines etc.)

OHS Act	Section 1 interpretations Employer, Supervisor & Workers
OHS Act	Section 3 Employer's duties
OHS Act	Section 7 Supervisor's duties
OHS Act	Section 9 Employee's duties
Regulation	Part 1.06 Training for workers

Created By	
Approved Date	
Revision Date	Click here to enter a date.



COVID-19

Approved by: Supervisor/manager name and title

GAM 3.48 Corporate Health and Safety

Work Practices & Procedures

Review Date: Ongoing or as Yukon's COVID-19 context changes**Purpose**

To document and communicate controls and safe work practices for reducing the risk of COVID-19 workplace exposure in Yukon government workplaces.

Scope

These general safety measures apply to all supervisors, workers and contractors working in Yukon government workplaces.

Workplace specific measures are developed by workplace supervisors, after completing the Workplace Hazard Assessment COVID-19. Workplace specific measures are meant to clearly communicate how the general guidance will be implemented to address hazards in specific areas or during specific tasks. Workplace specific measures apply to the supervisors, workers and contractors working in the "Department/branch/worksites" noted in the heading of this document.

Hazards

Biological	Novel Corona virus (SARS-CoV-2, COVID-19)
------------	-------------------------------------------

Responsibilities

Supervisors are employees who provide workers with instruction. They are responsible ensuring a Workplace Hazard Assessment on COVID-19 is completed and that a Safe Work Practice on COVID-19 is developed and communicated to workers.

Workers are employees who are expected to follow the general and specific measures in the Safe Work Practices on COVID-19 developed for their workplace and the Safe Work Practices for other Yukon government workplaces that they attend during work hours. They are responsible for reporting to their supervisor any concerns about COVID-19 exposure risks in the workplace.

Joint Health and Safety Committees (JHSC) – regularly check the workplace for hazards. They are responsible for supporting supervisors to conduct workplace hazard assessments and for including COVID-19 and influenza in their regular workplace inspections.

General safety measures

Stay home when sick

All employees are expected to stay home from work when they are sick in order to prevent the spread of infectious disease in the workplace. Yukon government strongly encourages all employees to get vaccinated against COVID-19 to mitigate the risk of becoming sick from COVID-19

Supervisors are responsible for contacting Human Resources in their department or Health, Safety and Wellbeing at the Public Service Commission for guidance when an employee indicates they have a health condition that makes them more susceptible to COVID-19 or one which restricts their ability to comply with the Safe Work Practice COVID-19.

Wash and sanitize your hands often

- All employees are expected wash their hands with soap and water regularly throughout their workday for at least 20 seconds; especially before and after eating, touching common surfaces or using shared tools. Thorough hand washing is one of the most effective measures for reducing the spread of illness.
- Supervisors should ensure that hand sanitizer containing at least 60% alcohol is provided at entrances to workplace, near common surfaces and tools and throughout any workspace where soap and water are not available.
- Employees are encouraged to avoid touching their faces or shaking hands in the workplace.
- Employees are encouraged to cough and sneeze into their elbow or a tissue.

Practice physical distancing

- Employees are expected to be mindful of others' personal space while in public spaces or shared workspaces and maintain 2 metres of distance wherever possible.
- In congested or high traffic workspaces, employees are encouraged to wear a mask.
- Employees must be respectful of others who choose to wear a mask in the workspace.
- Where physical meeting spaces do not allow for safe spacing, videoconferencing tools such as Skype for Business, Zoom or Microsoft Teams are expected to be used in place of in-person meeting spaces.

Created By	
Approved Date	
Revision Date	Click here to enter a date.

Keep spaces clean

- All employees are expected to follow “Clean in. Clean out.” practices in meeting rooms, common workspaces, on common surfaces and at their personal workspaces. This means wiping surfaces, chair handles and equipment before and after use.
- When booking a meeting room, all employees are encouraged to ensure sufficient time to “Clean in. Clean out.” This may require booking additional time for meetings (15 minutes).
- Supervisors are expected to post signage and other visual cues throughout the workplace to remind people to “Clean in. Clean out” and how to do so.

Ventilation

- Ensure all mechanical heating, ventilation and air conditioning (HVAC) systems are working properly.
- Open windows and doors to the outside to improve natural ventilation if the weather permits.
- Consider the use of HEPA filters in situations where the risk of COVID transmission is higher due to less than optimal ventilation.

Wear masks where it is recommended or required

- All employees are supported to wear masks in the workplace if they choose to.
- All employees, during their work hours, are required to wear a mask in a business or Yukon government workplace that has required masks to be worn in that business or workplace.
- Where masks are recommended or required, Supervisors will ensure clear signage and other visual cues are posted throughout the workplace to communicate requirements to clients, guests and workers.
- Supervisors are expected to establish requirements or recommendations that employees wear masks based on the Workplace Hazard Assessment COVID-19. Mandatory mask use in public-facing client service areas and in crowds or where physical distancing is a challenge, is supported and strongly encouraged by the Deputy Ministers Review Committee, unless it has been documented that distancing can be maintained or a physical barrier has been installed between workers and guests.

Created By	
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Revision Date	Click here to enter a date.

- Clients and members of the public may be encouraged to wear masks but will not be required to wear masks, unless indicated by a CMOH guideline specific to that work context or by an external regulator.

Created By	
Approved Date	
Revision Date	Click here to enter a date.

Workplace specific measures

The following workplace specific measures were identified as a result of the Workplace Hazard Assessment COVID-19. (Note which apply to all work areas and which apply to specific work areas such as public facing spaces or during client interactions).

Person-to-person spread in the workplace

- Example “The safe capacity for Boardroom A is limited at 8 people.”
-

Spread from surfaces to people

-
-

Core personal measures

-
-

Training

Supervisors must ensure all workers receive an orientation on the Safe Work Practice COVID-19 for their workplace. Supervisors must make opportunities for workers to ask questions and make recommendations regarding the safe work practice for the workplace.

- Workers and supervisors are encouraged to watch this video demonstrating the [hand washing](#) recommended by the World Health Organization and review this [washing of hands](#) poster.

Review

Created By	
Approved Date	
Revision Date	Click here to enter a date.

Review by supervisors and JHSC every 6 months or as the COVID-19 context changes.

Revisions may occur as a result of the review, recommendations from the CMOH or a change in Yukon's COVID-19 context.

Forms/documents (list or hyperlink other forms/documents)

Yukonnect	COVID-19 information for Yukon government employees
-----------	---------------------------------------------------------------------

References (list the OHS Act, Regulations, GAM, CSA Standard, Guidelines etc.)

OHS Act	Section 1 interpretations Employer, Supervisor & Workers
OHS Act	Section 3 Employer's duties
OHS Act	Section 7 Supervisor's duties
OHS Act	Section 9 Employee's duties
Regulation	Part 1.06 Training for workers

Created By	
Approved Date	
Revision Date	Click here to enter a date.

Emergency Information Crocus Ridge

1A Hospital Road, Whitehorse, Yukon
Four floors includes 3 stairwells and an elevator

This plan refers only to the first 2 floors which accommodate Yukon Government employees.

Crocus Ridge building emergency assembly area (EAA) —The designated EAA is the area to the north of the building behind 2 Hospital Road. If that EAA is unsafe, the alternate EAA is the area under the bluff directly across from the front door of the building across Hospital Road.

Emergency lighting—will be activated in the event of a power failure to illuminate exit routes.

Evacuation routes—are posted in each office, workstation and at the top and bottom of the stairways and at each elevator landing.

Fire alarm—fire pulls are located at each stairwell door as well as in the main building entrance which, when pulled, will notify the fire department and ring an alarm in the building.

Fire doors—in stairwells must be kept shut at all times to provide a safe means of exit and prevent fire from spreading.

Fire extinguishers—On the first floor, there are pulls and extinguishers:

- In the front entranceway
- At the north and south stairwells (inside wall)
- Immediately outside the bathrooms
- Just to the south inside the main exterior entrance to the IT area
- There is an additional fire extinguisher just south of the first floor kitchen

On the second floor, there are pulls and extinguishers:

- At each of the 3 stairwells (inside wall)
- There is another fire extinguisher mounted on the wall on the second floor just to the south inside the main entranceway.
- There is no fire extinguisher inside the kitchen

First aid kit—is mounted on the east wall of the second floor kitchen. It is heavy: be careful when lifting it.

Floor wardens—Floor wardens will notify the occupants of the building of an emergency and, if evacuation is required, will ensure the building is cleared.

Smoke detectors—will be activated by smoke.

Floor Warden duties:

- Shout “Emergency! Evacuate the building immediately!”, loudly and frequently until the building is cleared
- Floor wardens will communicate between the first and second floors with walkie-talkies
- If the warden determines that an evacuation route is blocked or otherwise unsafe, they will stand safely along the blocked exit route and will re-direct evacuees towards a safe alternate evacuation route and exit
- If it is safe to do so, the floor warden will patrol each office or workstation to ensure that all the occupants have evacuated, and close windows and doors
- The warden will report to the designated EAA

In an Emergency

If you are the first person to become aware of a fire, bomb threat, earthquake, or other hazardous situation requiring emergency response, do the following:

1. **Call (9) 911 for life-threatening events:** **(9) 911**
2. **Call your floor warden at the number below:**

Floor Wardens:	Main	1st Alternate	2nd Alternate	3rd Alternate
1 st floor south				
1 st floor north				
2nd floor north	Sidney Maddison 667-5694	Karen Archbell 667-5943	Marcelle Dubé 667-3010	Karla Scott 667-5689
2nd floor south	Chris Balzer 667-5887	Robin Chambers 667-8315	Sarah Lewis 667-8317	Debbie McIntyre 667-3202
First Aiders:	Alan Daley 667-5932	Zoë Ayrton 456-5518	Violet VanHees 667-3798	Robin Chambers 667-8315

Calmly state:

- **WHERE** the emergency is located—**1A Hospital Road** (mention floor/room if useful)
- **WHAT** the nature of the emergency is (fire, medical, hazardous material, criminal activity, etc)
- IF injuries have occurred
- Any **HAZARDS** that may affect emergency response personnel
- Do not hang up until instructed to do so.

Ensure that your floor warden is notified of any emergencies.

Evacuation Plan – Crocus Ridge

General Evacuation Procedures

1. Stay calm, do not rush, and do not panic.
2. Only if it is safe to do so, gather your personal belongings, including prescription medications.
3. If safe, close your office door and window, but do not lock them.
4. Use the nearest safe route (Crocus Ridge fire exit routing cards posted in every area/workstation) and proceed to the nearest exit.
5. Do not use the elevator.
6. Proceed to the designated Emergency Assembly Area behind 2 Hospital Road and report to the warden.
7. Notify the warden of the location of anyone still in the building so that appropriate emergency responders can be dispatched.
8. Assist disabled or injured persons only if you are trained and able to do so safely.
9. **Do not re-enter** the building or work area until you have been instructed to do so by the emergency responders.
10. Refer all media inquiries to the Communications unit.

Fire Procedures



When you hear the fire announcement:

- If you have been trained and are able to safely extinguish the fire, do so. Make sure that you have a safe exit from the fire area
- If you are unable to extinguish the fire, leave the area immediately and initiate the alarm protocol
- Call 9-911 from a safe location and report the fire (See "In Event of Emergency" above this section.)
- Evacuate the building as soon as the alarm is raised and proceed to the designated emergency assembly area (EAA)

On your way out:

- Warn others nearby
- Move away from fire and smoke. If safe to do so, close doors and windows
- Do not open doors if they are hot
- Use stairs only; do not use the elevator
- Move well away from the building and go to the designated EAA

Emergency assembly area (EAA)

- Proceed to the designated emergency assembly area behind 2 Hospital Road. If that EAA is unsafe, proceed to the area directly across from the front door of Crocus Ridge on the opposite side of Hospital Road.
- Report to the floor warden and remain in the area. If you must leave the area, report your name, whereabouts and contact information to the warden
- **Do not re-enter** the building or work area

Earthquake Procedures**Inside the building:**

- Duck under the nearest sturdy object and hold onto it until the shaking stops
- If you are not near a sturdy object, make yourself as small as possible and cover your head and neck
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other flying objects
- Avoid windows, filing cabinets, bookcases and other heavy objects that could fall or shatter
- Stay under cover until the shaking stops then leave the building

On your way out:

- Persons in your area may be injured or trapped. Give assistance or alert the emergency responders
- Check for fires, spills of hazardous or flammable materials, or other possible ignition sources
- If it is safe to do so, turn off electrical equipment
- Protect your head with your arms from falling materials, glass, plaster, and other debris

Outside the building:

- Move away from the trees, signs, buildings, electrical poles and wires
- Avoid standing near buildings once you have exited
- Move away from fire and smoke
- Proceed to the emergency assembly area

Emergency assembly area (EAA)

- Proceed to the designated emergency assembly area behind 2 Hospital Road. If that EAA is unsafe, proceed directly to the across from the front door of Crocus Ridge on the opposite side of Hospital Road.
- Report to the floor warden and remain in the area. If an occupant must leave the area they should report their name, whereabouts and contact information to the warden
- Do not re-enter the building or work area

Emergency Information

Crocus Ridge

0048

1A Hospital Road, Whitehorse, Yukon

Four floors includes 3 stairwells and an elevator

This plan refers only to the first 2 floors which accommodate Yukon Government employees.

Crocus Ridge building emergency assembly area (EAA) —The designated EAA is the area to the north of the building behind 2 Hospital Road. If that EAA is unsafe, the alternate EAA is the area under the bluff directly across from the front door of the building across Hospital Road.

Emergency lighting—will be activated in the event of a power failure to illuminate exit routes.

Evacuation routes—are posted in each office, workstation and at the top and bottom of the stairways and at each elevator landing.

Fire alarm—fire pulls are located at each stairwell door as well as in the main building entrance which, when pulled, will notify the fire department and ring an alarm in the building.

Fire doors—in stairwells must be kept shut at all times to provide a safe means of exit and prevent fire from spreading.

Fire extinguishers—On the first floor, there are pulls and extinguishers:

- In the front entranceway
- At the north and south stairwells (inside wall)
- Immediately outside the bathrooms
- Just to the south inside the main exterior entrance to the IT area
- There is an additional fire extinguisher just south of the first floor kitchen

On the second floor, there are pulls and extinguishers:

- At each of the 3 stairwells (inside wall)
- There is another fire extinguisher mounted on the wall on the second floor just to the south inside the main entranceway.
- There is no fire extinguisher inside the kitchen

First aid kit—is mounted on the east wall of the second floor kitchen. It is heavy: be careful when lifting it.

Floor wardens—Floor wardens will notify the occupants of the building of an emergency and, if evacuation is required, will ensure the building is cleared.

Smoke detectors—will be activated by smoke.

Floor Warden duties:

- Shout “Emergency! Evacuate the building immediately!”, loudly and frequently until the building is cleared
- Floor wardens will communicate between the first and second floors with walkie-talkies
- If the warden determines that an evacuation route is blocked or otherwise unsafe, they will stand safely along the blocked exit route and will re-direct evacuees towards a safe alternate evacuation route and exit
- If it is safe to do so, the floor warden will patrol each office or workstation to ensure that all the occupants have evacuated, and close windows and doors
- The warden will report to the designated EAA

In an Emergency

If you are the first person to become aware of a fire, bomb threat, earthquake, or other hazardous situation requiring emergency response, do the following:

1. **Call (9) 911 for life-threatening events:** (9) 911
2. **Call your floor warden at the number below:**

Floor Wardens:	Main	1st Alternate	2nd Alternate	3rd Alternate
1 st floor south	Leon Meyn 667-3418	Susan Bryant 456-5530		
1 st floor north	Guillaume Levesque 667-5985			
2nd floor north	Sidney Maddison 667-5694	Marcelle Dubé 667-5943		
2nd floor south	Robin Chambers 667-8315			
First Aiders:	Alan Daley 667-5932	Zoë Aryton 456-5518	Violet VanHees 667-3798	Robin Chambers 667-8315

Calmly state:

- **WHERE** the emergency is located—**1 Hospital Road** (mention floor/room if useful)
- **WHAT** the nature of the emergency is (fire, medical, hazardous material, criminal activity, etc)
- IF injuries have occurred
- Any **HAZARDS** that may affect emergency response personnel
- Do not hang up until instructed to do so.

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Ensure that your floor warden is notified of any emergencies.

Evacuation Plan – Crocus Ridge

1. Stay calm, do not rush, and do not panic.
2. Only if it is safe to do so, gather your personal belongings, including prescription medications.
3. If safe, close your office door and window, but do not lock them.
4. Use the nearest safe route (Crocus Ridge fire exit routing cards posted in every area/workstation) and proceed to the nearest exit.
5. Do not use the elevator.
6. Proceed to the designated Emergency Assembly Area behind 2 Hospital Road and report to the warden.
7. Notify the warden of the location of anyone still in the building so that appropriate emergency responders can be dispatched.
8. Assist disabled or injured persons only if you are trained and able to do so safely.
9. **Do not re-enter** the building or work area until you have been instructed to do so by the emergency responders.
10. Refer all media inquiries to the Communications unit.

Fire Procedures



When you hear the fire announcement:

- If you have been trained and are able to safely extinguish the fire, do so. Make sure that you have a safe exit from the fire area
- If you are unable to extinguish the fire, leave the area immediately and initiate the alarm protocol
- Call 9-911 from a safe location and report the fire (See "In Event of Emergency" above this section.)
- Evacuate the building as soon as the alarm is raised and proceed to the designated emergency assembly area (EAA)

On your way out:

- Warn others nearby
- Move away from fire and smoke. If safe to do so, close doors and windows
- Do not open doors if they are hot
- Use stairs only; do not use the elevator
- Move well away from the building and go to the designated EAA

Emergency assembly area (EAA)

- Proceed to the designated emergency assembly area behind 2 Hospital Road. If that EAA is unsafe, proceed to the area directly across from the front door of Crocus Ridge on the opposite side of Hospital Road.

- Report to the floor warden and remain in the area. If you must leave the area, report your name, whereabouts and contact information to the warden
- **Do not re-enter** the building or work area

Earthquake Procedures



Inside the building:

- Duck under the nearest sturdy object and hold onto it until the shaking stops
- If you are not near a sturdy object, make yourself as small as possible and cover your head and neck
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other flying objects
- Avoid windows, filing cabinets, bookcases and other heavy objects that could fall or shatter
- Stay under cover until the shaking stops then leave the building

On your way out:

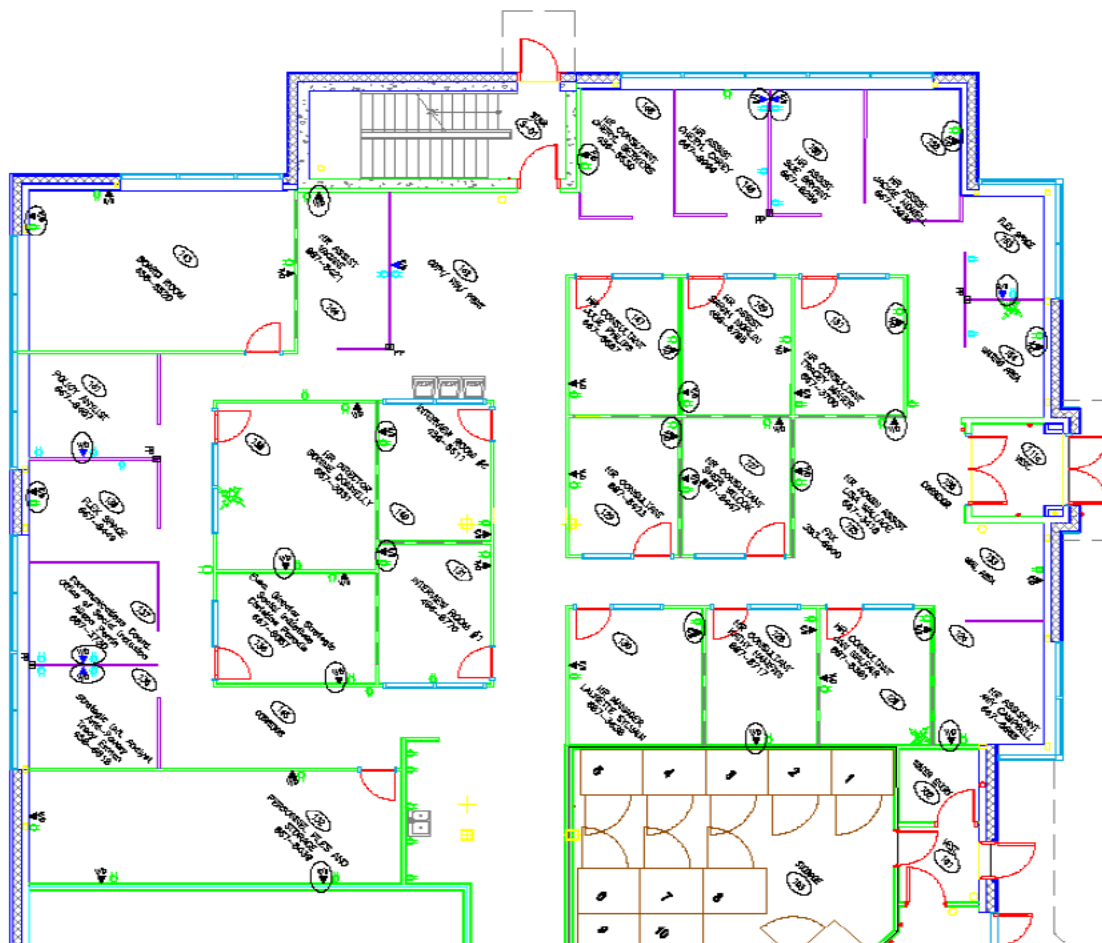
- Persons in your area may be injured or trapped. Give assistance or alert the emergency responders
- Check for fires, spills of hazardous or flammable materials, or other possible ignition sources
- If it is safe to do so, turn off electrical equipment
- Protect your head with your arms from falling materials, glass, plaster, and other debris

Outside the building:

- Move away from the trees, signs, buildings, electrical poles and wires
- Avoid standing near buildings once you have exited
- Move away from fire and smoke
- Proceed to the emergency assembly area

Emergency assembly area (EAA)

- Proceed to the designated emergency assembly area behind 2 Hospital Road. If that EAA is unsafe, proceed directly to the across from the front door of Crocus Ridge on the opposite side of Hospital Road.
- Report to the floor warden and remain in the area. If an occupant must leave the area they should report their name, whereabouts and contact information to the warden
- Do not re-enter the building or work area



- [illegible]

REMISSIONS


- RELLOCATED PAC POLE BETWEEN STATIONS 135 AND 137
- ADDED 2ND VOCE DATA AT STATION 142
- ADDED DUPLEX FIBER AT STATION 154

Crocus Ridge First Floor North

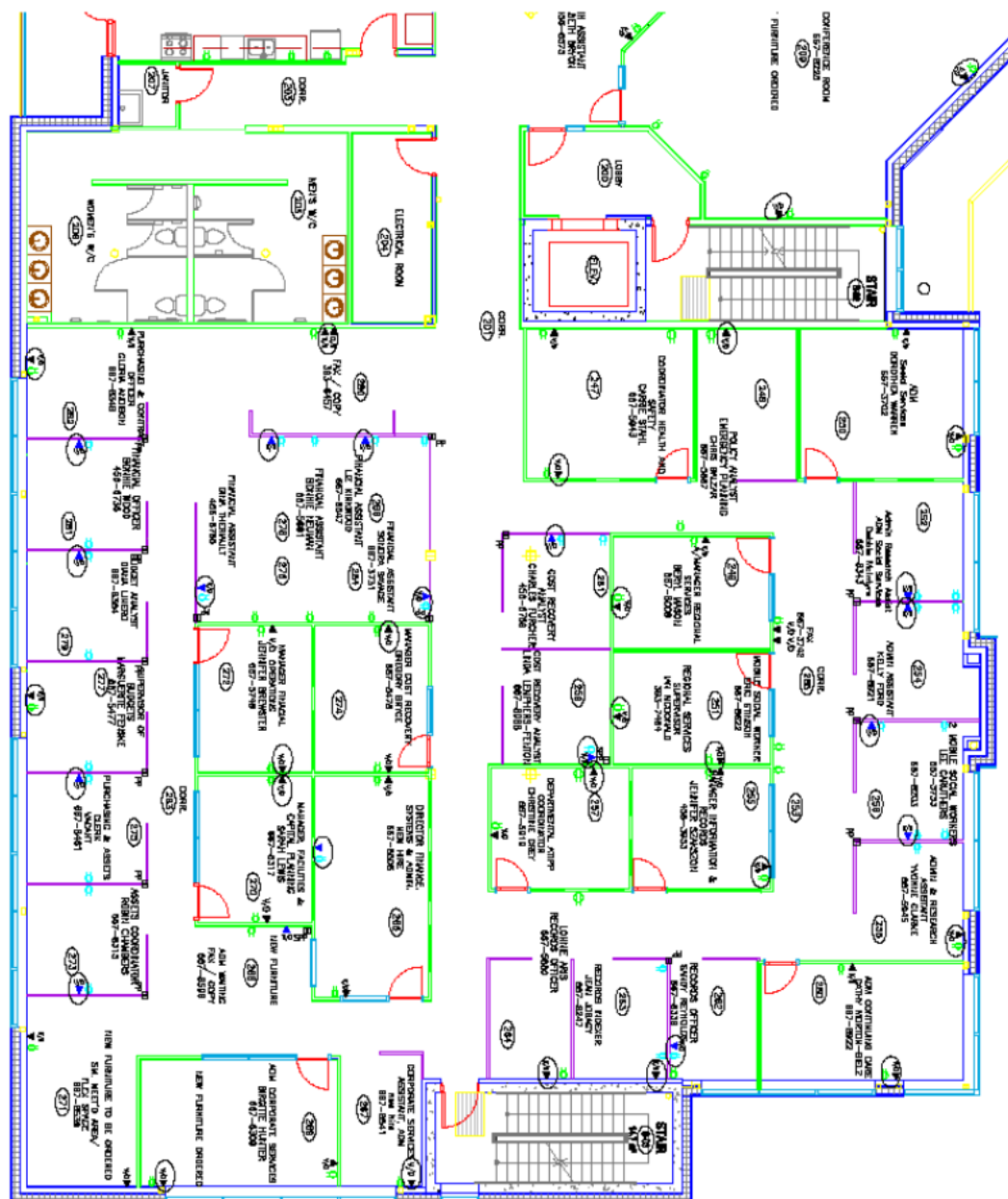
LEVEL	
A9	EXISTING DATA CENTER ALLOCATION BOUND
A8	REQUESTED DATA/POWER LOCATIONS
A7	REQUESTED DATA/POWER LOCATIONS
A6	REQUESTED DATA LOCATIONS
A5	REQUESTED POWER LOCATION
A4	
A3	PER. PNC RULE
A2	
A1	STANDARD PNC RULE
0	
1	PER. PNC RULE
2	PER. PNC RULE
3	STANDARD PNC RULE

- ADDED STANDARD PAC ROLE IN STATION 160
- RELOCATED STANDARD PAC ROLE IN STATION 170
- ADDED TWO DUPLICATION RULES TO BOTH STANDARD PAC RULES AT STATION 171
- ADDED TWO DUPLICATION RULES TO STANDARD PAC ROLE AT STATION 186 AND STATION 170
- STATION 159 HAS 2 DATA PORTS, NO VOICE PORTS.
- STANDARD PAC RULES AT STATION 171 TO HAVE 2 DATA PORTS EACH, NO VOICE PORTS
- STATION 159 REQUIRES 2 VOICE AND 2 DATA PORTS
- STATION 158 PAC ROLE CHANGED TO STANDARD PAC ROLE AND MOVED TO CARRIER.

Yukon
Health and Social Services

Legend	
	EXISTING DATA/POWER
	IMPROVED DESIGN
	REQUIRED DATA/POWER
	REQUIRED DATA/POWER LOCATION
	REQUIRED DATA LOCATION
	REQUIRED POWER LOCATION
	POL. PAC. FILE
	STANDARD PAC FILE
	DATA BLOCK - JERRELL WILSON SYSTEMS
	POL. PAC. FILE
	STANDARD PAC FILE

7



- | | |
|--|-------------------------------|
| | EXISTING DATA/POWER |
| | JUNCTION BOXES |
| | REQUIRED DATA/POWER LOCATIONS |
| | REQUIRED DATA/POWER LOCATIONS |
| | REQUIRED POWER LOCATION |
| | POL. PNC FILE |
| | STANDARD PNC FILE |
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PERMISSIONS

- ADDED PAC PULLS AT STATION 273 AND BETWEEN STATIONS 277/279
- CHANGED THE PAC PILE TO STANDARD PAC PILE IN STATION 259 AND MOVED TO CORNER
- ADDED DUPLEX PLUGS IN STATIONS 226, 264, 273, 278 AND 282
- ADDED VOICE/DATA PORT IN STATION 260
- CHANGED VOICE/DATA PORT LOCATION IN STATION 273
- REMOVED VOICE/DATA PORT IN STATION 258

Crocus Ridge Second Floor South

Evacuation Procedures Crocus Ridge

General Evacuation Procedures

1. Stay calm, do not rush, and do not panic.
2. Only if it is safe to do so, gather your personal belongings, including prescription medications.
3. If safe, close your office door and window but do not lock them.
4. Use the nearest safe route noted on the emergency exit maps in every area/workstation.
5. Proceed to the nearest exit.
6. Do not use the elevator.
7. Go to the designated Gathering Area (Emergency Assembly Area) behind 2 Hospital Road and **report to the warden** who will be wearing an orange vest and a white hardhat.
8. Notify the warden of the location of anyone still in the building.
9. Assist people with injuries or disabilities only if you are trained and able to do so safely.
10. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
11. Refer any media inquiries to the communications unit: Pat Living (3673), Marcelle Dubé (3010), Michelle Boleen (6145), Roni-Sue Sparvier (3611).

Fire Evacuation Procedures

1. If you have been trained and are able to safely extinguish the fire, do so. Ensure yourself a safe exit at all times.
2. If you are unable to extinguish the fire, pull the fire alarm.
3. Leave the building immediately. Take only emergency items.
4. Proceed to the designated Gathering Area (Emergency Assembly Area) behind 2 Hospital Road and **report to the warden** who will be wearing an orange vest and white hardhat.
5. Do not leave the Gathering Area (Emergency Assembly Area) until told to do so by the fire warden or emergency responders.
6. Do not re-enter the building or work area until told to do so by the fire warden or emergency responders even if the alarm stops ringing.

On your way out:

1. Move away from fire and smoke.
2. If safe to do so, close doors and windows.
3. Do not open doors that are hot.
4. Do not use the elevator.
5. Go to the designated Gathering Area (Emergency Assembly Area) behind 2 Hospital Road. Remind others to go there, too.

If you have mobility challenges and cannot leave the building on your own:

1. Do not use the elevator.
2. Go to a stairwell. (Stairwells are fire safe and can be used as refuge.)
3. Inform your workmates of your location and ask them to notify officials outside the building immediately.
4. Remain in the stairwell until qualified assistance arrives.
5. Go to the designated Gathering Area (Emergency Assembly Area) behind 2 Hospital Road and **report to the warden** who will be wearing an orange vest and white hardhat.

Evacuation Procedures Crocus Ridge

General Evacuation Procedures

1. Stay calm, do not rush, and do not panic.
2. Only if it is safe to do so, gather your personal belongings, including prescription medications.
3. If safe, close your office door and window but do not lock them.
4. Use the nearest safe route noted on the fire exit routing cards in every area/workstation.
5. Proceed to the nearest exit.
6. Do not use the elevator.
7. Go to the designated Emergency Assembly Area behind 2 Hospital Road and **report to the warden.**
8. Notify the warden of the location of anyone still in the building.
9. Assist people with injuries or disabilities only if you are trained and able to do so safely.
10. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
11. Refer any media inquiries to the communications unit-Pat Living, Marcelle Dubé, Michelle Boleen, Roni-Sue Sparvier.

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1. If you have been trained and are able to safely extinguish the fire, do so. Ensure yourself a safe exit at all times.
2. If you are unable to extinguish the fire, pull the fire alarm.
3. Leave the building immediately. Take only emergency items.
4. Proceed to the designated Emergency Assembly Area behind 2 Hospital Road and report to the warden.
5. Do not leave the Emergency Assembly Area until told to do so.
6. Do not re-enter the building or work area until told to do so even if the alarm stops ringing.

On your way out:

1. Move away from fire and smoke.
2. If safe to do so, close doors and windows.
3. Do not open doors that are hot.
4. Do not use the elevator.
5. Go to the designated Emergency Assembly Area behind 2 Hospital Road. Remind others to go there, too.

If you have mobility challenges and cannot leave the building on your own:

1. Do not use the elevator.
2. Go to a stairwell. (Stairwells are designed to be fire safe and can be used as refuge.)
3. Inform your workmates of your location and ask them to notify officials outside the building immediately.
4. Remain in the stairwell until qualified assistance arrives.
5. Go to the designated Emergency Assembly Area behind 2 Hospital Road and report to the warden.



Emergency Preparedness

Workplace Emergency Management Plan

Evacuation Observers Template

GAM Policy 3.48 – Standard I

GENERAL INFORMATION			
Drill Location:	Drill Date:	Drill Time:	
Type of Drill: ____ Planned ____ Alarm	Observers responsible for the drill:		
Scenario or Special Circumstance:	List All Participating Departments/Branches:		
OVERALL BUILDING ASSESSMENT			
1. Was alarm heard throughout the workplace?	Yes	No	
2. Were all alarm devices operating correctly?	Yes	No	
▪ If NO – then note location:			
3. Did all occupants evacuate the building?	Yes	No	
▪ If NO – then note location:			
4. Did occupants assemble in designated areas?	Yes	No	
5. Please rate the overall effectiveness of the drill.	Good	Fair	Poor
a) Speed of Evacuation			
b) Effectiveness of Procedures			
c) Stairwell Traffic / Access			
d) Communication during drill			
BUILDING RESPONSE PERSONNEL			
Supervisors:	Good	Fair	Poor
a) Knowledge and training in various types of emergency evacuation.			
b) Knowledge and effectiveness in completing roles and responsibilities			
c) Easily identifiable			
d) Provisions of clear and appropriate instruction			
Marshals:	Good	Fair	Poor
a) Knowledge and training in various types of emergency evacuation.			
b) Knowledge and effectiveness in completing roles and responsibilities			
c) Easily identifiable			
d) Provisions of clear and appropriate instruction			
Floor Wardens	Good	Fair	Poor
a) Knowledge and training in various types of emergency evacuation.			
b) Knowledge and effectiveness in completing roles and responsibilities			
c) Easily identifiable			
d) Provisions of clear and appropriate instruction			



Emergency Preparedness

Workplace Emergency Management Plan

Evacuation Observers Template

GAM Policy 3.48 – Standard I

Significant Comments on Above Ratings:

Total time required to evacuate building: _____ Minutes _____ Seconds

Additional comments:

Time "All Clear" given:	Alarm system reset by:
Observer report completed by:	

PLEASE FORWARD COMPLETED FORM TO YOUR JOINT HEALTH AND SAFETY COMMITTEE***FOR REVIEW***

SAFETY DATA SHEET



Castrol Pyroplex Blue 2

Section 1. Identification

GHS product identifier	Castrol Pyroplex Blue 2
Product code	453759-CA01 US06 US12 US81
SDS #	453759
Historic SDS #:	0000002021
<u>Relevant identified uses of the substance or mixture and uses advised against</u>	
Use of the substance/ mixture	Grease for industrial applications. For specific application advice see appropriate Technical Data Sheet or consult our company representative.
Manufacturer	BP Lubricants USA, Inc 1500 Valley Road Wayne, NJ USA 07470
Supplier	Wakefield Canada, Limited 3620 Lakeshore Blvd West Toronto, Ontario, Canada M8W 1P2 Phone Number - 416-252-5511 Fax Number - 416-252-7315 BP Lubricants USA, Inc 1500 Valley Road Wayne, NJ USA 07470 Phone Number - 973-633-2296 Fax Number - 973-633-7475
EMERGENCY HEALTH INFORMATION:	1 (800) 447-8735 Outside the US: +1 703-527-3887 (CHEMTREC)
EMERGENCY TELEPHONE NUMBER	1 (800) 424-9300 CHEMTREC (USA)

Section 2. Hazard identification

Classification of the substance or mixture	EYE IRRITATION - Category 2A
-------------------------------------------------------	------------------------------

GHS label elements

Hazard pictograms



Signal word	Warning
Hazard statements	H319 - Causes serious eye irritation.
<u>Precautionary statements</u>	
General	P103 - Read label before use. P102 - Keep out of reach of children. P101 - If medical advice is needed, have product container or label at hand.

Product name Castrol Pyroplex Blue 2

Product code 453759-CA01 US06
US12 US81

Page: 1/9

Version 7.02 **Date of issue** 12/13/2016.

Format Canada
(Canada)

Language ENGLISH
(ENGLISH)

Section 2. Hazard identification

0061

Prevention	P280 - Wear eye or face protection. P264 - Wash hands thoroughly after handling.
Response	P305 + P351 + P338 - IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. P337 + P313 - If eye irritation persists: Get medical attention.
Storage	Not applicable.
Disposal	Not applicable.
Other hazards which do not result in classification	Defatting to the skin. Note: High Pressure Applications Injections through the skin resulting from contact with the product at high pressure constitute a major medical emergency. See 'Notes to physician' under First-Aid Measures, Section 4 of this Safety Data Sheet.

Section 3. Composition/information on ingredients

Substance/mixture	Mixture
Highly refined base oil (IP 346 DMSO extract < 3%). Thickening agent. Proprietary performance additives.	

Ingredient name	CAS number	% (w/w)
Base oil - highly refined	Varies - See Key to abbreviations	80 - 89.9
Zinc bis[O,O-bis(2-ethylhexyl)] bis(dithiophosphate)	4259-15-8	1 - 2.999

There are no additional ingredients present which, within the current knowledge of the supplier and in the concentrations applicable, are classified as hazardous to health or the environment and hence require reporting in this section.

Occupational exposure limits, if available, are listed in Section 8.

Section 4. First-aid measures

Description of necessary first aid measures

Eye contact	In case of contact, immediately flush eyes with plenty of water for at least 15 minutes. Eyelids should be held away from the eyeball to ensure thorough rinsing. Check for and remove any contact lenses. Get medical attention.
Skin contact	Wash skin thoroughly with soap and water or use recognized skin cleanser. Remove contaminated clothing and shoes. Wash clothing before reuse. Clean shoes thoroughly before reuse. Get medical attention if symptoms occur.
Inhalation	If inhaled, remove to fresh air. In case of inhalation of decomposition products in a fire, symptoms may be delayed. The exposed person may need to be kept under medical surveillance for 48 hours. Get medical attention if symptoms occur.
Ingestion	Do not induce vomiting unless directed to do so by medical personnel. Never give anything by mouth to an unconscious person. If unconscious, place in recovery position and get medical attention immediately. Get medical attention if adverse health effects persist or are severe.
Protection of first-aiders	No action shall be taken involving any personal risk or without suitable training. It may be dangerous to the person providing aid to give mouth-to-mouth resuscitation.

Most important symptoms/effects, acute and delayed

See Section 11 for more detailed information on health effects and symptoms.

Indication of immediate medical attention and special treatment needed, if necessary

Product name Castrol Pyroplex Blue 2

Product code 453759-CA01 US06
US12 US81

Page: 2/9

Version 7.02

Date of issue 12/13/2016.

Format Canada
(Canada)

Language ENGLISH
(ENGLISH)

Section 4. First-aid measures

Notes to physician

In case of inhalation of decomposition products in a fire, symptoms may be delayed. The exposed person may need to be kept under medical surveillance for 48 hours. Treatment should in general be symptomatic and directed to relieving any effects.

Note: High Pressure Applications

Injections through the skin resulting from contact with the product at high pressure constitute a major medical emergency. Injuries may not appear serious at first but within a few hours tissue becomes swollen, discolored and extremely painful with extensive subcutaneous necrosis.

Surgical exploration should be undertaken without delay. Thorough and extensive debridement of the wound and underlying tissue is necessary to minimize tissue loss and prevent or limit permanent damage. Note that high pressure may force the product considerable distances along tissue planes.

Specific treatments

No specific treatment.

Section 5. Fire-fighting measures

Extinguishing media

Suitable extinguishing media

In case of fire, use water fog, alcohol resistant foam, dry chemical or carbon dioxide extinguisher or spray.

Unsuitable extinguishing media

Do not use water jet.

Specific hazards arising from the chemical

In a fire or if heated, a pressure increase will occur and the container may burst.

Hazardous thermal decomposition products

Combustion products may include the following:

carbon dioxide
carbon monoxide
nitrogen oxides
sulfur oxides
phosphorus oxides

Special protective actions for fire-fighters

Promptly isolate the scene by removing all persons from the vicinity of the incident if there is a fire. No action shall be taken involving any personal risk or without suitable training.

Special protective equipment for fire-fighters

Fire-fighters should wear positive pressure self-contained breathing apparatus (SCBA) and full turnout gear.

Section 6. Accidental release measures

Personal precautions, protective equipment and emergency procedures

For non-emergency personnel

No action shall be taken involving any personal risk or without suitable training. Evacuate surrounding areas. Keep unnecessary and unprotected personnel from entering. Do not touch or walk through spilled material. Avoid breathing vapor or mist. Provide adequate ventilation. Put on appropriate personal protective equipment. Floors may be slippery; use care to avoid falling. Contact emergency personnel.

For emergency responders

Entry into a confined space or poorly ventilated area contaminated with vapor, mist or fume is extremely hazardous without the correct respiratory protective equipment and a safe system of work. Wear self-contained breathing apparatus. Wear a suitable chemical protective suit. Chemical resistant boots. See also the information in "For non-emergency personnel".

Environmental precautions

Avoid dispersal of spilled material and runoff and contact with soil, waterways, drains and sewers. Inform the relevant authorities if the product has caused environmental pollution (sewers, waterways, soil or air).

Methods and materials for containment and cleaning up

Small spill

Stop leak if without risk. Move containers from spill area. Absorb with an inert material and place in an appropriate waste disposal container. Dispose of via a licensed waste disposal contractor.

Section 6. Accidental release measures

Large spill

Stop leak if without risk. Move containers from spill area. Approach release from upwind. Prevent entry into sewers, water courses, basements or confined areas. Contain and collect spillage with non-combustible, absorbent material e.g. sand, earth, vermiculite or diatomaceous earth and place in container for disposal according to local regulations. Contaminated absorbent material may pose the same hazard as the spilled product. If emergency personnel are unavailable, contain spilled material. Suction or scoop the spill into appropriate disposal or recycling vessels, then cover spill area with oil absorbent. Dispose of via a licensed waste disposal contractor.

Section 7. Handling and storage

Precautions for safe handling

Protective measures

Put on appropriate personal protective equipment (see Section 8). Avoid breathing vapor or mist. Avoid contact with eyes, skin and clothing. Do not ingest. Empty containers retain product residue and can be hazardous. Keep in the original container or an approved alternative made from a compatible material, kept tightly closed when not in use. Do not reuse container.

Advice on general occupational hygiene

Eating, drinking and smoking should be prohibited in areas where this material is handled, stored and processed. Wash thoroughly after handling. Remove contaminated clothing and protective equipment before entering eating areas. See also Section 8 for additional information on hygiene measures.

Conditions for safe storage, including any incompatibilities

Store in accordance with local regulations. Store in original container protected from direct sunlight in a dry, cool and well-ventilated area, away from incompatible materials (see Section 10) and food and drink. Keep container tightly closed and sealed until ready for use. Store and use only in equipment/containers designed for use with this product. Containers that have been opened must be carefully resealed and kept upright to prevent leakage. Do not store in unlabeled containers. Use appropriate containment to avoid environmental contamination.

Not suitable

Prolonged exposure to elevated temperature

Section 8. Exposure controls/personal protection

Control parameters

Occupational exposure limits

Ingredient name	Exposure limits
Base oil - highly refined	CA Alberta Provincial (Canada). 15 min OEL: 10 mg/m ³ 15 minutes. Issued/Revised: 7/2009 Form: Mist 8 hrs OEL: 5 mg/m ³ 8 hours. Issued/Revised: 4/2004 Form: Mist CA Quebec Provincial (Canada). STEV: 10 mg/m ³ 15 minutes. Issued/Revised: 1/2000 Form: mist TWAEV: 5 mg/m ³ 8 hours. Issued/Revised: 1/2000 Form: mist

Appropriate engineering controls

All activities involving chemicals should be assessed for their risks to health, to ensure exposures are adequately controlled. Personal protective equipment should only be considered after other forms of control measures (e.g. engineering controls) have been suitably evaluated. Personal protective equipment should conform to appropriate standards, be suitable for use, be kept in good condition and properly maintained.

Your supplier of personal protective equipment should be consulted for advice on selection and appropriate standards. For further information contact your national organisation for standards.

Provide exhaust ventilation or other engineering controls to keep the relevant airborne concentrations below their respective occupational exposure limits.

The final choice of protective equipment will depend upon a risk assessment. It is

Section 8. Exposure controls/personal protection

0064

Environmental exposure controls

important to ensure that all items of personal protective equipment are compatible.

Emissions from ventilation or work process equipment should be checked to ensure they comply with the requirements of environmental protection legislation. In some cases, fume scrubbers, filters or engineering modifications to the process equipment will be necessary to reduce emissions to acceptable levels.

Individual protection measures

Hygiene measures

Wash hands, forearms and face thoroughly after handling chemical products, before eating, smoking and using the lavatory and at the end of the working period. Appropriate techniques should be used to remove potentially contaminated clothing. Wash contaminated clothing before reusing. Ensure that eyewash stations and safety showers are close to the workstation location.

Eye/face protection

Safety glasses with side shields.

Skin protection

Hand protection

Wear protective gloves if prolonged or repeated contact is likely. Wear chemical resistant gloves. Recommended: Nitrile gloves. The correct choice of protective gloves depends upon the chemicals being handled, the conditions of work and use, and the condition of the gloves (even the best chemically resistant glove will break down after repeated chemical exposures). Most gloves provide only a short time of protection before they must be discarded and replaced. Because specific work environments and material handling practices vary, safety procedures should be developed for each intended application. Gloves should therefore be chosen in consultation with the supplier/manufacturer and with a full assessment of the working conditions.

Body protection

Use of protective clothing is good industrial practice.

Cotton or polyester/cotton overalls will only provide protection against light superficial contamination that will not soak through to the skin. Overalls should be laundered on a regular basis. When the risk of skin exposure is high (e.g. when cleaning up spillages or if there is a risk of splashing) then chemical resistant aprons and/or impervious chemical suits and boots will be required.

Personal protective equipment for the body should be selected based on the task being performed and the risks involved and should be approved by a specialist before handling this product.

Other skin protection

Appropriate footwear and any additional skin protection measures should be selected based on the task being performed and the risks involved and should be approved by a specialist before handling this product.

Respiratory protection

In case of insufficient ventilation, wear suitable respiratory equipment.

For protection against metal working fluids, respiratory protection that is classified as "resistant to oil" (class R) or oil proof (class P) should be selected where appropriate. Depending on the level of airborne contaminants, an air-purifying, half-mask respirator (with HEPA filter) including disposable (P- or R-series) (for oil mists less than 50mg/m³), or any powered, air-purifying respirator equipped with hood or helmet and HEPA filter (for oil mists less than 125 mg/m³).

Where organic vapours are a potential hazard during metalworking operations, a combination particulate and organic vapour filter may be necessary.

The correct choice of respiratory protection depends upon the chemicals being handled, the conditions of work and use, and the condition of the respiratory equipment. Safety procedures should be developed for each intended application. Respiratory protection equipment should therefore be chosen in consultation with the supplier/manufacturer and with a full assessment of the working conditions.

Section 9. Physical and chemical properties

Appearance

Physical state	Grease
Color	Blue.
Odor	Characteristic.
Odor threshold	Not available.
pH	Not available.
Melting point	Not available.
Boiling point	Not available.
Flash point	Open cup: 232°C (449.6°F) [Cleveland.]
Pour point	Not available.
Drop Point	Not available.
Evaporation rate	Not available.
Flammability (solid, gas)	Not applicable. Based on - Physical state
Lower and upper explosive (flammable) limits	Not available.
Vapor pressure	Not available.
Vapor density	Not available.
Density	890 kg/m ³ (0.89 g/cm ³) at 15°C
Relative density	Not available.
Solubility	insoluble in water.
Partition coefficient: n-octanol/water	Not available.
Auto-ignition temperature	Not available.
Decomposition temperature	Not available.
Viscosity	Not available.

Aerosol product

Section 10. Stability and reactivity

Reactivity	No specific test data available for this product. Refer to Conditions to avoid and Incompatible materials for additional information.
Chemical stability	The product is stable.
Possibility of hazardous reactions	Under normal conditions of storage and use, hazardous reactions will not occur. Under normal conditions of storage and use, hazardous polymerization will not occur.
Conditions to avoid	Avoid all possible sources of ignition (spark or flame).
Incompatible materials	Reactive or incompatible with the following materials: oxidizing materials.
Hazardous decomposition products	Under normal conditions of storage and use, hazardous decomposition products should not be produced.

Section 11. Toxicological information

Information on toxicological effects

Information on the likely routes of exposure

Routes of entry anticipated: Dermal, Inhalation.

Potential acute health effects

Eye contact

Causes serious eye irritation.

Skin contact

Defatting to the skin. May cause skin dryness and irritation.

Inhalation

Exposure to decomposition products may cause a health hazard. Serious effects may be delayed following exposure.

Ingestion

No known significant effects or critical hazards.

Symptoms related to the physical, chemical and toxicological characteristics

Eye contact

Adverse symptoms may include the following:
pain or irritation
watering
redness

Inhalation

No specific data.

Skin contact

Adverse symptoms may include the following:
irritation
dryness
cracking

Ingestion

No specific data.

Delayed and immediate effects and also chronic effects from short and long term exposure

Short term exposure

Potential immediate effects

Not available.

Potential delayed effects

Not available.

Long term exposure

Potential immediate effects

Not available.

Potential delayed effects

Not available.

Potential chronic health effects

General

No known significant effects or critical hazards.

Carcinogenicity

No known significant effects or critical hazards.

Mutagenicity

No known significant effects or critical hazards.

Teratogenicity

No known significant effects or critical hazards.

Developmental effects

No known significant effects or critical hazards.

Fertility effects

No known significant effects or critical hazards.

Numerical measures of toxicity

Acute toxicity estimates

Not available.

Section 12. Ecological information

Toxicity

No testing has been performed by the manufacturer.

Persistence and degradability

Expected to be biodegradable.

Bioaccumulative potential

This product is not expected to bioaccumulate through food chains in the environment.

Product name Castrol Pyroplex Blue 2

Product code 453759-CA01 US06
US12 US81

Page: 7/9

Version 7.02

Date of issue 12/13/2016.

Format Canada
(Canada)

Language ENGLISH
(ENGLISH)

Section 12. Ecological information

0067

Mobility in soil

Soil/water partition
coefficient (K_{oc})

Not available.

Mobility

Spillages are unlikely to penetrate the soil.

Other ecological information

This product is unlikely to disperse in water.

Section 13. Disposal considerations

Disposal methods

The generation of waste should be avoided or minimized wherever possible. Significant quantities of waste product residues should not be disposed of via the foul sewer but processed in a suitable effluent treatment plant. Dispose of surplus and non-recyclable products via a licensed waste disposal contractor. Disposal of this product, solutions and any by-products should at all times comply with the requirements of environmental protection and waste disposal legislation and any regional local authority requirements. Waste packaging should be recycled. Incineration or landfill should only be considered when recycling is not feasible. This material and its container must be disposed of in a safe way. Care should be taken when handling emptied containers that have not been cleaned or rinsed out. Empty containers or liners may retain some product residues. Avoid dispersal of spilled material and runoff and contact with soil, waterways, drains and sewers.

Section 14. Transport information

	DOT Classification	TDG Classification	IMDG	IATA
UN number	Not regulated.	Not regulated.	Not regulated.	Not regulated.
UN proper shipping name	-	-	-	-
Transport hazard class(es)	-	-	-	-
Packing group	-	-	-	-
Environmental hazards	No.	No.	No.	No.
Additional information	-	-	-	-

Special precautions for user

Not available.

Transport in bulk according to Annex II of MARPOL and the IBC Code

Not available.

Section 15. Regulatory information

Other regulations

Australia inventory (AICS)

All components are listed or exempted.

Canada inventory

All components are listed or exempted.

China inventory (IECSC)

All components are listed or exempted.

Japan inventory (ENCS)

At least one component is not listed.

Product name Castrol Pyroplex Blue 2

Product code 453759-CA01 US06
US12 US81

Page: 8/9

Version 7.02

Date of issue 12/13/2016.

Format Canada
(Canada)

Language ENGLISH
(ENGLISH)

Section 15. Regulatory information

Korea inventory (KECI)	At least one component is not listed.
Philippines inventory (PICCS)	All components are listed or exempted.
Taiwan Chemical Substances Inventory (TCSI)	Not determined.
United States inventory (TSCA 8b)	All components are listed or exempted.
REACH Status	For the REACH status of this product please consult your company contact, as identified in Section 1.

Section 16. Other information

History

Date of issue/Date of revision	13/12/2016
Date of previous issue	12/12/2016.
Version	7.02
Prepared by	Product Stewardship
Key to abbreviations	<p>ATE = Acute Toxicity Estimate BCF = Bioconcentration Factor CAS Number = Chemical Abstracts Service Registry Number GHS = Globally Harmonized System of Classification and Labelling of Chemicals IATA = International Air Transport Association IBC = Intermediate Bulk Container IMDG = International Maritime Dangerous Goods LogPow = logarithm of the octanol/water partition coefficient MARPOL = International Convention for the Prevention of Pollution From Ships, 1973 as modified by the Protocol of 1978. ("Marpol" = marine pollution) UN = United Nations HPR = Hazardous Products Regulations Varies = may contain one or more of the following 101316-69-2, 101316-70-5, 101316-71-6, 101316-72-7, 64741-88-4, 64741-89-5, 64741-95-3, 64741-96-4, 64741-97-5, 64742-01-4, 64742-44-5, 64742-45-6, 64742-52-5, 64742-53-6, 64742-54-7, 64742-55-8, 64742-56-9, 64742-57-0, 64742-58-1, 64742-62-7, 64742-63-8, 64742-64-9, 64742-65-0, 64742-70-7, 72623-85-9, 72623-86-0, 72623-87-1, 74869-22-0, 90669-74-2</p>
References	Not available.

Indicates information that has changed from previously issued version.

Notice to reader

All reasonably practicable steps have been taken to ensure this data sheet and the health, safety and environmental information contained in it is accurate as of the date specified below. No warranty or representation, express or implied is made as to the accuracy or completeness of the data and information in this data sheet.

The data and advice given apply when the product is sold for the stated application or applications. You should not use the product other than for the stated application or applications without seeking advice from BP Group.

It is the user's obligation to evaluate and use this product safely and to comply with all applicable laws and regulations. The BP Group shall not be responsible for any damage or injury resulting from use, other than the stated product use of the material, from any failure to adhere to recommendations, or from any hazards inherent in the nature of the material. Purchasers of the product for supply to a third party for use at work, have a duty to take all necessary steps to ensure that any person handling or using the product is provided with the information in this sheet. Employers have a duty to tell employees and others who may be affected of any hazards described in this sheet and of any precautions that should be taken. You can contact the BP Group to ensure that this document is the most current available. Alteration of this document is strictly prohibited.

Product name Castrol Pyroplex Blue 2

Product code 453759-CA01 US06
US12 US81

Page: 9/9

Version 7.02 **Date of issue** 12/13/2016.

Format Canada
(Canada)

Language ENGLISH
(ENGLISH)

How to Read A Safety Data Sheet (SDS)

Safety Data Sheets (SDS) are an important requirement of the OSHA Hazard Communication Standard. SDS are essential documents that are used to inform employees, students, and the general public about how materials can be safely handled, used, and stored. Since Flinn provides chemicals only to schools, we have written Flinn SDS specifically for teachers and their students. Using clear and straightforward language, each Flinn SDS provides all the relevant safety and hazard information in a consistent, useful, and easy-to-read two-page format. Flinn SDS follow the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). The 16 sections are divided into four major areas, each designed to answer a specific question.

What is the material and what do I need to know immediately in an emergency?

Sections 1–3.

A It is important that the chemical name on the label match the name on the SDS. Many chemicals have similar names, but very different properties.

B The most important section! Provides an overview of the physical and health hazard risks associated with using the material.

C Signal words, either Danger or Warning, heighten the awareness of the relative risk when using certain chemicals. Danger is the more severe warning!

D Eight pictograms exist in the GHS classification scheme to call attention to physical and health hazards. See page 1238 for more information about GHS pictograms.




E This section includes the formula, formula weight, concentration, and CAS#. The CAS# is the single identifying number for each specific substance. CAS# should match the CAS# on the bottle label.

What should I do if a hazardous situation occurs?

Sections 4–6.

F Seek medical attention. These first-aid measures are only meant for immediate first aid and should always be followed up with professional medical care. The CAS# is the single identifying number for each specific substance. CAS# should match the CAS# on the bottle label.

G This section is written for the firefighter. Flash point (the lowest temperature at which enough vapor is present to form an ignitable mixture with air); upper and lower flammable limits; and the auto ignition temperature (AIT) are common properties included in this section.

FLINN SCIENTIFIC, INC. Safety Data Sheet (SDS)					SDS #: 181.00	Revision Date: September 25, 2014
SECTION 1 — CHEMICAL PRODUCT AND COMPANY IDENTIFICATION						
n-Butyl Alcohol					C	D
Flinn Scientific, Inc. P.O. Box 219 Batavia, IL 60510 (800) 452-1261					Signal Word	DANGER
CHEMTREC Emergency Phone Number: (800) 424-9300						
SECTION 2 — HAZARDS IDENTIFICATION						
Hazard class: Flammable liquids (Category 3). Flammable liquid and vapor (H226). Keep away from heat, sparks, open flames, and hot surfaces. No smoking (P210).					B	  
Hazard class: Acute toxicity, oral (Category 4). Harmful if swallowed (H302). Do not eat, drink or smoke when using this product (P270).						
Hazard class: Skin corrosion or irritation (Category 2). Causes skin irritation (H315).						
Hazard class: Serious eye damage/eye irritation (Category 1). Causes serious eye damage (H318).						
Hazard class: Specific target organ toxicity, single exposure; respiratory tract irritation (Category 3). May cause respiratory irritation (H335).						
Hazard class: Specific target organ toxicity, single exposure; Narcotic effects (Category 3). May cause drowsiness or dizziness (H336). Avoid breathing mist, vapors or spray (P261).						
SECTION 3 — COMPOSITION, INFORMATION ON INGREDIENTS						
Component Name	CAS Number	Formula	Formula Weight	Concentration		
n-Butyl alcohol	71-36-3	CH ₃ (CH ₂) ₃ CH ₂ OH	74.12			
Synonym: 1-Butanol; n-Butanol						
SECTION 4 — FIRST AID MEASURES						
Call a POISON CENTER or physician if you feel unwell (P312).						
If inhaled: Remove victim to fresh air and keep at rest in a position comfortable for breathing (P304+P340).						
If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses if present and easy to do. Continue rinsing (P305+P351+P338).						
If on skin (or hair): Immediately remove all contaminated clothing. Rinse skin with water (P303+P361+P353).						
If swallowed: Rinse mouth. Call a POISON CENTER or physician if you feel unwell (P302+P301+P312).						
SECTION 5 — FIRE FIGHTING MEASURES						
Class 1C flammable liquid.					G	NFPA CODE H-2 F-3 R-0
Flash point: 37 °C Flammable limits: Lower: 1.4% Upper: 11.2% Autoignition Temperature: 343 °C						
When heated to decomposition, may emit toxic fumes.						
In case of fire: Use triclass dry chemical fire extinguisher (P370+P378).						
SECTION 6 — ACCIDENTAL RELEASE MEASURES						
Remove all ignition sources and ventilate area. Contain the spill with sand or other inert absorbent material and deposit in a sealed bag or container. See Sections 8 and 13 for further information.						
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						PAGE 1 OF 2

H The NFPA code is a numerical code established by the National Fire Protection Association. It rates the substance *under fire conditions* in four categories. Health, Flammability, Reactivity, and unusual reactivity: 4 is a severe hazard, 0 is no hazard.

I How to clean up a spill. Always remove unprotected personnel from area and make sure all students are safe. Contain the spill with sand or absorbent materials.

How to Read A Safety Data Sheet (SDS), continued

Each Flinn SDS follows the same format and the information is always found in the same location, making it a valuable resource in the event of an emergency. With your first chemical order of the year, every teacher will receive a CD from Flinn Scientific containing all of our SDS. You may also request another CD at any time. Flinn SDS are updated on a regular basis, guaranteeing the most up-to-date safety information possible. Flinn sells a complete SDS Library in two versions, a hard copy version in two binders (Catalog No. AP7703, page 1206) or as part of the Flinn Online Chemventory program. For a more detailed description of the Flinn Online Chemventory program, please refer to pages 1196–1197. For our customers' convenience, Flinn has also placed a free complete set of SDS on our website. Simply go to www.flinnsci.com and click on the *Free SDS* button—individual SDS are easy to find and copies may be printed from your computer.

FLINN SCIENTIFIC, INC.		
Safety Data Sheet	n-Butyl Alcohol	SDS #: 181.00
		Revision Date: September 25, 2015
SECTION 7 — HANDLING AND STORAGE		
Flinn Suggested Chemical Storage Pattern: Organic #2. Store with alcohols, glycols, amines, and amides. Store in a dedicated flammables cabinet. If a flammables cabinet is not available, store in Flinn Saf-Stor™ can. Keep container tightly closed (P233). Keep cool (P235). Use only in a well-ventilated area or in a hood (P271).		
SECTION 8 — EXPOSURE CONTROLS, PERSONAL PROTECTION		
Wear protective gloves, protective clothing and eye protection (P280). Wash thoroughly after handling (P264). Use ventilation to keep airborne concentrations below exposure limits. Exposure guidelines: PEL 100 ppm (OSHA) TLV 20 ppm (ACGIH).		
SECTION 9 — PHYSICAL AND CHEMICAL PROPERTIES		
Clear colorless liquid. Wine-like odor. Soluble: Water (20%). Miscible with alcohol and ether.		
Boiling point: 117.7 °C Melting point: -89 °C Refractive index: 1.3988 Specific gravity: 0.81		
SECTION 10 — STABILITY AND REACTIVITY		
Avoid contact with aluminum, chromium trioxide, and oxidizing materials. Substance may develop explosive hydroperoxides. Shelf life: Fair, substance may oxidize. See Section 7 for further information.		
SECTION 11 — TOXICOLOGICAL INFORMATION		
Acute effects: Absorbed through skin. Eye, skin, respiratory tract irritation. Dizziness. CNS depression. Chronic effects: N.A. Target organs: Eyes, skin, respiratory system, central nervous system. N.A. Not available, not all health aspects of this substance have been fully investigated.		
ORL-RAT LD ₅₀ : 790 mg/kg IHL-RAT LC ₅₀ : 8000 ppm/4H SKN-RBT LD ₅₀ : 3400 mg/kg		
SECTION 12 — ECOLOGICAL INFORMATION		
Data not yet available.		
SECTION 13 — DISPOSAL CONSIDERATIONS		
Please review all federal, state and local regulations that may apply before proceeding. Flinn Suggested Disposal Method #18b is one option.		
SECTION 14 — TRANSPORT INFORMATION		
Shipping name: Butanols. Hazard class: 3, Flammable Liquid. UN number: UN1120.		
N/A Not applicable		
SECTION 15 — REGULATORY INFORMATION		
TSCA-listed, EINECS-listed (200-751-6), RCRA code U031.		
SECTION 16 — OTHER INFORMATION		
This Safety Data Sheet (SDS) is for guidance and is based upon information and tests believed to be reliable. Flinn Scientific, Inc. makes no guarantee of the accuracy or completeness of the data and shall not be liable for any damages relating thereto. The data is offered solely for your consideration, investigation, and verification. The data should not be confused with local, state, federal or insurance mandates, regulations, or requirements and CONSTITUTE NO WARRANTY. Any use of this data and information must be determined by the science instructor to be in accordance with applicable local, state or federal laws and regulations. The conditions or methods of handling, storage, use and disposal of the product(s) described are beyond the control of Flinn Scientific, Inc. and may be beyond our knowledge. FOR THIS AND OTHER REASONS, WE DO NOT ASSUME RESPONSIBILITY AND EXPRESSLY DISCLAIM LIABILITY FOR LOSS, DAMAGE OR EXPENSE ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE HANDLING, STORAGE, USE OR DISPOSAL OF THIS PRODUCT(S).		
Consult your copy of the <i>Flinn Science Catalog/Reference Manual</i> for additional information about laboratory chemicals.		
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How can I prevent hazardous situations from occurring?

Sections 7–11.

J Use the Flinn Suggested Chemical Storage Pattern to prevent accidents and improve safety. Special storage and usage tips are also included.

K Wear personal protective equipment such as goggles, gloves, and an apron. See page 1226–1227 for an explanation of exposure guidelines.

L Clear, concise, and useful physical and chemical properties help you learn more about the chemicals you use. The first part describes the material's appearance. If it doesn't look like this, STOP. Do not use it. It may be more or less hazardous.

M Describes the conditions or reactions to be avoided. Also provides some indication about anticipated shelf life.

N More detail on how the material may injure you. Acute (short exposure) and chronic (long-term) effects are listed along with their target organs.

O Oral (ORL), inhalation (IHL), and skin absorption (SKN) toxicity data on test animals is included. For more information on LD₅₀, see pages 1228–1229.

Other useful information. Sections 12–16.

P Ecological impact if large amounts (e.g., tank car) of the chemical spill near a river or lake.

Q Suggested disposal methods for laboratory quantities of chemicals. See pages 1268–1298 for Flinn Suggested Disposal Methods.

R Department of Transportation shipping information is included for your school district, emergency responders, and transport/shipping departments.

S Regulatory information used by regulatory compliance personnel.

T Flinn Scientific has an ongoing program to update its SDS. As professional chemists, we try our best to provide science teachers with the most accurate and useful safety information. Call Flinn if you have any questions. We can help!

Emergency Response Plan Guide

Emergency Reporting

Regardless of the type of emergency in progress, call 9-911 immediately, if you are not in imminent danger. When you call to report an incident, provide the following information:

- ▶ Your name
- ▶ Building Location: #1 Hospital Road in Riverdale
- ▶ Specific location: (first or second floor, north or south end of building)
- ▶ Nature of emergency: (fire, flood, bomb threat, etc.)
- ▶ Persons affected

Also notify the Floor Wardens as quickly as possible.

Flood

- ▶ Any staff who learns of a flood emergency will immediately contact the ADM or DM
- ▶ The ADM or DM will gather information from the Government's EMO coordinator (5220), assess the situation, brief staff and provide instructions on how to manage the emergency

Suspicious Parcel

Person finding a suspicious parcel:

- ▶ Do not touch it
- ▶ Notify your supervisor
- ▶ You or your supervisor call 9-911

All staff:

- ▶ Await instructions; follow them
- ▶ If told to evacuate, follow specific instructions, as normal evacuation procedures may not apply

Fire

Person discovering the fire:

1. Pull the fire alarm.
2. If you have been trained and are able to safely extinguish the fire, do so. Ensure yourself a safe exit at all times.
3. If safe to do so, close doors and windows.
4. Move away from fire and smoke. Do not open doors that are hot.
5. Leave the building immediately. Take only emergency items.
6. Do not use the elevator. Walk down the right hand side of the stairs.
7. Proceed to the designated Gathering Area (Emergency Assembly Area) behind #2 Hospital Road and report to the floor warden who will be wearing an orange vest and white hardhat.
8. Do not leave the Gathering Area (Emergency Assembly Area) until told to do so by the floor warden or emergency responders.
9. Do not re-enter the building or work area until told to do so by the floor warden or emergency responders even if the alarm stops ringing.

Hostage Taking

Victim(s):

- ▶ Follow the offender(s)'s orders exactly
- ▶ Observe as much as possible about the incident
- ▶ When the incident is over, notify your supervisor
- ▶ Immediately record details in an incident report
- ▶ Await instructions; be prepared to cooperate with the authorities

Anyone aware of an incident:

- ▶ Call 9-911 immediately
- ▶ Notify your supervisor or the ADM or DM
- ▶ Follow instructions
- ▶ Be prepared to evacuate

Pandemic Influenza

Screen staff and visitors

- ▶ Post notices at all entries asking people not to enter if they have symptoms of influenza
- ▶ Do not come to work if you have symptoms of influenza
- ▶ Advise clients not to enter the building if they have symptoms of influenza

Personal Hygiene

- ▶ Practice basic personal hygiene diligently, particularly hand washing and cough etiquette

Social Distancing

Minimize contact with others:

- ▶ Conduct business by phone or email
- ▶ Work from home if possible
- ▶ Meet only in small groups and only when absolutely necessary
- ▶ Avoid public transit; and
- ▶ Eat lunch in your office or go outdoors

Earthquake

All #1 Hospital Road Staff:

- ▶ Be aware of safe spots (e.g., under desks or braced in an interior corner away from shelves or windows) and move away from windows and mirrors and objects that may fall; secure them when possible
- ▶ Drop to your knees and cover your head and neck with your hands
- ▶ Do not use the elevator
- ▶ Remain where you are (inside/outside) until the shaking stops

Medical Emergency

If you are the first on the scene:

- ▶ Make sure there is no hazard to you as you approach the scene
- ▶ Call 9-911 or administer first aid if you are qualified

OR

- ▶ Yell for someone to call the first aid attendant and stay with the person
- ▶ When the first aid attendant arrives, provide details of the incident
- ▶ Wait and follow instructions of the first aid attendant
- ▶ Stay with the injured party

All other staff:

- ▶ Stay back from the affected area unless you are asked to help
- ▶ Follow instructions provided by the first aid attendant
- ▶ If asked to call 9-911, do so and report back to the first aid attendant

Incident, Near Miss, Unsafe Condition or First Aid

An **INCIDENT** is an unplanned event that interrupts the completion of an activity that includes personal injury/illness and/or damage to property or the environment.

A **NEAR MISS** is an incident where no personal injury/illness, property or environmental damage actually occurred, but, given a slight shift in time or position, could have occurred.

Should you experience an Incident or a Near Miss, OR see an unsafe condition OR require first aid:

- ▶ Access first aid then:
 - Fill out the Incident form and the First Aid book
 - Bring it to your supervisor
 - Your supervisor will complete the Supervisor's Response form and perform an investigation, if required
 - Your supervisor is responsible for discussing the results of the investigation with you
 - Your supervisor will attach the Incident, Near Miss, Unsafe Condition or First Aid form you filled out along with their completed Supervisor's Response and bring them to the Management Co-Chair of the Joint Health and Safety Committee
 - The Joint Health and Safety Committee reviews all the Incident, Near Miss, Unsafe Condition or First Aid forms on a monthly basis to monitor trends and ensure effectiveness of the health and safety program

Violent Incident & Threats

If you are threatened or fear for your personal security:

- ▶ Maintain your professional face, maintain your composure
- ▶ Explain that you can't give the person what they're looking for but you can get your supervisor to speak with them

If they don't cooperate:

- ▶ Explain that you are required to call police and give them options on how to leave

If they do cooperate:

- ▶ Leave the client, get your supervisor
- ▶ Assess the need to call 9-911 for police
- ▶ Supervisor provides client options for leaving
- ▶ Complete detailed statement immediately and report to the investigator/police

If you are attacked:

- ▶ Defend yourself
- ▶ Leave the room as quickly as possible, warning others to leave the area
- ▶ Shout for someone to call 9-911 or if necessary, do it yourself when it is safe to do so

Emergency Evacuation

Stay calm, do not rush, and do not panic.

1. Only if it is safe to do so, gather your personal belongings, including prescription medications.
2. If safe, close your office door and window but do not lock them.
3. Use the nearest safe route noted on the emergency exit maps in every area.
4. Proceed to the nearest exit.
5. Do not use the elevator. Walk down the stairs on the right hand side in single file.
6. Go to the designated Gathering Area (Emergency Assembly Area) behind #2 Hospital Road and report to the floor warden who will be wearing an orange vest and a white hardhat.
7. Notify the floor warden of the location of anyone still in the building.
8. Assist people with injuries or disabilities only if you are trained and able to do so safely.
9. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
10. Refer any media inquiries to the communications unit: Director (3673), communications officers (3010), (6145) or (3611).

If you have mobility challenges and cannot leave the building on your own:

1. Do not use the elevator.
2. Go to a stairwell. (Stairwells are fire safe and can be used as refuge.)
3. Ask your workmates to help you evacuate with the use of the emergency chairlift, if it is functioning.
4. If the chairlift is not functioning, inform your workmates of your location and ask them to notify officials outside the building immediately.
5. Remain in the stairwell until qualified assistance arrives.
6. Once you are clear of the building, go to the designated Gathering Area (Emergency Assembly Area) behind #2 Hospital Road and report to the floor warden who will be wearing an orange vest and white hardhat.

Bomb Threat 1

Any person receiving a TELEPHONE threat is expected to complete this BOMB THREAT CHECKLIST:

Date: _____ Time: _____

Phone number of caller (if available on your phone): _____

INSTRUCTIONS:

Be CALM and courteous. LISTEN. Do not interrupt the caller. Keep the caller talking as long as possible. Record the exact words of the person placing the call.

QUESTIONS TO ASK:

When is the bomb going to explode? _____

Where is the bomb right now? _____

What kind of bomb is it? _____

What does the bomb look like? _____

Why did you place the bomb? _____

Additional information: _____

Continues on next page...

Bomb Threat 2

TRY TO DETERMINE THE FOLLOWING:

Caller's Identity:... ☐ Male ☐ Female

Voice:..... ☐ Loud ☐ Soft ☐ High pitch ☐ Deep
☐ Raspy ☐ Pleasant ☐ Slurred
☐ Other _____

Accent:..... ☐ Local ☐ Not local ☐ Foreign or regional

Speech:..... ☐ Fast ☐ Slow ☐ Distinct ☐ Distorted
☐ Stutter ☐ Nasal ☐ Slurred ☐ Lisp
☐ Other _____

Language:..... ☐ Excellent ☐ Good ☐ Fair ☐ Poor
☐ Foul ☐ Other

Manner:..... ☐ Calm ☐ Angry ☐ Rational ☐ Irrational
☐ Coherent ☐ Incoherent ☐ Deliberate ☐ Emotional
☐ Righteous ☐ Laughing ☐ Slurred speech
☐ Other _____

Background:..... ☐ Office machines ☐ Factory machines ☐ Heavy equipment
☐ Airplanes ☐ Street traffic

Noises:..... ☐ Music ☐ Quiet ☐ Voices ☐ Party
☐ Animals ☐ Other _____

Additional information: _____

Receiving telephone number: _____

Person receiving call: _____

**Immediately after the call, CONTACT 9-911 and then notify your supervisor.
 Do not tell anyone else until instructed to do so by your supervisor.**

Procedures for compromised air quality, water advisory and severe weather should be added.

Emergency Response Plan Guide

Yukon
Health and Social Services

Instructions for completing air quality report
should be added to cover weather should be added.

Emergency Reporting

Regardless of the type of emergency in progress, call 9-911 immediately, if you are not in imminent danger. When you call to report an incident, provide the following information:

- ▶ Your name
- ▶ Building Location: #1 Hospital Road in Riverdale
- ▶ Specific location: (first or second floor, north or south end of building)
- ▶ Nature of emergency: (fire, flood, bomb threat, etc.)
- ▶ Persons affected

Also notify the Floor Wardens as quickly as possible.

(Sidney Maddison 5694, Leon Meyn 3418, Guillaume Levesque 5985, Robin Chambers 8317)

▶ **EMERGENCY REPORTING**

*Leave blank
Fill in on each floor*

Flood

- ▶ Any staff who learns of a flood emergency will immediately contact the ADM or DM
- ▶ The ADM or DM will gather information from the Government's EMO coordinator (5220), assess the situation, brief staff and provide instructions on how to manage the emergency

▶ **FLOOD**

Suspicious Parcel

Person finding a suspicious parcel:

- ▶ Do not touch it
- ▶ Notify your supervisor *and*
call 911

All staff:

- ▶ Await instructions; follow them
- ▶ If told to evacuate, follow specific instructions, as normal evacuation procedures may not apply

▶ **SUSPICIOUS PARCEL**

Fire

Person discovering the fire:

1. If you have been trained and are able to safely extinguish the fire, do so. Ensure yourself a safe exit at all times.
2. If you are unable to extinguish the fire, pull the fire alarm.
3. Leave the building immediately. Take only emergency items.
4. Proceed to the designated Gathering Area (Emergency Assembly Area) behind #2 Hospital Road and report to the floor warden who will be wearing an orange vest and white hardhat.
5. Do not leave the Gathering Area (Emergency Assembly Area) until told to do so by the floor warden or emergency responders.
6. Do not re-enter the building or work area until told to do so by the floor warden or emergency responders even if the alarm stops ringing.

→ Use RACE instead

1. R - Rescue
2. A - Alarm
3. C - Contain (i.e. close door)
4. E - Evacuate
Extinguish (if you can)

Hostage Taking

Victim(s):

- ▶ Follow the offender(s)'s orders exactly
- ▶ Observe as much as possible about the incident
- ▶ When the incident is over, notify your supervisor
- ▶ Immediately record details in an incident report
- ▶ Await instructions; be prepared to cooperate with the authorities

- *Complete incident report*

Anyone aware of an incident:

- ▶ Call 9-911 immediately
- ▶ Notify your supervisor or the ADM or DM
- ▶ Follow instructions
- ▶ Be prepared to evacuate

(Create an incident report template - Continuing Care has one you may customize.)

Pandemic Influenza

Screen staff and visitors

- ▶ Post notices at all entries asking people not to enter if they have symptoms of influenza
- ▶ Do not come to work if you have symptoms of influenza
- ▶ Advise clients not to enter the building if they have symptoms of influenza

Personal Hygiene

- ▶ Practice basic personal hygiene diligently, particularly hand washing and cough etiquette

Social Distancing

Minimize contact with others:

- ▶ Conduct business by phone or email
- ▶ Work from home if possible
- ▶ Meet only in small groups and only when absolutely necessary
- ▶ Avoid public transit; and
- ▶ Eat lunch in your office or go outdoors
- ▶ Do not evacuate, but ensure routes are clear to do so
- ▶ Post signs of dangerous areas or objects

Earthquake

All #1 Hospital Road Staff:

- ▶ Be aware of safe spots (e.g., under desks or braced in an interior corner away from shelves or windows) and move away from windows and mirrors and objects that may fall; secure them when possible
- ▶ Drop to your knees and cover your head and neck with your hands
- ▶ Do not use the elevator
- ▶ Remain where you are (inside/outside) until the shaking stops

After the shaking stops:

- ▶ Check for hazards (fire, electrical) and proceed as noted for those specific emergencies
- ▶ Once safe, floor wardens will account for people and provide medical treatment
- ▶ Conserve water (do not flush)
- ▶ Do not evacuate, but ensure routes are clear to do so
- ▶ *Safety Warden to* Post signs of dangerous areas or objects

Medical Emergency

If you are the first on the scene:

- ▶ Make sure there is no hazard to you as you approach the scene
- ▶ Call 9-911 or administer first aid if you are qualified

OR

- ▶ Yell for someone to call the first aid attendant and stay with the person
- ▶ When the first aid attendant arrives, provide details of the incident
- ▶ Wait and follow instructions of the first aid attendant
- ▶ Stay with the injured party

All other staff:

- ▶ Stay back from the affected area unless you are asked to help
- ▶ Follow instructions provided by the first aid attendant
- ▶ If asked to call 9-911, do so and report back to the first aid attendant

Contact designated first aid attendant. Do floor wardens have medical training? Who are the first aid attendants?

Incident, Near Miss, Unsafe Condition or First Aid

An **INCIDENT** refers to an unexpected event that did not cause injury or damage but had potential to do so.

A **NEAR MISS** is a term used for an event that could have caused harm but did not.

Should you experience an Incident or a Near Miss, OR see an unsafe condition OR require first aid:

► Access first aid then:

- Fill out the Incident, Near Miss, Unsafe Condition or First Aid form — Do we have such a form? Continuing Care has a template.
- Bring it to your supervisor
- Your supervisor will complete the Supervisor's Response form and perform an investigation, if required
- Your supervisor is responsible for discussing the results of the investigation with you
- Your supervisor will attach the Incident, Near Miss, Unsafe Condition or First Aid form you filled out along with their completed Supervisor's Response and bring them to the Management Co-Chair of the Joint Health and Safety Committee
- The Joint Health and Safety Committee reviews all the Incident, Near Miss, Unsafe Condition or First Aid forms on a monthly basis to monitor trends and ensure effectiveness of the health and safety program

Refine definition - same as Continuing Care's definition

Violent Incident & Threats

If you are threatened or fear for your personal security:

- ▶ Maintain your professional face, maintain your composure
- ▶ Explain that you can't give the person what they're looking for but you can get your supervisor to speak with them

If they don't cooperate:

- ▶ Explain that you are required to call police and give them options on how to leave

If they do cooperate:

- ▶ Leave the client, get your supervisor
- ▶ Assess the need to call 9-911 for police
- ▶ Supervisor provides client options for leaving
- ▶ Complete detailed statement immediately and report to the investigator/police

If you are attacked:

- ▶ Defend yourself
- ▶ Leave the room as quickly as possible, warning others to leave the area
- ▶ Shout for someone to call 9-911 or if necessary, do it yourself when it is safe to do so

Emergency Evacuation

Stay calm, do not rush, and do not panic.

1. Only if it is safe to do so, gather your personal belongings, including prescription medications.
2. If safe, close your office door and window but do not lock them.
3. Use the nearest safe route noted on the emergency exit maps in every area/ workstation.
4. Proceed to the nearest exit.
5. Do not use the elevator. Walk down the stairs on the right hand side in single file.
6. Go to the designated Gathering Area (Emergency Assembly Area) behind #2 Hospital Road and report to the floor warden who will be wearing an orange vest and a white hardhat.
7. Notify the floor warden of the location of anyone still in the building.
8. Assist people with injuries or disabilities only if you are trained and able to do so safely.
9. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
10. Refer any media inquiries to the communications unit: Pat Living (3673), Marcelle Dubé (3010), Michelle Boleen (6145), Roni-Sue Sparvier (3611).

*List only Unit and
three numbers - no names*

On your way out:

1. Move away from fire and smoke.
2. If safe to do so, close doors and windows.
3. Do not open doors that are hot.
4. Do not use the elevator. Walk on the right hand side of the stairs in single file.
5. Go to the designated Gathering Area (Emergency Assembly Area) behind #2 Hospital Road. Remind others to go there, too.

If you have mobility challenges and cannot leave the building on your own:

1. Do not use the elevator.
2. Go to a stairwell. (Stairwells are fire safe and can be used as refuge.)
3. Inform your workmates of your location and ask them to notify officials outside the building immediately.
4. Remain in the stairwell until qualified assistance arrives.
5. Go to the designated Gathering Area (Emergency Assembly Area) behind #2 Hospital Road and report to the floor warden who will be wearing an orange vest and white hardhat.

*Move to
"Fire" section*

Bomb Threat 1

*Is this an RCMP
policy process?*

Any person receiving a TELEPHONE threat is expected to complete this BOMB THREAT CHECKLIST:

Date: _____ Time: _____

Phone number of caller (if available on your phone): _____

INSTRUCTIONS:

Be CALM and courteous. LISTEN. Do not interrupt the caller. Keep the caller talking as long as possible. Record the exact words of the person placing the call.

QUESTIONS TO ASK:

When is the bomb going to explode? _____

Where is the bomb right now? _____

What kind of bomb is it? _____

What does the bomb look like? _____

Why did you place the bomb? _____

Additional information: _____

Where are you calling from?

What will cause bomb to explode?

Continues on next page...

Bomb Threat 2

TRY TO DETERMINE THE FOLLOWING:

Caller's Identity: ☐ Male ☐ Female

Voice: ☐ Loud ☐ Soft ☐ High pitch ☐ Deep
☐ Raspy ☐ Pleasant ☐ Slurred
☐ Other _____

Accent: ☐ Local ☐ Not local ☐ Foreign or regional

Speech: ☐ Fast ☐ Slow ☐ Distinct ☐ Distorted
☐ Stutter ☐ Nasal ☐ Slurred ☐ Lisp
☐ Other _____

Language: ☐ Excellent ☐ Good ☐ Fair ☐ Poor
☐ Foul ☐ Other

Manner: ☐ Calm ☐ Angry ☐ Rational ☐ Irrational
☐ Coherent ☐ Incoherent ☐ Deliberate ☐ Emotional
☐ Righteous ☐ Laughing ☐ Slurred speech
☐ Other _____

Background: ☐ Office machines ☐ Factory machines ☐ Heavy equipment
☐ Airplanes ☐ Street traffic

Noises: ☐ Music ☐ Quiet ☐ Voices ☐ Party
☐ Animals ☐ Other _____

Additional information: _____

Receiving telephone number: _____

Person receiving call: _____

**Immediately after the call, CONTACT 9-111 and then notify your supervisor.
 Do not tell anyone else until instructed to do so by your supervisor.**

Pick Up Tips

How to Lift Safely

Plan and Prepare

- Protect your feet and hands with sturdy shoes and work gloves.
- Warm up with gentle stretches.
- Test the load for weight and shifting contents by pulling or sliding it toward you.
- Get help with heavy or awkward loads.
- Keep it on the level. Place loads on a raised platform to avoid bending.

Get a good grip.

Use both hands, and grasp opposite corners.



Keep it in the middle.

Hold the load between shoulder and knee height and don't overreach.



Try not to bend.

If you must, bend your knees to reach or place low-level objects.



Keep it close.

As you lift, keep your back straight and the load close to your body.



Slide and tighten.

Pull the load toward your stomach, tightening the muscles as you get ready to lift.



Step or pivot.

Don't twist or side bend while moving with a load.



Méthodes de levage

Bien saisir

Utiliser les deux mains et saisir les coins opposés.



Maintenir au milieu du corps

Tenir la charge entre les épaules et les genoux. Éviter de trop s'étirer.



Comment lever en toute sécurité

Planifier et préparer

- Protéger ses pieds et ses mains en portant des souliers robustes et des gants de travail.
- S'échauffer (étirement des muscles) en effectuant des étirements modérés.
- Évaluer la lourdeur de l'objet et le transfert de charge en tirant ou en glissant ce dernier vers soi.
- Demander de l'aide pour des charges lourdes ou encombrantes.
- Garder l'objet de niveau. Placer les charges sur une plate-forme surélevée pour éviter de se pencher.

Éviter de se pencher

S'il faut se pencher, plier les genoux pour atteindre ou déposer les objets situés plus bas.



Maintenir près du corps

Lorsqu'on lève une charge, garder le dos droit et tenir la charge près du corps.



Glisser l'objet et resserrer les muscles

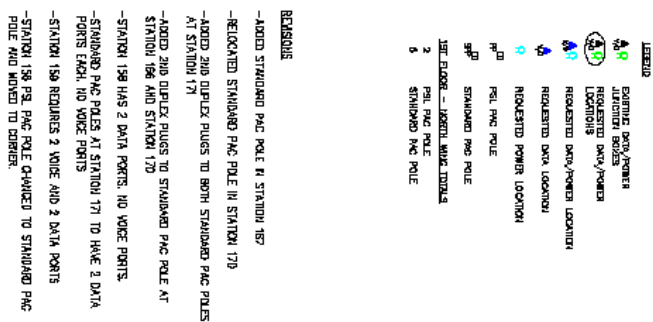
Lorsqu'on se prépare à lever une charge, glisser la charge vers son estomac en resserrant les muscles.

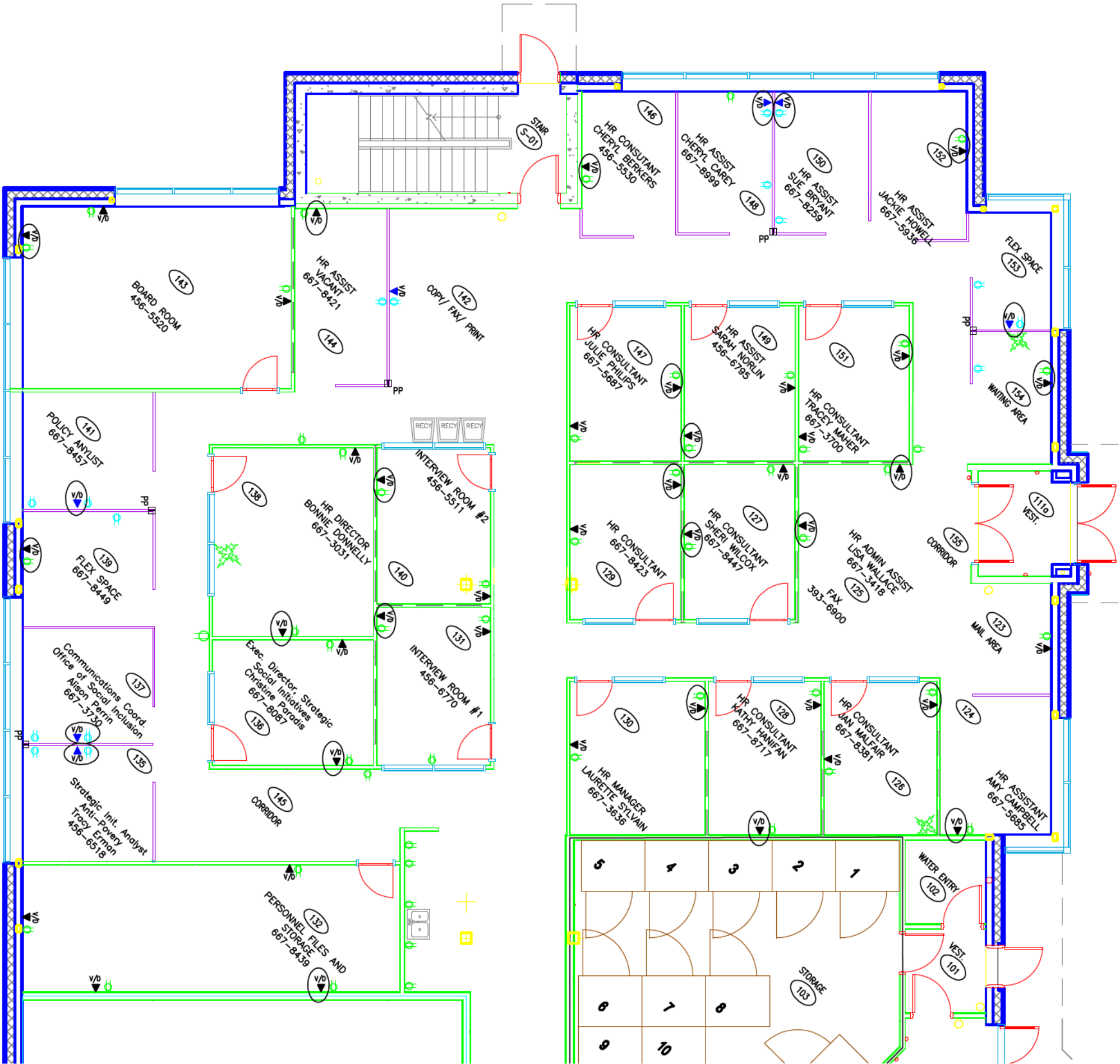


Marcher ou pivoter

Lorsqu'on tient la charge, marcher ou pivoter sans exercer de torsion du corps ni de flexion latérale.







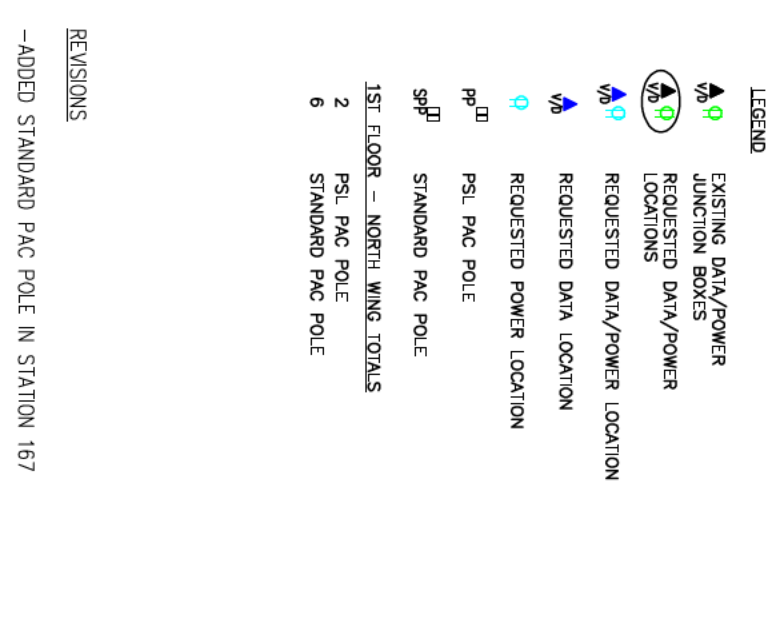
LEGEND

- EXISTING DATA/POWER JUNCTION BOXES
- REQUESTED DATA/POWER LOCATIONS
- REQUESTED DATA/POWER LOCATION
- REQUESTED DATA LOCATION
- REQUESTED POWER LOCATION
- PSL PAC POLE
- STANDARD PAC POLE

1ST FLOOR - NORTH WING TOTALS

5	PSL PAC POLE
0	STANDARD PAC POLE

- REVISIONS
- RELOCATED PAC POLE BETWEEN STATIONS 135 AND 137
 - ADDED 2ND VOICE DATA AT STATION 142
 - ADDED DUPLEX PLUG AT STATION 154



--ADDED STANDARD PAC POLE IN STATION 167

—RELOCATED STANDARD PAC POLE IN STATION 170

-ADDED 2ND DUPLEX PLUGS TO BOTH STANDARD PAC POLES
AT STATION 171

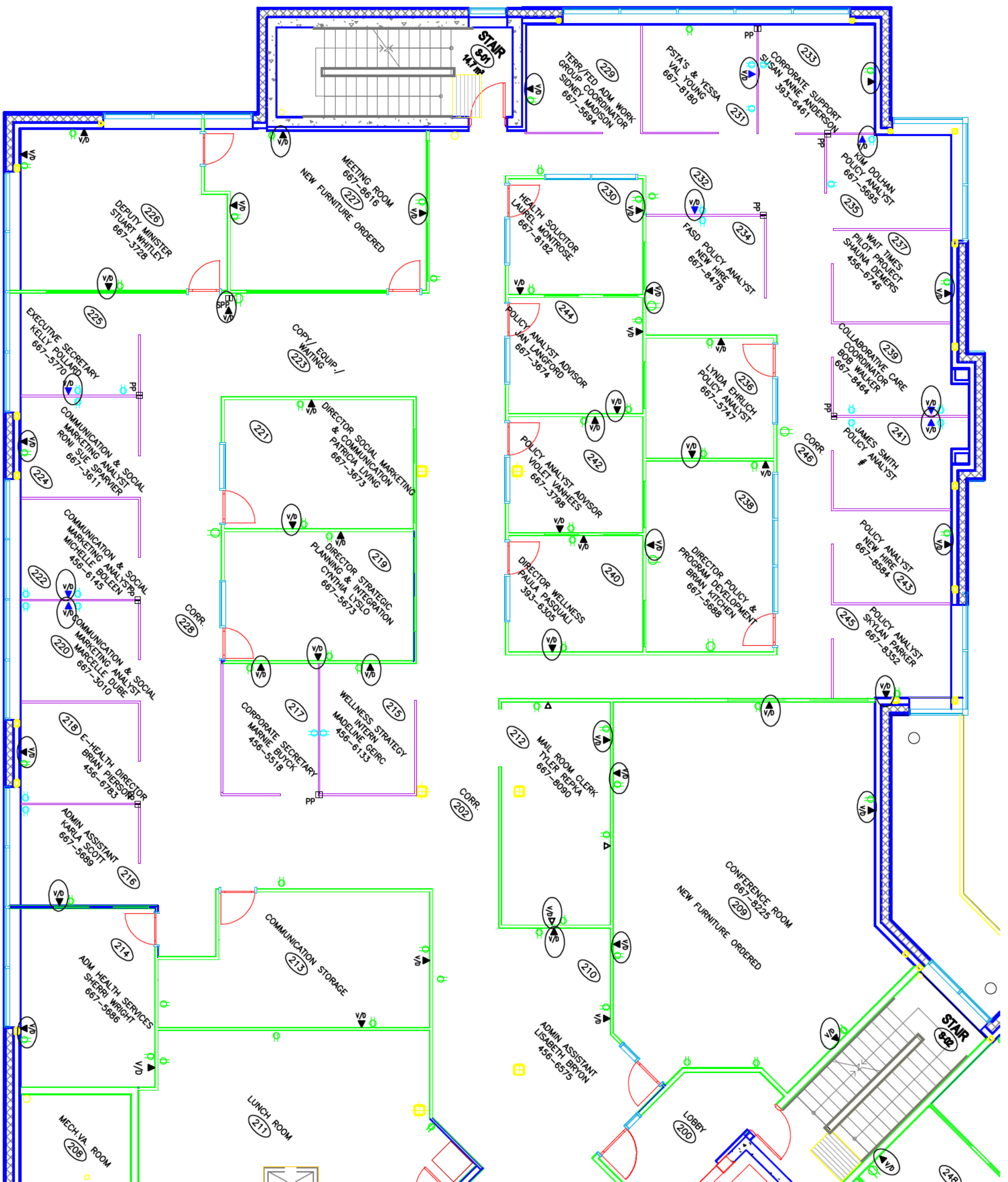
-ADDED 2ND DUPLEX PLUGS TO STANDARD PAC POLE AT STATION 166 AND STATION 170

-STATION 158 HAS 2 DATA PORTS. NO VOICE PORTS.

-STANDARD PAC POLES AT STATION 171 TO HAVE 2 DATA PORTS EACH. NO VOICE PORTS

—STATION 159 REQUIRES 2 VOICE AND 2 DATA PORTS

-STATION 156 PSL PAC POLE CHANGED TO STANDARD PAC POLE AND MOVED TO CORNER.



LEGEND

EXISTING DATA/POWER JUNCTION BOXES

REQUESTED DATA/POWER LOCATIONS

REQUESTED DATA/POWER LOCATION

REQUESTED DATA LOCATION

4/0

RECEIVED BUREAU OF STATISTICS

2017年12月27日

PP	PSL	PAC	POLE
E			

STANDARD PAC POLE

END E1 C0B NORTH WINC TOTALS

8 PSL PAC POLE

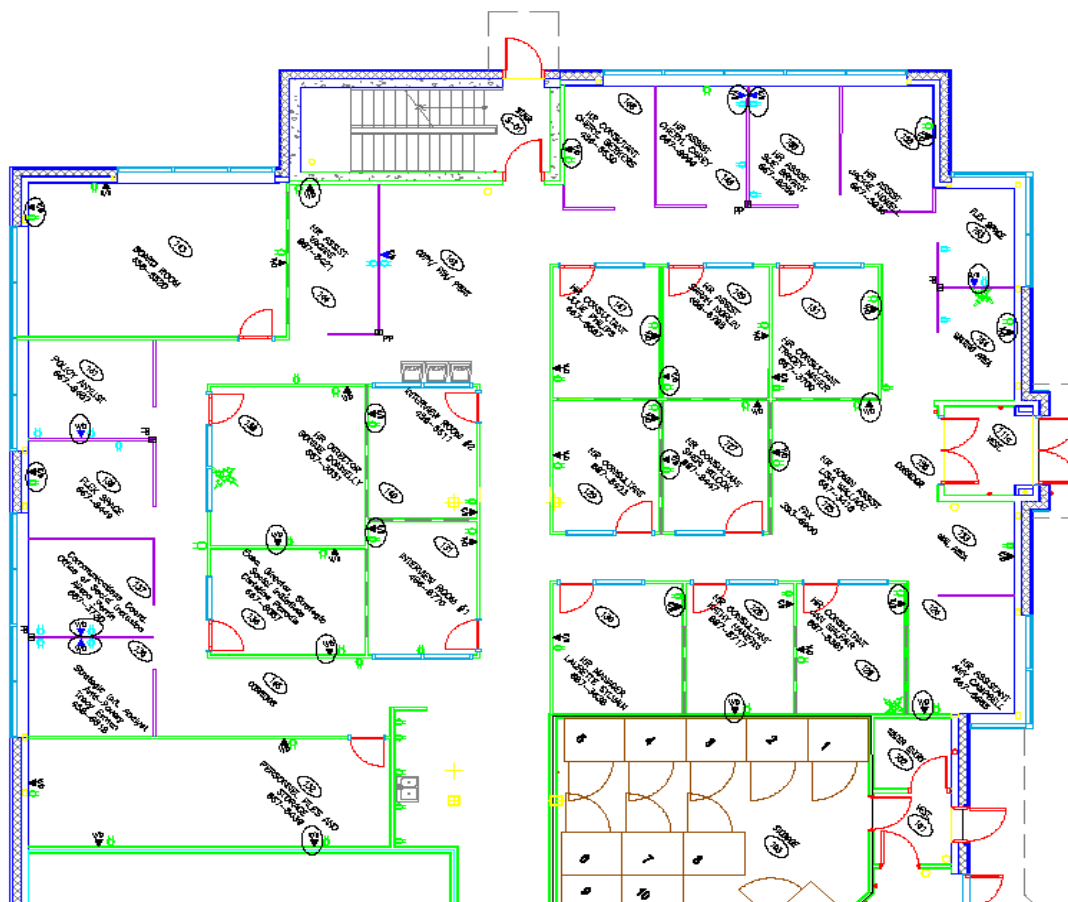
1 STANDARD PAC POLE









REVISIONS

-ADDED PSL PAC POLES BETWEEN STATIONS 216/218

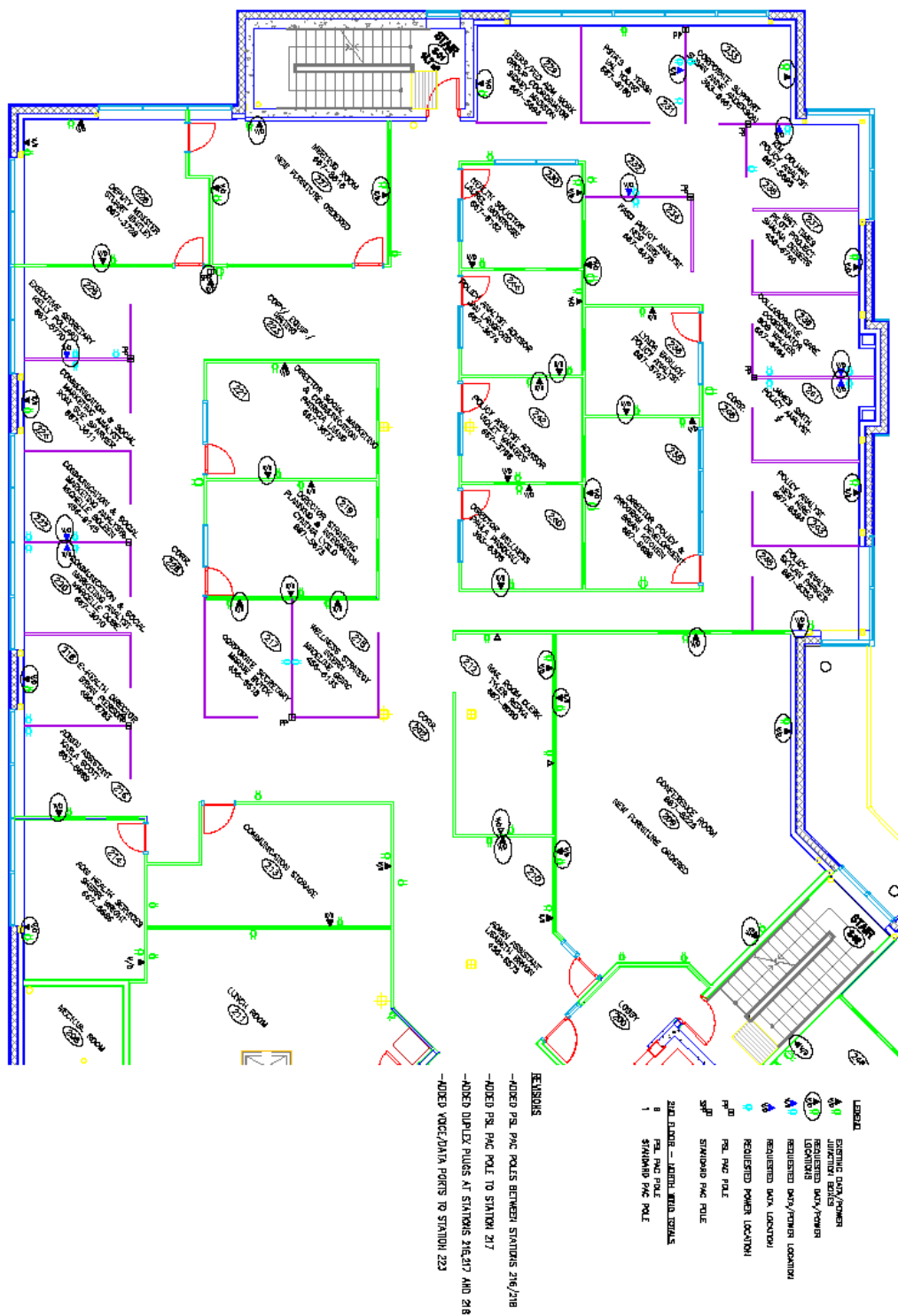
ADDED BCL BAC POLE TO STATION 217

-ADDED DUPLEX PLUGS AT STATIONS 210,211/



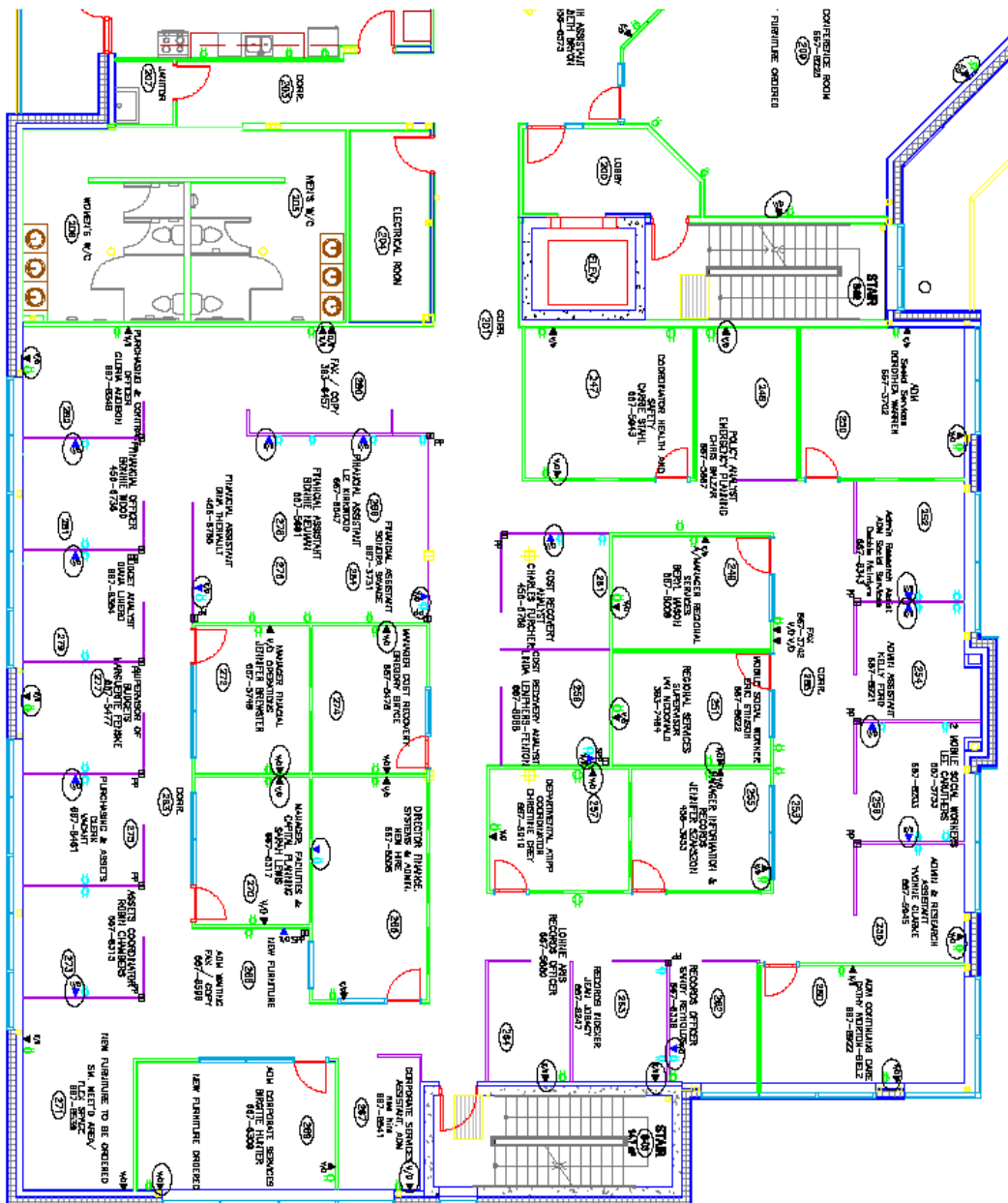
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|-------------------------------------------------------------------------------------------|---------------------------------------|
|  A-R | EXTENDED DATA/POWER
JUNCTION BOXES |
|  A-P | REQUESTED DATA/POWER
LOCATIONS |
|  A-R | REQUESTED DATA/POWER LOCATION |
|  A-P | REQUESTED DATA LOCATION |
|  R | REQUESTED POWER LOCATION |
|  P | REL. PNC. POLE |
|  P | STANDARD PNC. POLE |
|  P | STANDARD PNC. POLE |

- RELIGATED PAC POLE BETWEEN STATIONS 135 AND 137
- ADDED 2ND VOICE DATA AT STATION 142
- ADDED DUPLEX PLUS AT STATION 154



Crocus Ridge Second Floor North

Crocus Ridge Second Floor South



- ```

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# SAFETY DATA SHEET

0110

## NOCOLYSE

### 1.0 CHEMICAL PRODUCT AND COMPANY IDENTIFICATION

**Product:** Nocolyse

**General Use:** Disinfectant

**Manufacturer Name:** AMG Medical Inc.

**Emergency Telephone Number:**  
Local poison control center

**Address:** 8505 Dalton  
Montreal, Quebec H4T 1V5

**Telephone No. for Information:**  
800-361-2210 (Normal bus. hours)

**Date Issued:** July 19, 2011

**Date Revised:** March 26, 2019

**Recommended Use:** Solution ready to be used as part of the Nocospray Disinfection System.

**Restriction on use:** This product is not for use on porous surfaces.

**CHEMTREC CHEMICAL TRANSPORTATION**  
**EMERGENCY TELEPHONE NO. 800-424-9300**  
**D.C.: 202-483-7616**

**POISON CONTROL CENTER**  
**TELEPHONE NO. 800-268-9017**  
**T.O.: 416-598-5900**

### 2.0 HAZARD IDENTIFICATION

**Pictograms:**



**OSHA:** Irritant

**NFPA Hydrogen Peroxide Hazard Classification :** hazard rating for <8%

Health:0

Flammability: 0

Reactivity:0

**NFPA Silver Nitrate Hazard Classification:**

Health Rating: 2 – Intense or continued but not chronic exposure could cause temporary incapacitation or possible residual injury.

Flammability Rating: 0

Reactivity Rating: 0 – Normally stable, even under fire exposure conditions, and is not reactive with water.

**Precautionary Statement:** Operate according to industrial hygiene practice.

Not Flammable. Liquid is completely soluble in water.

Heat or contaminants may induce an increase of pressure with a risk of container ruption.

### 3.0 COMPOSITION/INFORMATION ON INGREDIENTS

| Component         | Weight %                                    | CAS Number | EINECS# /<br>ELINCS# | Formula                       |
|-------------------|---------------------------------------------|------------|----------------------|-------------------------------|
| Hydrogen Peroxide | 6%                                          | 7722-84-1  | 231-765-0            | H <sub>2</sub> O <sub>2</sub> |
| Silver Nitrate    | <1%                                         | 7761-88-8  | 231-853-9            | AgNO <sub>3</sub>             |
| Distilled Water   | Non hazardous<br>Proprietary<br>Information | 7732-18-5  | 231-791-2            | H <sub>2</sub> O              |

Solution ready to use

### 4.0 FIRST AID MEASURES

**Skin contact:** Wash thoroughly with water in case of contact

**Eyes:** Immediately rinse eyes with a large volume of water in case of contact and call the nearest specialist

**Ingestion:** Rinse mouth with a large amount of water and drink water. Consult a physician.

**Inhalation:** No risk of inhalation at room temperature

**Immediate medical attention and special treatment:** NA

**Most important symptoms and effects: Silver nitrate:** Argyria due to chronic overexposure to silver.

**Hydrogen peroxide:** Higher levels than the occupational exposure limit of 1.4 mg/m<sup>3</sup> can cause irritation in the upper and lower airways.

## 5.0 FIRE FIGHTING MEASURES

**Specific hazards arising from the hazardous product:** Nonflammable product

**Suitable and unsuitable extinguishing media:** Non applicable

**Special protective equipment and precautions for fire-fighters:** Use personal protective clothing covering the entire body. Use autonomous equipment for respiratory protection.

## 6.0 ACCIDENTAL RELEASE MEASURES

**Personal precautions, protective equipment and emergency procedures:** Protect the eyes from contact. Appropriate safety goggle and gloves.

**Methods and materials for containment and cleaning up:** Rinse with water. Not harmful for the environment.

## 7.0 HANDLING AND STORAGE

**Precautions for safe handling:** The wear of gloves and protective goggles is recommended. The product once out of its original packaging must not go back in to avoid any contamination.

**Conditions for safe storage:** The storage must be done in the original packaging only, vertically and at a temperature  $> 0^{\circ}$  and  $< 40^{\circ}\text{C}$

## 8.0 EXPOSURE CONTROLS / PERSONAL PROTECTION

**Control parameters:** Do not store near a heat source or under permanent sun light.

**Individual protective equipment:** Appropriate safety goggle and gloves.

| Chemical Name     | ACGIH                        | OSHA                                       | NIOSH                                      |
|-------------------|------------------------------|--------------------------------------------|--------------------------------------------|
| Silver Nitrate    | 0.01 mg/m <sup>3</sup> (TWA) | 0.01 mg/m <sup>3</sup> (PEL)               | 0.01 mg/m <sup>3</sup> (REL)               |
| Hydrogen Peroxide | 1 ppm (TWA)                  | 1 ppm (PEL)<br>1.4 mg/m <sup>3</sup> (PEL) | 1 ppm (REL)<br>1.4 mg/m <sup>3</sup> (REL) |

TWA: Time Weighted Average over 8 hours of work.

REL: Recommended Exposure Limit

PEL: Permissible Exposure Limit

**Appropriate engineering controls:** Ensure usage of a proper ventilation system

## 9.0 PHYSICAL AND CHEMICAL PROPERTIES

|                                       |                                                      |
|---------------------------------------|------------------------------------------------------|
| Appearance                            | Clear, colorless liquid                              |
| Odour                                 | None                                                 |
| Odour threshold                       | None                                                 |
| pH                                    | Between 3 and 5                                      |
| Melting point/Freezing point          | Not available                                        |
| Initial boiling point/boiling range   | app. 100° C                                          |
| Flash point                           | Not flammable                                        |
| Evaporation rate                      | Not available                                        |
| Flammability (solid, gas)             | Not flammable                                        |
| Lower flammable/explosive limit       | Not explosive                                        |
| Upper flammable/explosive limit       | Not explosive                                        |
| Vapour pressure                       | Not available                                        |
| Vapour density                        | Not available                                        |
| Relative density                      | 100° C 1g/cm <sup>3</sup> to 1.020 g/cm <sup>3</sup> |
| Solubility                            | Not available                                        |
| Partition coefficient-n-octanol/water | Not available                                        |
| Auto-ignition temperature             | Not available                                        |
| Decomposition temperature             | Not available                                        |
| Viscosity                             | Not available                                        |

## 10.0 STABILITY AND REACTIVITY

**Reactivity:** None

**Chemical stability:** 2 years from date of manufacture

**Possibility of hazardous reactions:** None

**Incompatible materials:** NA in gaseous form

**Hazardous decomposition product:** formation of oxygen

**Sun light and other heat sources:** possible slight degassing when permanently exposed

**Conditions to avoid:** Do not stock bottles horizontally. The bottle should be stocked vertically at a temperature of > 0° C and < 40° C.

## 11.0 TOXICOLOGICAL INFORMATION

### Possible pathologic effects:

**Eyes:** direct contact may cause damage to the cornea  
**Skin:** slight irritation  
**Respiratory tract sensitization:** none  
**Blood cells:** none  
**Accidental ingestion:** risk of mucosal bleeding and in extreme cases, swelling of the stomach  
 release of oxygen

**Inhalation:** No risk of inhalation at room temperature

**Chronic effects: Silver nitrate:** Argyria due to chronic overexposure to silver.

Hydrogen peroxide: Higher levels than the occupational exposure limit of 1.4 mg/m<sup>3</sup> can cause irritation in the upper and lower airways.

## 12.0 ECOLOGICAL INFORMATION

**Bioaccumulative potential:** There is an immediate reduction or decomposition into water and oxygen  
**Ecotoxicity:** none  
**Persistence and degradability:** biodegradability > 99%  
**Mobility in soil:** No data available  
**Other adverse effects:** No data available

## 13.0 DISPOSAL CONSIDERATIONS

**Waste Disposal Method:** elimination by aqueous dilution. Without residue

## 14.0 TRANSPORT INFORMATION

**Special precautions:** Container must be transported vertically.

**Transport authorization:** road, rail, sea, and plane.

**UN number:** NA

**UN proper shipping name:** NA

**Transport hazard class:** NA

**Packing group:** NA

**Environmental hazards:** See section 12

**Delivery chemical names:** Hydrogen peroxide 6% and silver nitrate 0.004%

## 15.0 REGULATORY INFORMATION

Hydrogen peroxide is a colorless liquid with a slightly sharp, irritating odour and bitter taste. It is currently classified as Class C-Oxidizing, Class E-Corrosive and Class F-Dangerously Reactive material under WHMIS.

Silver Nitrate: WHMIS (Canada): Class D-1B Toxic; D-2A Very toxic; E: Corrosive liquid

## 16.0 OTHER INFORMATION

All information, recommendations, and suggestions appearing herein concerning the product are based upon data believed to be reliable. It is the user's responsibility to determine the safety, toxicity, and suitability for their own use of the product described herein, and to comply with all applicable regulations. Since the actual use by others is beyond the MSDS developer's control, no guarantee, expressed or implied is made by AMG Medical Inc. as to the effects of such use, the results to be obtained or the safety and toxicity of the product nor does AMG Medical Inc. assume any liability arising out of use by others of the product referred to herein. This MSDS is not intended as a license to operate under, or recommendation to infringe on, any patents. Appropriate warnings and safe handling procedures should be provided to handlers and users.

Note: CHEMTREC emergency telephone numbers is to be used only in the event of CHEMICAL EMERGENCIES involving a spill, leak, fire, exposure, or accident involving chemicals. All non-emergency questions should be directed to AMG Medical Inc. Regulatory Affairs Department for assistance.

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**PREPARED BY: AMG Medical Inc.**

**Revision No.: 4.0**

**Date: March 26, 2019 MSDS**

**CONTACT: Regulatory Affairs**

**SUPERSEDES MSDS: none**



# SAFETY DATA SHEET

## Propane

### Section 1. Identification

|                                      |                                                                                                                                                                                                                                                             |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GHS product identifier</b>        | : Propane                                                                                                                                                                                                                                                   |
| <b>Chemical name</b>                 | : propane                                                                                                                                                                                                                                                   |
| <b>Other means of identification</b> | : Propyl hydride; n-Propane; Dimethyl methane; Bottled gas; propane in gaseous state; propane liquefied, n-Propane; Dimethylmethane; Freon 290; Liquefied petroleum gas; Lpg; Propyl hydride; R 290; C3H8; UN 1075; UN 1978; A-108; Hydrocarbon propellant. |
| <b>Product type</b>                  | : Liquefied gas                                                                                                                                                                                                                                             |
| <b>Product use</b>                   | : Synthetic/Analytical chemistry.                                                                                                                                                                                                                           |
| <b>Synonym</b>                       | : Propyl hydride; n-Propane; Dimethyl methane; Bottled gas; propane in gaseous state; propane liquefied, n-Propane; Dimethylmethane; Freon 290; Liquefied petroleum gas; Lpg; Propyl hydride; R 290; C3H8; UN 1075; UN 1978; A-108; Hydrocarbon propellant. |
| <b>SDS #</b>                         | : 001045                                                                                                                                                                                                                                                    |
| <b>Supplier's details</b>            | : Airgas USA, LLC and its affiliates<br>259 North Radnor-Chester Road<br>Suite 100<br>Radnor, PA 19087-5283<br>1-610-687-5253                                                                                                                               |
| <b>24-hour telephone</b>             | : 1-866-734-3438                                                                                                                                                                                                                                            |

### Section 2. Hazards identification

|                                                   |                                                                                                       |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>OSHA/HCS status</b>                            | : This material is considered hazardous by the OSHA Hazard Communication Standard (29 CFR 1910.1200). |
| <b>Classification of the substance or mixture</b> | : FLAMMABLE GASES - Category 1<br>GASES UNDER PRESSURE - Liquefied gas                                |

#### GHS label elements

##### Hazard pictograms



##### Signal word

: Danger

##### Hazard statements

: Extremely flammable gas.  
Contains gas under pressure; may explode if heated.  
May cause frostbite.  
May displace oxygen and cause rapid suffocation.  
May form explosive mixtures with air.

#### Precautionary statements

##### General

: Read and follow all Safety Data Sheets (SDS'S) before use. Read label before use. Keep out of reach of children. If medical advice is needed, have product container or label at hand. Close valve after each use and when empty. Use equipment rated for cylinder pressure. Do not open valve until connected to equipment prepared for use. Use a back flow preventative device in the piping. Use only equipment of compatible materials of construction. Always keep container in upright position. Approach suspected leak area with caution.

##### Prevention

: Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking.

##### Response

: Leaking gas fire: Do not extinguish, unless leak can be stopped safely. In case of leakage, eliminate all ignition sources.

##### Storage

: Protect from sunlight. Store in a well-ventilated place.



## Section 2. Hazards identification

- Disposal** : Not applicable.
- Hazards not otherwise classified** : Liquid can cause burns similar to frostbite.

## Section 3. Composition/information on ingredients

- Substance/mixture** : Substance
- Chemical name** : propane
- Other means of identification** : Propyl hydride; n-Propane; Dimethyl methane; Bottled gas; propane in gaseous state; propane liquefied, n-Propane; Dimethylmethane; Freon 290; Liquefied petroleum gas; Lpg; Propyl hydride; R 290; C3H8; UN 1075; UN 1978; A-108; Hydrocarbon propellant.
- Product code** : 001045

### CAS number/other identifiers

- CAS number** : 74-98-6

| Ingredient name | %   | CAS number |
|-----------------|-----|------------|
| Propane         | 100 | 74-98-6    |

Any concentration shown as a range is to protect confidentiality or is due to batch variation.

**There are no additional ingredients present which, within the current knowledge of the supplier and in the concentrations applicable, are classified as hazardous to health or the environment and hence require reporting in this section.**

Occupational exposure limits, if available, are listed in Section 8.

## Section 4. First aid measures

### Description of necessary first aid measures

- Eye contact** : Immediately flush eyes with plenty of water, occasionally lifting the upper and lower eyelids. Check for and remove any contact lenses. Continue to rinse for at least 10 minutes. Get medical attention if irritation occurs.
- Inhalation** : Remove victim to fresh air and keep at rest in a position comfortable for breathing. If not breathing, if breathing is irregular or if respiratory arrest occurs, provide artificial respiration or oxygen by trained personnel. It may be dangerous to the person providing aid to give mouth-to-mouth resuscitation. Get medical attention if adverse health effects persist or are severe. If unconscious, place in recovery position and get medical attention immediately. Maintain an open airway. Loosen tight clothing such as a collar, tie, belt or waistband.
- Skin contact** : Wash contaminated skin with soap and water. Remove contaminated clothing and shoes. To avoid the risk of static discharges and gas ignition, soak contaminated clothing thoroughly with water before removing it. Get medical attention if symptoms occur. In case of contact with liquid, warm frozen tissues slowly with lukewarm water and get medical attention. Do not rub affected area. Wash clothing before reuse. Clean shoes thoroughly before reuse.
- Ingestion** : Remove victim to fresh air and keep at rest in a position comfortable for breathing. Get medical attention if adverse health effects persist or are severe. Ingestion of liquid can cause burns similar to frostbite. If frostbite occurs, get medical attention. Never give anything by mouth to an unconscious person. If unconscious, place in recovery position and get medical attention immediately. Maintain an open airway. Loosen tight clothing such as a collar, tie, belt or waistband. As this product rapidly becomes a gas when released, refer to the inhalation section.

### Most important symptoms/effects, acute and delayed

#### Potential acute health effects

- Eye contact** : Liquid can cause burns similar to frostbite.
- Inhalation** : No known significant effects or critical hazards.
- Skin contact** : Dermal contact with rapidly evaporating liquid could result in freezing of the tissues or frostbite.

## Section 4. First aid measures

**Frostbite** : Try to warm up the frozen tissues and seek medical attention.

**Ingestion** : Ingestion of liquid can cause burns similar to frostbite.

### Over-exposure signs/symptoms

**Eye contact** : Adverse symptoms may include the following:, frostbite

**Inhalation** : No specific data.

**Skin contact** : Adverse symptoms may include the following:, frostbite

**Ingestion** : Adverse symptoms may include the following:, frostbite

### Indication of immediate medical attention and special treatment needed, if necessary

**Notes to physician** : Treat symptomatically. Contact poison treatment specialist immediately if large quantities have been ingested or inhaled.

**Specific treatments** : No specific treatment.

**Protection of first-aiders** : No action shall be taken involving any personal risk or without suitable training. It may be dangerous to the person providing aid to give mouth-to-mouth resuscitation.

See toxicological information (Section 11)

## Section 5. Fire-fighting measures

### Extinguishing media

**Suitable extinguishing media** : Use an extinguishing agent suitable for the surrounding fire.

**Unsuitable extinguishing media** : None known.

**Specific hazards arising from the chemical** : Contains gas under pressure. Extremely flammable gas. In a fire or if heated, a pressure increase will occur and the container may burst, with the risk of a subsequent explosion. The vapor/gas is heavier than air and will spread along the ground. Gas may accumulate in low or confined areas or travel a considerable distance to a source of ignition and flash back, causing fire or explosion.

**Hazardous thermal decomposition products** : Decomposition products may include the following materials:  
carbon dioxide  
carbon monoxide

**Special protective actions for fire-fighters** : Promptly isolate the scene by removing all persons from the vicinity of the incident if there is a fire. No action shall be taken involving any personal risk or without suitable training. Contact supplier immediately for specialist advice. Move containers from fire area if this can be done without risk. Use water spray to keep fire-exposed containers cool. If involved in fire, shut off flow immediately if it can be done without risk. If this is impossible, withdraw from area and allow fire to burn. Fight fire from protected location or maximum possible distance. Eliminate all ignition sources if safe to do so.

**Special protective equipment for fire-fighters** : Fire-fighters should wear appropriate protective equipment and self-contained breathing apparatus (SCBA) with a full face-piece operated in positive pressure mode. For incidents involving large quantities, thermally insulated undergarments and thick textile or leather gloves should be worn.

## Section 6. Accidental release measures

### Personal precautions, protective equipment and emergency procedures

**For non-emergency personnel** : Accidental releases pose a serious fire or explosion hazard. No action shall be taken involving any personal risk or without suitable training. Evacuate surrounding areas. Keep unnecessary and unprotected personnel from entering. Do not touch or walk through spilled material. Shut off all ignition sources. No flares, smoking or flames in hazard area. Avoid breathing gas. Provide adequate ventilation. Wear appropriate respirator when ventilation is inadequate. Put on appropriate personal protective equipment.

## Section 6. Accidental release measures

**For emergency responders** : If specialized clothing is required to deal with the spillage, take note of any information in Section 8 on suitable and unsuitable materials. See also the information in "For non-emergency personnel".

**Environmental precautions** : Ensure emergency procedures to deal with accidental gas releases are in place to avoid contamination of the environment. Avoid dispersal of spilled material and runoff and contact with soil, waterways, drains and sewers. Inform the relevant authorities if the product has caused environmental pollution (sewers, waterways, soil or air).

### Methods and materials for containment and cleaning up

**Small spill** : Immediately contact emergency personnel. Stop leak if without risk. Use spark-proof tools and explosion-proof equipment.

**Large spill** : Immediately contact emergency personnel. Stop leak if without risk. Use spark-proof tools and explosion-proof equipment. Note: see Section 1 for emergency contact information and Section 13 for waste disposal.

## Section 7. Handling and storage

### Precautions for safe handling

**Protective measures** : Put on appropriate personal protective equipment (see Section 8). Contains gas under pressure. Do not get in eyes or on skin or clothing. Avoid breathing gas. Use only with adequate ventilation. Wear appropriate respirator when ventilation is inadequate. Do not enter storage areas and confined spaces unless adequately ventilated. Do not puncture or incinerate container. Use equipment rated for cylinder pressure. Close valve after each use and when empty. Protect cylinders from physical damage; do not drag, roll, slide, or drop. Use a suitable hand truck for cylinder movement. Use only non-sparking tools. Empty containers retain product residue and can be hazardous. Store and use away from heat, sparks, open flame or any other ignition source. Use explosion-proof electrical (ventilating, lighting and material handling) equipment.

**Advice on general occupational hygiene** : Eating, drinking and smoking should be prohibited in areas where this material is handled, stored and processed. Workers should wash hands and face before eating, drinking and smoking. Remove contaminated clothing and protective equipment before entering eating areas. See also Section 8 for additional information on hygiene measures.

**Conditions for safe storage, including any incompatibilities** : Store in accordance with local regulations. Store in a segregated and approved area. Store away from direct sunlight in a dry, cool and well-ventilated area, away from incompatible materials (see Section 10). Eliminate all ignition sources. Cylinders should be stored upright, with valve protection cap in place, and firmly secured to prevent falling or being knocked over. Cylinder temperatures should not exceed 52 °C (125 °F). Keep container tightly closed and sealed until ready for use. See Section 10 for incompatible materials before handling or use.

## Section 8. Exposure controls/personal protection

### Control parameters

#### Occupational exposure limits

| Ingredient name | Exposure limits                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Propane         | <p><b>NIOSH REL (United States, 10/2016).</b><br/> TWA: 1800 mg/m<sup>3</sup> 10 hours.<br/> TWA: 1000 ppm 10 hours.</p> <p><b>OSHA PEL (United States, 5/2018).</b><br/> TWA: 1800 mg/m<sup>3</sup> 8 hours.<br/> TWA: 1000 ppm 8 hours.</p> <p><b>OSHA PEL 1989 (United States, 3/1989).</b><br/> TWA: 1800 mg/m<sup>3</sup> 8 hours.<br/> TWA: 1000 ppm 8 hours.</p> <p><b>ACGIH TLV (United States, 3/2019). Oxygen Depletion [Asphyxiant]. Explosive potential.</b></p> |

## Section 8. Exposure controls/personal protection

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Appropriate engineering controls</b> | : Use only with adequate ventilation. Use process enclosures, local exhaust ventilation or other engineering controls to keep worker exposure to airborne contaminants below any recommended or statutory limits. The engineering controls also need to keep gas, vapor or dust concentrations below any lower explosive limits. Use explosion-proof ventilation equipment.                                                                                                                                                                                                                                                                                                                                 |
| <b>Environmental exposure controls</b>  | : Emissions from ventilation or work process equipment should be checked to ensure they comply with the requirements of environmental protection legislation. In some cases, fume scrubbers, filters or engineering modifications to the process equipment will be necessary to reduce emissions to acceptable levels.                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Individual protection measures</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Hygiene measures</b>                 | : Wash hands, forearms and face thoroughly after handling chemical products, before eating, smoking and using the lavatory and at the end of the working period. Appropriate techniques should be used to remove potentially contaminated clothing. Wash contaminated clothing before reusing. Ensure that eyewash stations and safety showers are close to the workstation location.                                                                                                                                                                                                                                                                                                                       |
| <b>Eye/face protection</b>              | : Safety eyewear complying with an approved standard should be used when a risk assessment indicates this is necessary to avoid exposure to liquid splashes, mists, gases or dusts. If contact is possible, the following protection should be worn, unless the assessment indicates a higher degree of protection: safety glasses with side-shields.                                                                                                                                                                                                                                                                                                                                                       |
| <b>Skin protection</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Hand protection</b>                  | : Chemical-resistant, impervious gloves complying with an approved standard should be worn at all times when handling chemical products if a risk assessment indicates this is necessary. If contact with the liquid is possible, insulated gloves suitable for low temperatures should be worn. Considering the parameters specified by the glove manufacturer, check during use that the gloves are still retaining their protective properties. It should be noted that the time to breakthrough for any glove material may be different for different glove manufacturers. In the case of mixtures, consisting of several substances, the protection time of the gloves cannot be accurately estimated. |
| <b>Body protection</b>                  | : Personal protective equipment for the body should be selected based on the task being performed and the risks involved and should be approved by a specialist before handling this product. When there is a risk of ignition from static electricity, wear anti-static protective clothing. For the greatest protection from static discharges, clothing should include anti-static overalls, boots and gloves.                                                                                                                                                                                                                                                                                           |
| <b>Other skin protection</b>            | : Appropriate footwear and any additional skin protection measures should be selected based on the task being performed and the risks involved and should be approved by a specialist before handling this product.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Respiratory protection</b>           | : Based on the hazard and potential for exposure, select a respirator that meets the appropriate standard or certification. Respirators must be used according to a respiratory protection program to ensure proper fitting, training, and other important aspects of use.                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Thermal hazards</b>                  | : If there is a risk of contact with the liquid, all protective equipment worn should be suitable for use with extremely low temperature materials.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## Section 9. Physical and chemical properties

### Appearance

|                       |                                           |
|-----------------------|-------------------------------------------|
| <b>Physical state</b> | : Gas.                                    |
| <b>Color</b>          | : Colorless.                              |
| <b>Odor</b>           | : Odorless.BUT MAY HAVE SKUNK ODOR ADDED. |
| <b>Odor threshold</b> | : Not available.                          |
| <b>pH</b>             | : Not available.                          |
| <b>Melting point</b>  | : -187.6°C (-305.7°F)                     |
| <b>Boiling point</b>  | : -42.1°C (-43.8°F)                       |

## Section 9. Physical and chemical properties

|                                                     |                                                                                                                                                   |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Critical temperature</b>                         | : 96.55°C (205.8°F)                                                                                                                               |
| <b>Flash point</b>                                  | : Closed cup: -104°C (-155.2°F)<br>Open cup: -104°C (-155.2°F)                                                                                    |
| <b>Evaporation rate</b>                             | : Not available.                                                                                                                                  |
| <b>Flammability (solid, gas)</b>                    | : Extremely flammable in the presence of the following materials or conditions: open flames, sparks and static discharge and oxidizing materials. |
| <b>Lower and upper explosive (flammable) limits</b> | : Lower: 1.8%<br>Upper: 8.4%                                                                                                                      |
| <b>Vapor pressure</b>                               | : 109 (psig)                                                                                                                                      |
| <b>Vapor density</b>                                | : 1.6 (Air = 1)                                                                                                                                   |
| <b>Specific Volume (ft<sup>3</sup>/lb)</b>          | : 8.6206                                                                                                                                          |
| <b>Gas Density (lb/ft<sup>3</sup>)</b>              | : 0.116 (25°C / 77 to °F)                                                                                                                         |
| <b>Relative density</b>                             | : Not applicable.                                                                                                                                 |
| <b>Solubility</b>                                   | : Not available.                                                                                                                                  |
| <b>Solubility in water</b>                          | : 0.0244 g/l                                                                                                                                      |
| <b>Partition coefficient: n-octanol/water</b>       | : 1.09                                                                                                                                            |
| <b>Auto-ignition temperature</b>                    | : 287°C (548.6°F)                                                                                                                                 |
| <b>Decomposition temperature</b>                    | : Not available.                                                                                                                                  |
| <b>Viscosity</b>                                    | : Not applicable.                                                                                                                                 |
| <b>Flow time (ISO 2431)</b>                         | : Not available.                                                                                                                                  |
| <b>Molecular weight</b>                             | : 44.11 g/mole                                                                                                                                    |
| <b><u>Aerosol product</u></b>                       |                                                                                                                                                   |
| <b>Heat of combustion</b>                           | : -46012932 J/kg                                                                                                                                  |

## Section 10. Stability and reactivity

|                                           |                                                                                                                                                                                                                                    |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reactivity</b>                         | : No specific test data related to reactivity available for this product or its ingredients.                                                                                                                                       |
| <b>Chemical stability</b>                 | : The product is stable.                                                                                                                                                                                                           |
| <b>Possibility of hazardous reactions</b> | : Under normal conditions of storage and use, hazardous reactions will not occur.                                                                                                                                                  |
| <b>Conditions to avoid</b>                | : Avoid all possible sources of ignition (spark or flame). Do not pressurize, cut, weld, braze, solder, drill, grind or expose containers to heat or sources of ignition. Do not allow gas to accumulate in low or confined areas. |
| <b>Incompatible materials</b>             | : Oxidizers                                                                                                                                                                                                                        |
| <b>Hazardous decomposition products</b>   | : Under normal conditions of storage and use, hazardous decomposition products should not be produced.                                                                                                                             |
| <b>Hazardous polymerization</b>           | : Under normal conditions of storage and use, hazardous polymerization will not occur.                                                                                                                                             |

## Section 11. Toxicological information

### Information on toxicological effects

#### Acute toxicity

Not available.

#### Irritation/Corrosion

Not available.

#### Sensitization

Not available.

#### Mutagenicity

Not available.

#### Carcinogenicity

Not available.

#### Reproductive toxicity

Not available.

#### Teratogenicity

Not available.

#### Specific target organ toxicity (single exposure)

Not available.

#### Specific target organ toxicity (repeated exposure)

Not available.

#### Aspiration hazard

Not available.

**Information on the likely routes of exposure** : Not available.

### Potential acute health effects

- Eye contact** : Liquid can cause burns similar to frostbite.
- Inhalation** : No known significant effects or critical hazards.
- Skin contact** : Dermal contact with rapidly evaporating liquid could result in freezing of the tissues or frostbite.
- Ingestion** : Ingestion of liquid can cause burns similar to frostbite.

### Symptoms related to the physical, chemical and toxicological characteristics

- Eye contact** : Adverse symptoms may include the following:, frostbite
- Inhalation** : No specific data.
- Skin contact** : Adverse symptoms may include the following:, frostbite
- Ingestion** : Adverse symptoms may include the following:, frostbite

### Delayed and immediate effects and also chronic effects from short and long term exposure

#### Short term exposure

**Potential immediate effects** : Not available.

**Potential delayed effects** : Not available.

#### Long term exposure

**Potential immediate effects** : Not available.

**Potential delayed effects** : Not available.



## Section 11. Toxicological information

### Potential chronic health effects

Not available.

|                              |                                                     |
|------------------------------|-----------------------------------------------------|
| <b>General</b>               | : No known significant effects or critical hazards. |
| <b>Carcinogenicity</b>       | : No known significant effects or critical hazards. |
| <b>Mutagenicity</b>          | : No known significant effects or critical hazards. |
| <b>Teratogenicity</b>        | : No known significant effects or critical hazards. |
| <b>Developmental effects</b> | : No known significant effects or critical hazards. |
| <b>Fertility effects</b>     | : No known significant effects or critical hazards. |

### Numerical measures of toxicity

#### Acute toxicity estimates

Not available.

## Section 12. Ecological information

### Toxicity

Not available.

### Persistence and degradability

Not available.

### Bioaccumulative potential

| Product/ingredient name | LogP <sub>ow</sub> | BCF | Potential |
|-------------------------|--------------------|-----|-----------|
| Propane                 | 1.09               | -   | low       |

### Mobility in soil






**Soil/water partition coefficient (K<sub>oc</sub>)** : Not available.

**Other adverse effects** : No known significant effects or critical hazards.

## Section 13. Disposal considerations

**Disposal methods** : The generation of waste should be avoided or minimized wherever possible. Disposal of this product, solutions and any by-products should at all times comply with the requirements of environmental protection and waste disposal legislation and any regional local authority requirements. Dispose of surplus and non-recyclable products via a licensed waste disposal contractor. Waste should not be disposed of untreated to the sewer unless fully compliant with the requirements of all authorities with jurisdiction. Empty Airgas-owned pressure vessels should be returned to Airgas. Waste packaging should be recycled. Incineration or landfill should only be considered when recycling is not feasible. This material and its container must be disposed of in a safe way. Empty containers or liners may retain some product residues. Do not puncture or incinerate container.

## Section 14. Transport information

|                            | DOT                                                                                      | TDG                                                                                      | Mexico                                                                                   | IMDG                                                                                       | IATA                                                                                       |
|----------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| UN number                  | UN1978                                                                                   | UN1978                                                                                   | UN1978                                                                                   | UN1978                                                                                     | UN1978                                                                                     |
| UN proper shipping name    | PROPANE SEE ALSO PETROLEUM GASES, LIQUEFIED                                              | PROPANE                                                                                  | PROPANE SEE ALSO PETROLEUM GASES, LIQUEFIED (propane)                                    | PROPANE                                                                                    | PROPANE                                                                                    |
| Transport hazard class(es) | 2.1<br> | 2.1<br> | 2.1<br> | 2.1<br> | 2.1<br> |
| Packing group              | -                                                                                        | -                                                                                        | -                                                                                        | -                                                                                          | -                                                                                          |
| Environmental hazards      | No.                                                                                      | No.                                                                                      | No.                                                                                      | No.                                                                                        | No.                                                                                        |

“Refer to CFR 49 (or authority having jurisdiction) to determine the information required for shipment of the product.”

### Additional information

#### DOT Classification

: **Limited quantity**  
Yes.

#### Packaging instruction

##### Passenger aircraft

Quantity limitation: Forbidden.

##### Cargo aircraft

Quantity limitation: 150 kg

#### Special provisions

19, T50

For domestic transportation only, UN1075 may be substituted for the UN number shown as long as the substitution is consistent on package markings, shipping papers, and emergency response information. See 49 CFR 172.102 Special Provision 19.

Containers of NON-ODORIZED liquefied petroleum gas must be marked either NON-ODORIZED or NOT ODOORIZED as of September 30, 2006. [49 CFR 172.301(f), 326(d), 330(c) and 338(e)]

#### TDG Classification

: Product classified as per the following sections of the Transportation of Dangerous Goods Regulations: 2.13-2.17 (Class 2).

**Explosive Limit and Limited Quantity Index** 0.125

**ERAP Index** 3000

**Passenger Carrying Vessel Index** 65

**Passenger Carrying Road or Rail Index** Forbidden

**Special provisions** 29, 42

#### IATA

: **Quantity limitation** Passenger and Cargo Aircraft: Forbidden. Cargo Aircraft Only: 150 kg.

**Special precautions for user** : **Transport within user's premises:** always transport in closed containers that are upright and secure. Ensure that persons transporting the product know what to do in the event of an accident or spillage.

## Section 14. Transport information

**Transport in bulk according to IMO instruments** : Not available.

## Section 15. Regulatory information

**U.S. Federal regulations** : TSCA 8(a) CDR Exempt/Partial exemption: Not determined  
Clean Air Act (CAA) 112 regulated flammable substances: propane

**Clean Air Act Section 112 (b) Hazardous Air Pollutants (HAPs)** : Not listed

**Clean Air Act Section 602 Class I Substances** : Not listed

**Clean Air Act Section 602 Class II Substances** : Not listed

**DEA List I Chemicals (Precursor Chemicals)** : Not listed

**DEA List II Chemicals (Essential Chemicals)** : Not listed

### SARA 302/304

#### Composition/information on ingredients

No products were found.

**SARA 304 RQ** : Not applicable.

### SARA 311/312

**Classification** : Refer to Section 2: Hazards Identification of this SDS for classification of substance.

### State regulations

**Massachusetts** : This material is listed.

**New York** : This material is not listed.

**New Jersey** : This material is listed.

**Pennsylvania** : This material is listed.

### California Prop. 65

This product does not require a Safe Harbor warning under California Prop. 65.

### International regulations

#### Chemical Weapon Convention List Schedules I, II & III Chemicals

Not listed.

#### Montreal Protocol

Not listed.

#### Stockholm Convention on Persistent Organic Pollutants

Not listed.

#### Rotterdam Convention on Prior Informed Consent (PIC)

Not listed.

#### UNECE Aarhus Protocol on POPs and Heavy Metals

Not listed.

### Inventory list

**Australia** : This material is listed or exempted.

**Canada** : This material is listed or exempted.

**China** : This material is listed or exempted.

**Europe** : This material is listed or exempted.

## Section 15. Regulatory information

|                   |                                                                                                                                |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Japan             | : Japan inventory (ENCS): This material is listed or exempted.<br>Japan inventory (ISHL): This material is listed or exempted. |
| New Zealand       | : This material is listed or exempted.                                                                                         |
| Philippines       | : This material is listed or exempted.                                                                                         |
| Republic of Korea | : This material is listed or exempted.                                                                                         |
| Taiwan            | : This material is listed or exempted.                                                                                         |
| Thailand          | : Not determined.                                                                                                              |
| Turkey            | : This material is listed or exempted.                                                                                         |
| United States     | : This material is active or exempted.                                                                                         |
| Viet Nam          | : This material is listed or exempted.                                                                                         |

## Section 16. Other information

### Hazardous Material Information System (U.S.A.)

|                  |   |   |
|------------------|---|---|
| Health           | / | 2 |
| Flammability     |   | 4 |
| Physical hazards |   | 0 |

Caution: HMIS® ratings are based on a 0-4 rating scale, with 0 representing minimal hazards or risks, and 4 representing significant hazards or risks. Although HMIS® ratings and the associated label are not required on SDSs or products leaving a facility under 29 CFR 1910.1200, the preparer may choose to provide them. HMIS® ratings are to be used with a fully implemented HMIS® program. HMIS® is a registered trademark and service mark of the American Coatings Association, Inc.

The customer is responsible for determining the PPE code for this material. For more information on HMIS® Personal Protective Equipment (PPE) codes, consult the HMIS® Implementation Manual.

### National Fire Protection Association (U.S.A.)



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Copyright ©2001, National Fire Protection Association, Quincy, MA 02269. This warning system is intended to be interpreted and applied only by properly trained individuals to identify fire, health and reactivity hazards of chemicals. The user is referred to certain limited number of chemicals with recommended classifications in NFPA 49 and NFPA 325, which would be used as a guideline only. Whether the chemicals are classified by NFPA or not, anyone using the 704 systems to classify chemicals does so at their own risk.

### Procedure used to derive the classification

| Classification                       | Justification   |
|--------------------------------------|-----------------|
| FLAMMABLE GASES - Category 1         | Expert judgment |
| GASES UNDER PRESSURE - Liquefied gas | Expert judgment |

### History

|                                |              |
|--------------------------------|--------------|
| Date of printing               | : 11/15/2020 |
| Date of issue/Date of revision | : 11/15/2020 |
| Date of previous issue         | : 10/5/2020  |
| Version                        | : 1.02       |

## Section 16. Other information

### Key to abbreviations

- : ATE = Acute Toxicity Estimate
- BCF = Bioconcentration Factor
- GHS = Globally Harmonized System of Classification and Labelling of Chemicals
- IATA = International Air Transport Association
- IBC = Intermediate Bulk Container
- IMDG = International Maritime Dangerous Goods
- LogPow = logarithm of the octanol/water partition coefficient
- MARPOL = International Convention for the Prevention of Pollution From Ships, 1973 as modified by the Protocol of 1978. ("Marpol" = marine pollution)
- UN = United Nations

### References

- : Not available.

### Other special considerations

- : The information below is given to call attention to the issue of "Naturally occurring radioactive materials". Although Radon-222 levels in the product represented by this MSDS do not present any direct Radon exposure hazard, customers should be aware of the potential for Radon daughter build up within their processing systems, whatever the source of their product streams. Radon-222 is a naturally occurring radioactive gas which can be a contaminant in natural gas. During subsequent processing, Radon tends to be concentrated in Liquefied Petroleum Gas streams and in product streams having a similar boiling point range. Industry experience has shown that this product may contain small amounts of Radon-222 and its radioactive decay products, called Radon "daughters". The actual concentration of Radon-222 and radioactive daughters in the delivered product is dependent on the geographical source of the natural gas and storage time prior to delivery. Process equipment (i.e. lines, filters, pumps and reaction units) may accumulate significant levels of radioactive daughters and show a gamma radiation reading during operation. A potential external radiation hazard exists at or near any pipe valve or vessel containing a Radon enriched stream, or containing internal deposits of radioactive material due to the transmission of gamma radiation through its wall. Field studies reported in the literature have not shown any conditions that subject workers to cumulative exposures in excess of general population limits. Equipment emitting gamma radiation should be presumed to be internally contaminated with alpha emitting decay products which may be a hazard if inhaled or ingested. Protective equipment such as coveralls, gloves, and respirator (NIOSH/MHSA approved for high efficiency particulates and radionuclides, or supplied air) should be worn by personnel entering a vessel or working on contaminated process equipment to prevent skin contamination, ingestion, or inhalation of any residues containing alpha radiation. Airborne contamination may be minimized by handling scale and/or contaminated materials in a wet state.

### Notice to reader

To the best of our knowledge, the information contained herein is accurate. However, neither the above-named supplier, nor any of its subsidiaries, assumes any liability whatsoever for the accuracy or completeness of the information contained herein.

Final determination of suitability of any material is the sole responsibility of the user. All materials may present unknown hazards and should be used with caution. Although certain hazards are described herein, we cannot guarantee that these are the only hazards that exist.

## Returning to the Workplace

# Building Cleaning

Highways and Public Works manages cleaning services to promote the health and safety of staff, clients and the public as government services re-open and employees return to work.

Our cleaning teams and sub contractors are cleaning with approved disinfectants and we follow all current guidance issued by Health and Social Services, Environmental Health and the Chief Medical Office of Health.

We focus our efforts on areas that experience use by multiple people like public spaces and common areas in office environments space including reception areas, entrances, meeting rooms, kitchens, lunch and staff rooms, washrooms, hallways, doorways and elevators.

Leased buildings have the same cleaning standards.

We clean and disinfect surfaces and objects that are commonly touched on a daily scheduled basis. These surfaces include:

- hand rails
- doors and door handles
- light switches
- desk and table tops
- arm rests on chairs
- counter tops
- bathroom stall latches
- toilet paper dispensers and toilet flush handles
- soap and paper towel dispensers

In some high traffic buildings, we are cleaning and disinfecting these surfaces multiple times throughout the day.

Less commonly touched surfaces such as floors, walls and closets are cleaned and disinfected weekly.

We have a specialized company under contract to perform deep cleaning and disinfection in a building if we are notified that someone who tests positive for COVID-19 has used it.

## What is my role in keeping our workplace safe?

### Workstation

You are responsible for disinfecting your own workstation during the day. At minimum, you must do this when you start and finish work, especially if you share a workstation or office. This includes:

- Computer keyboard, mouse, printer and any other accessories.
- Phone
- Armrest of chairs
- Desktop

### Shared spaces

Keep kitchens, shared spaces, and boardrooms clean and disinfected throughout the day as you use them. Cleaning teams clean these spaces but extra cleaning is recommended due to their high use. This includes kitchen appliances and any shared office equipment.

### Cleaning supplies

Your department is responsible for providing your personal cleaning supplies including disinfectant wipes, hand sanitizer and tissues for you to use.

Our cleaning teams re-stock soap and sanitizer in bathrooms regularly.

For questions or concerns about your workplace reach out to your departmental health and safety representative or the PSC Health, Safety and Wellbeing Branch at [safety@gov.yk.ca](mailto:safety@gov.yk.ca)

**FOR MORE INFORMATION, PLEASE CONTACT:**

Facilities Management Cleaning Unit at 667-3175 or 334-3491



## Scents Sensitivity from PSC Website September 2011

### What is scent sensitivity?

- Exposure to perfumes, colognes, and other scented products can trigger health problems for some individuals. Some people with asthma and other respiratory illnesses, chronic heart or lung diseases, migraines, allergies, environmental illness or multiple chemical sensitivity can experience mild to severe symptoms when exposed to scented products.

---

### Did You Know?

- The chemicals used to make the scents in products such as perfume, cologne, hairspray, air fresheners, and cleaning products linger in the air even when we can no longer smell them.
- Using scented products in the workplace increases the amount of chemicals in our workplace air and may contribute to the increasing sensitivity to these chemicals.
- As we age, our olfactory (smelling) sense declines and we may be using more scent perceivable by others than we realize.
- The application of a scented product in a small area such as a washroom can leave a heavy concentration of chemicals in the air for a long period. A highly sensitive individual can be severely affected hours after someone wearing minimal scent has left.
- Sensitive individuals can experience a wide variety of symptoms from the chemicals used in these products, including:
  - eye, nose and throat irritation
  - headache or migraine
  - nausea or dizziness
  - inability to concentrate or anxiety
  - fatigue, weakness or joint pain
  - allergic reactions or asthma attacks

---

### What about Unscented Products?

Products labeled “unscented” or “fragrance-free” which do not appear to contain scents cannot guarantee that no scent chemicals may actually have been added to the product.

- According to Health Canada's Cosmetic Program these terms mean that "there have been no fragrances added to the cosmetic product, or that a masking agent has been added in order to hide the scent."
- If the word fragrance or flavour is listed as ingredients, then there is likely to be fragrance in the product. If you are unsure about a product, it may help to contact the manufacturer for more information.
- More and more products now have truly fragrance-free versions which you can find at your grocery or pharmacy.

---

**Actions we can all take:**

Employers, unions and employees have the responsibility to provide or contribute to a healthy and safe workplace for all employees and to support concerns of employees with health needs.

We all share the air and each of us can help to create a healthier work environment for everyone by reducing the amount of chemicals in our indoor air. Scent sensitivity makes sense!

- Please be courteous by keeping your fragrance within your own personal "scent circle," less than an arm's length away.
- Do not apply scent in public areas such as washrooms.
- If attending meetings or training why not be scent free?

If you have a concern regarding scented products:

- Speak to individuals who are using scent or have a scented product in their area.
  - Talk to your supervisor or manager and they will contact the Human Resources Branch if they have questions.
-

Date : 07/15/2012

Version : 1.1

# Material Safety Data Sheet

Uline Paint Marker- White; Yellow; Red; Green; Blue; Black; Orange; Brown; Light Blue; Light Green; Pink; Silver; Purple

## 1. Product and company identification

|                              |                                                                                                                            |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Product name</b>          | : Uline Paint Marker- White; Yellow; Red; Green; Blue; Black; Orange; Brown; Light Blue; Light Green; Pink; Silver; Purple |
| <b>Material uses</b>         | : FOR INDUSTRIAL USE ONLY<br>Marking and Identification.                                                                   |
| <b>Code</b>                  | : 97250; 97251; 97252; 97255; 97254; 97253; 97256; 97263; 97259; 97258; 97261; 97257; GB2-155-2                            |
| <b>Supplier/Manufacturer</b> | : Uline Shipping Supplies<br>12575 Uline Drive<br>Pleasant Prairie, WI 53158                                               |

**In case of emergency** : CHEMTREC, U.S. : 1-800-424-9300 International: +1-703-527-3887

## 2. Hazards identification

This MSDS reflects the health, physical and environmental hazards of the liquid ink contained within the pen/marker. Because of the nature of the finished product i.e. the fact that the ink is held internally within the pen/marker inside a closed (sealed) container, and given that the liquid is present in a small quantity and is released in very small amounts during normal use, the user of the product and/or the reader of this MSDS should consider the potential exposure to the ink to be minimal and controlled during the normal use of the product. Refer to relevant sections of the SDS (7 and 13) for additional information on handling and disposal considerations. To avoid any potential hazard and to minimize the risk of exposure, it is important that the user of the product does NOT open, heat, burn or expose it to a source of intense heat, as this could release the ink.

### Emergency overview

|                          |                                                                                                                                                                                                                                                                                                                |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Physical state</b>    | : Liquid. [in cylindrical marker]                                                                                                                                                                                                                                                                              |
| <b>Color</b>             | : White./Yellow./Red./Green./Blue./Black./Orange./Brown./Light-Blue./Light-Green./Pink./Silver./Purple.                                                                                                                                                                                                        |
| <b>Odor</b>              | : Solvent.                                                                                                                                                                                                                                                                                                     |
| <b>Hazard statements</b> | : NOT EXPECTED TO PRODUCE SIGNIFICANT ADVERSE HEALTH EFFECTS WHEN THE RECOMMENDED INSTRUCTIONS FOR USE ARE FOLLOWED.                                                                                                                                                                                           |
| <b>OSHA/HCS status</b>   | : While this material is not considered hazardous by the OSHA Hazard Communication Standard (29 CFR 1910.1200), this MSDS contains valuable information critical to the safe handling and proper use of the product. This MSDS should be retained and available for employees and other users of this product. |

**Routes of entry** : Dermal contact. Eye contact. Inhalation. Ingestion.

### Potential acute health effects

|                   |                                                     |
|-------------------|-----------------------------------------------------|
| <b>Inhalation</b> | : No known significant effects or critical hazards. |
| <b>Ingestion</b>  | : No known significant effects or critical hazards. |
| <b>Skin</b>       | : No known significant effects or critical hazards. |
| <b>Eyes</b>       | : No known significant effects or critical hazards. |

### Potential chronic health effects

|                        |                                                     |
|------------------------|-----------------------------------------------------|
| <b>Chronic effects</b> | : No known significant effects or critical hazards. |
| <b>Carcinogenicity</b> | : No known significant effects or critical hazards. |
| <b>Mutagenicity</b>    | : No known significant effects or critical hazards. |
| <b>Teratogenicity</b>  | : No known significant effects or critical hazards. |

**Uline Paint Marker - White; Yellow; Red; Green; Blue; Black;  
Orange; Brown; Light Blue; Light Green; Pink; Silver; Purple**

## 2. Hazards identification

**Developmental effects** : No known significant effects or critical hazards.

**Fertility effects** : No known significant effects or critical hazards.

**Target organs** : No known significant effects or critical hazards.

### Over-exposure signs/symptoms

**Inhalation** : No specific data.

**Ingestion** : No specific data.

**Skin** : No specific data.

**Eyes** : No specific data.

**Medical conditions aggravated by overexposure** : None known.

See toxicological information (Section 11)

## 3. Composition/information on ingredients

### United States

| Name                                    | CAS number | %       |
|-----------------------------------------|------------|---------|
| tert-Butyl acetate                      | 540-88-5   | 30 - 60 |
| Titanium Dioxide(*)                     | 13463-67-7 | 30 - 60 |
| Cyclohexanone                           | 108-94-1   | 10 - 30 |
| Naphtha (petroleum), hydrotreated heavy | 64742-48-9 | 5 - 10  |
| Kaolin(*)                               | 1332-58-7  | 5 - 10  |
| Carbon black(*)                         | 1333-86-4  | 5 - 10  |
| N-Butyl acetate                         | 123-86-4   | 1 - 5   |
| 2-Methoxy-1-methylethyl acetate         | 108-65-6   | 1 - 5   |
| Stoddard solvent                        | 8052-41-3  | 1 - 5   |
| Ethyl acetate                           | 141-78-6   | 1 - 5   |

### Canada

| Name                                    | CAS number | %       |
|-----------------------------------------|------------|---------|
| tert-Butyl acetate                      | 540-88-5   | 30 - 60 |
| Titanium Dioxide                        | 13463-67-7 | 30 - 60 |
| Cyclohexanone                           | 108-94-1   | 10 - 30 |
| Naphtha (petroleum), hydrotreated heavy | 64742-48-9 | 5 - 10  |
| Kaolin                                  | 1332-58-7  | 5 - 10  |
| Carbon black                            | 1333-86-4  | 5 - 10  |
| N-Butyl acetate                         | 123-86-4   | 1 - 5   |
| 2-Methoxy-1-methylethyl acetate         | 108-65-6   | 1 - 5   |
| Stoddard solvent                        | 8052-41-3  | 1 - 5   |
| Ethyl acetate                           | 141-78-6   | 1 - 5   |
| 1,2,4-Trimethylbenzene                  | 95-63-6    | 0.1 - 1 |

### Mexico

| Name                                    | CAS number | UN number      | %       | IDLH                    | Classification |   |   |         |
|-----------------------------------------|------------|----------------|---------|-------------------------|----------------|---|---|---------|
|                                         |            |                |         |                         | H              | F | R | Special |
| Titanium Dioxide                        | 13463-67-7 | Not regulated. | 30 - 60 | 5000 mg/m <sup>3</sup>  | 2              | 0 | 0 | -       |
| Cyclohexanone                           | 108-94-1   | UN1915         | 10 - 30 | 700 ppm                 | 2              | 2 | 0 | -       |
| tert-Butyl acetate                      | 540-88-5   | UN1123         | 30 - 60 | 1500 ppm                | 1              | 3 | 0 | -       |
| Naphtha (petroleum), hydrotreated heavy | 64742-48-9 | UN1268         | 5 - 10  | -                       | 1              | 1 | 0 | -       |
| Carbon black                            | 1333-86-4  | Not regulated. | 5 - 10  | 1750 mg/m <sup>3</sup>  | 2              | 1 | 0 | -       |
| 2-Methoxy-1-methylethyl acetate         | 108-65-6   | UN1993         | 1 - 5   | -                       | 1              | 1 | 0 | -       |
| N-Butyl acetate                         | 123-86-4   | UN1123         | 1 - 5   | 1700 ppm                | 1              | 3 | 0 | -       |
| Stoddard solvent                        | 8052-41-3  | UN1268         | 1 - 5   | 20000 mg/m <sup>3</sup> | 1              | 2 | 0 | -       |
| Ethyl acetate                           | 141-78-6   | UN1173         | 1 - 5   | 2000 ppm                | 1              | 3 | 0 | -       |
| Kaolin                                  | 1332-58-7  | Not regulated. | 5 - 10  | -                       | 0              | 0 | 0 | -       |

(\*) These ingredients are not expected to be present as unbound, respirable particles during normal use of this product.

There are no additional ingredients present which, within the current knowledge of the supplier and in the concentrations applicable, are classified as hazardous to health or the environment and hence require reporting in this section.

**Uline Paint Marker - White; Yellow; Red; Green; Blue; Black;  
Orange; Brown; Light Blue; Light Green; Pink; Silver; Purple**

### 3. Composition/information on ingredients

Because this SDS is written for multiple similar products, it shall be understood that all ingredients listed above may not be found in all products.

### 4. First aid measures

- Eye contact** : Immediately flush eyes with plenty of water for at least 20 minutes, occasionally lifting the upper and lower eyelids. Get medical attention if symptoms occur.
- Skin contact** : In case of contact, immediately flush skin with plenty of water for at least 20 minutes while removing contaminated clothing and shoes. Get medical attention if symptoms occur.
- Inhalation** : Move exposed person to fresh air. Get medical attention if symptoms occur.
- Ingestion** : Wash out mouth with water. Do not induce vomiting unless directed to do so by medical personnel. Never give anything by mouth to an unconscious person. Get medical attention if symptoms occur.
- Protection of first-aiders** : No special measures required.
- Notes to physician** : No specific treatment. Treat symptomatically.

### 5. Fire-fighting measures

- Flammability of the product** : May be combustible at high temperature.
- Extinguishing media**
- Suitable** : Use an extinguishing agent suitable for the surrounding fire.
- Not suitable** : None known.
- Special exposure hazards** : No specific fire or explosion hazard.
- Hazardous thermal decomposition products** : Decomposition products may include the following materials:  
carbon dioxide  
carbon monoxide  
metal oxide/oxides
- Special protective equipment for fire-fighters** : Fire-fighters should wear appropriate protective equipment and self-contained breathing apparatus (SCBA) with a full face-piece operated in positive pressure mode.

### 6. Accidental release measures

- Personal precautions** : Put on appropriate personal protective equipment (see Section 8).
- Environmental precautions** : Avoid dispersal of spilled material and runoff and contact with soil, waterways, drains and sewers. Inform the relevant authorities if the product has caused environmental pollution (sewers, waterways, soil or air).
- Methods for cleaning up**
- Spill** : Dispose via a licensed waste disposal contractor.

### 7. Handling and storage

- Handling** : Put on appropriate personal protective equipment (see Section 8). Eating, drinking and smoking should be prohibited in areas where this material is handled, stored and processed. Workers should wash hands and face before eating, drinking and smoking. Remove contaminated clothing and protective equipment before entering eating areas.
- Storage** : Store in accordance with local regulations.

**Uline Paint Marker - White; Yellow; Red; Green; Blue; Black;  
Orange; Brown; Light Blue; Light Green; Pink; Silver; Purple**

## 8. Exposure controls/personal protection

### United States

| Ingredient                              | Exposure limits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| tert-Butyl acetate                      | <b>ACGIH TLV (United States, 2/2010).</b><br>TWA: 950 mg/m <sup>3</sup> 8 hour(s).<br>TWA: 200 ppm 8 hour(s).<br><b>NIOSH REL (United States, 6/2009).</b><br>TWA: 950 mg/m <sup>3</sup> 10 hour(s).<br>TWA: 200 ppm 10 hour(s).<br><b>OSHA PEL (United States, 6/2010).</b><br>TWA: 950 mg/m <sup>3</sup> 8 hour(s).<br>TWA: 200 ppm 8 hour(s).<br><b>OSHA PEL 1989 (United States, 3/1989).</b><br>TWA: 950 mg/m <sup>3</sup> 8 hour(s).<br>TWA: 200 ppm 8 hour(s).                                                       |
| Titanium Dioxide                        | <b>OSHA PEL (United States, 6/2010).</b><br>TWA: 15 mg/m <sup>3</sup> 8 hour(s). Form: Total dust<br><b>ACGIH TLV (United States, 2/2010).</b><br>TWA: 10 mg/m <sup>3</sup> 8 hour(s).                                                                                                                                                                                                                                                                                                                                      |
| Cyclohexanone                           | <b>ACGIH TLV (United States, 2/2010). Absorbed through skin.</b><br>STEL: 50 ppm 15 minute(s).<br>TWA: 20 ppm 8 hour(s).<br><b>NIOSH REL (United States, 6/2009). Absorbed through skin.</b><br>TWA: 100 mg/m <sup>3</sup> 10 hour(s).<br>TWA: 25 ppm 10 hour(s).<br><b>OSHA PEL (United States, 6/2010).</b><br>TWA: 200 mg/m <sup>3</sup> 8 hour(s).<br>TWA: 50 ppm 8 hour(s).<br><b>OSHA PEL 1989 (United States, 3/1989). Absorbed through skin.</b><br>TWA: 25 ppm 8 hour(s).<br>TWA: 100 mg/m <sup>3</sup> 8 hour(s). |
| Naphtha (petroleum), hydrotreated heavy | <b>ACGIH TLV (United States).</b><br>TWA: 300 ppm 8 hour(s).                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Kaolin                                  | <b>ACGIH TLV (United States, 1/2011).</b><br>TWA: 2 mg/m <sup>3</sup> 8 hour(s). Form: Respirable fraction<br><b>NIOSH REL (United States, 6/2009).</b><br>TWA: 5 mg/m <sup>3</sup> 10 hour(s). Form: Respirable fraction<br>TWA: 10 mg/m <sup>3</sup> 10 hour(s). Form: Total<br><b>OSHA PEL (United States, 6/2010).</b><br>TWA: 5 mg/m <sup>3</sup> 8 hour(s). Form: Respirable fraction<br>TWA: 15 mg/m <sup>3</sup> 8 hour(s). Form: Total dust                                                                        |
| Carbon black                            | <b>ACGIH TLV (United States, 2/2010).</b><br>TWA: 3 mg/m <sup>3</sup> 8 hour(s). Form: Inhalable fraction.<br><b>NIOSH REL (United States, 6/2009).</b><br>TWA: 3.5 mg/m <sup>3</sup> 10 hour(s).<br>TWA: 0.1 mg of PAHs/cm <sup>3</sup> 10 hour(s).<br><b>OSHA PEL (United States, 6/2010).</b><br>TWA: 3.5 mg/m <sup>3</sup> 8 hour(s).                                                                                                                                                                                   |
| N-Butyl acetate                         | <b>ACGIH TLV (United States, 2/2010).</b><br>STEL: 200 ppm 15 minute(s).<br>TWA: 150 ppm 8 hour(s).<br><b>NIOSH REL (United States, 6/2009).</b><br>STEL: 950 mg/m <sup>3</sup> 15 minute(s).<br>STEL: 200 ppm 15 minute(s).<br>TWA: 710 mg/m <sup>3</sup> 10 hour(s).<br>TWA: 150 ppm 10 hour(s).<br><b>OSHA PEL (United States, 6/2010).</b><br>TWA: 710 mg/m <sup>3</sup> 8 hour(s).<br>TWA: 150 ppm 8 hour(s).                                                                                                          |
| 2-Methoxy-1-methylethyl acetate         | <b>AIHA WEEL (United States, 5/2010).</b><br>TWA: 50 ppm 8 hour(s).                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Stoddard solvent                        | <b>ACGIH TLV (United States, 2/2010).</b><br>TWA: 525 mg/m <sup>3</sup> 8 hour(s).<br>TWA: 100 ppm 8 hour(s).<br><b>NIOSH REL (United States, 6/2009).</b><br>CEIL: 1800 mg/m <sup>3</sup> 15 minute(s).<br>TWA: 350 mg/m <sup>3</sup> 10 hour(s).<br><b>OSHA PEL (United States, 6/2010).</b><br>TWA: 2900 mg/m <sup>3</sup> 8 hour(s).<br>TWA: 500 ppm 8 hour(s).                                                                                                                                                         |
| Ethyl acetate                           | <b>ACGIH TLV (United States, 2/2010).</b><br>TWA: 1440 mg/m <sup>3</sup> 8 hour(s).                                                                                                                                                                                                                                                                                                                                                                                                                                         |



**Uline Paint marker - White; Yellow; Red; Green; Blue; Black;  
Orange; Brown; Light Blue; Light Green; Pink; Silver; Purple**

## 8. Exposure controls/personal protection

TWA: 400 ppm 8 hour(s).  
**NIOSH REL (United States, 6/2009).**  
 TWA: 1400 mg/m<sup>3</sup> 10 hour(s).  
 TWA: 400 ppm 10 hour(s).  
**OSHA PEL (United States, 6/2010).**  
 TWA: 1400 mg/m<sup>3</sup> 8 hour(s).  
 TWA: 400 ppm 8 hour(s).

### Canada

| <u>Occupational exposure limits</u>     |                 | TWA (8 hours) |                   |       | STEL (15 mins) |                   |       | Ceiling |                   |       |                                 |
|-----------------------------------------|-----------------|---------------|-------------------|-------|----------------|-------------------|-------|---------|-------------------|-------|---------------------------------|
| Ingredient                              | List name       | ppm           | mg/m <sup>3</sup> | Other | ppm            | mg/m <sup>3</sup> | Other | ppm     | mg/m <sup>3</sup> | Other | Notations                       |
| Titanium Dioxide                        | US ACGIH 2/2010 | -             | 10                | -     | -              | -                 | -     | -       | -                 | -     | [3]<br>[a]<br>[b]<br>[b]<br>[b] |
|                                         | AB 4/2009       | -             | 10                | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | BC 9/2010       | -             | 3                 | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | ON 7/2010       | -             | 10                | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | QC 6/2008       | -             | 10                | -     | -              | -                 | -     | -       | -                 | -     |                                 |
| Cyclohexanone                           | US ACGIH 2/2010 | 20            | -                 | -     | 50             | -                 | -     | -       | -                 | -     | [1]<br>[1]<br>[1]<br>[1]<br>[1] |
|                                         | AB 4/2009       | 20            | 80                | -     | 50             | 200               | -     | -       | -                 | -     |                                 |
|                                         | BC 9/2010       | 20            | -                 | -     | 50             | -                 | -     | -       | -                 | -     |                                 |
|                                         | ON 7/2010       | 20            | -                 | -     | 50             | -                 | -     | -       | -                 | -     |                                 |
|                                         | QC 6/2008       | 25            | 100               | -     | -              | -                 | -     | -       | -                 | -     |                                 |
| tert-Butyl acetate                      | US ACGIH 2/2010 | 200           | 950               | -     | -              | -                 | -     | -       | -                 | -     | [3]                             |
|                                         | AB 4/2009       | 200           | 950               | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | BC 9/2010       | 200           | -                 | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | ON 7/2010       | 200           | 950               | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | QC 6/2008       | 200           | 950               | -     | -              | -                 | -     | -       | -                 | -     |                                 |
| Naphtha (petroleum), hydrotreated heavy | US ACGIH        | 300           | -                 | -     | -              | -                 | -     | -       | -                 | -     | [c]                             |
| Carbon black                            | US ACGIH 2/2010 | -             | 3                 | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | AB 4/2009       | -             | 3.5               | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | BC 9/2010       | -             | 3.5               | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | ON 7/2010       | -             | 3.5               | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | QC 6/2008       | -             | 3.5               | -     | -              | -                 | -     | -       | -                 | -     |                                 |
| 2-Methoxy-1-methylethyl acetate         | BC 9/2010       | 50            | -                 | -     | 75             | -                 | -     | -       | -                 | -     | [3]                             |
|                                         | ON 7/2010       | 50            | 270               | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | US AIHA 5/2010  | 50            | -                 | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | US ACGIH 2/2010 | 150           | -                 | -     | 200            | -                 | -     | -       | -                 | -     |                                 |
|                                         | AB 4/2009       | 150           | 713               | -     | 200            | 950               | -     | -       | -                 | -     |                                 |
| N-Butyl acetate                         | BC 9/2010       | 20            | -                 | -     | -              | -                 | -     | -       | -                 | -     | [3]                             |
|                                         | ON 7/2010       | 150           | -                 | -     | 200            | -                 | -     | -       | -                 | -     |                                 |
|                                         | QC 6/2008       | 150           | 713               | -     | 200            | 950               | -     | -       | -                 | -     |                                 |
|                                         | US ACGIH 2/2010 | 100           | 525               | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | AB 4/2009       | 100           | 572               | -     | -              | -                 | -     | -       | -                 | -     |                                 |
| Stoddard solvent                        | BC 9/2010       | -             | 290               | -     | -              | 580               | -     | -       | -                 | -     | [3]                             |
|                                         | ON 7/2010       | 100           | 525               | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | QC 6/2008       | 100           | 525               | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | US ACGIH 2/2010 | 400           | 1440              | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | AB 4/2009       | 400           | 1440              | -     | -              | -                 | -     | -       | -                 | -     |                                 |
| Ethyl acetate                           | BC 9/2010       | 150           | -                 | -     | -              | -                 | -     | -       | -                 | -     | [3]                             |
|                                         | ON 7/2010       | 400           | 1440              | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | QC 6/2008       | 400           | 14                | -     | 40             | -                 | -     | -       | -                 | -     |                                 |
|                                         | US ACGIH 2/2010 | 25            | 123               | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | AB 4/2009       | 25            | 123               | -     | -              | -                 | -     | -       | -                 | -     |                                 |
| 1,2,4-Trimethylbenzene                  | BC 9/2010       | 25            | -                 | -     | -              | -                 | -     | -       | -                 | -     | [d]<br>[e]<br>[e]<br>[d]<br>[a] |
|                                         | ON 7/2010       | 25            | 123               | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | QC 6/2008       | 25            | 123               | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | US ACGIH 1/2011 | -             | 2                 | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | AB 4/2009       | -             | 2                 | -     | -              | -                 | -     | -       | -                 | -     |                                 |
| Kaolin                                  | BC 9/2011       | -             | 2                 | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | ON 7/2010       | -             | 2                 | -     | -              | -                 | -     | -       | -                 | -     |                                 |
|                                         | QC 9/2011       | -             | 5                 | -     | -              | -                 | -     | -       | -                 | -     |                                 |

[1]Absorbed through skin. [3]Skin sensitization

**Form:** [a]Respirable dust [b]Total dust [c]Inhalable fraction. [d]Respirable fraction [e]Respirable.

### Mexico

#### Occupational exposure limits

**Uline Paint Marker - White; Yellow; Red; Green; Blue; Black;  
Orange; Brown; Light Blue; Light Green; Pink; Silver; Purple**

## 8. Exposure controls/personal protection

| Ingredient                              | Exposure limits                                                                                                                                                                                                             |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| tert-Butyl acetate                      | <b>NOM-010-STPS (Mexico, 9/2000).</b><br>LMPE-CT: 1190 mg/m <sup>3</sup> 15 minute(s).<br>LMPE-CT: 250 ppm 15 minute(s).<br>LMPE-PPT: 950 mg/m <sup>3</sup> 8 hour(s).<br>LMPE-PPT: 200 ppm 8 hour(s).                      |
| Titanium Dioxide                        | <b>NOM-010-STPS (Mexico, 9/2000).</b><br>LMPE-CT: 20 mg/m <sup>3</sup> , (as Ti) 15 minute(s).<br>LMPE-PPT: 10 mg/m <sup>3</sup> , (as Ti) 8 hour(s).                                                                       |
| Cyclohexanone                           | <b>NOM-010-STPS (Mexico, 9/2000). Absorbed through skin.</b><br>LMPE-CT: 400 mg/m <sup>3</sup> 15 minute(s).<br>LMPE-CT: 100 ppm 15 minute(s).<br>LMPE-PPT: 200 mg/m <sup>3</sup> 8 hour(s).<br>LMPE-PPT: 50 ppm 8 hour(s). |
| Naphtha (petroleum), hydrotreated heavy | <b>ACGIH TLV (United States).</b><br>TWA: 300 ppm 8 hour(s).                                                                                                                                                                |
| Kaolin                                  | <b>NOM-010-STPS (Mexico, 9/2000).</b><br>LMPE-PPT: 10 mg/m <sup>3</sup> 8 hour(s).<br>LMPE-CT: 20 mg/m <sup>3</sup> 15 minute(s).                                                                                           |
| Carbon black                            | <b>NOM-010-STPS (Mexico, 9/2000).</b><br>LMPE-CT: 7 mg/m <sup>3</sup> 15 minute(s). Form: smoke<br>LMPE-PPT: 3.5 mg/m <sup>3</sup> 8 hour(s). Form: smoke                                                                   |
| N-Butyl acetate                         | <b>NOM-010-STPS (Mexico, 9/2000).</b><br>LMPE-CT: 950 mg/m <sup>3</sup> 15 minute(s).<br>LMPE-CT: 200 ppm 15 minute(s).<br>LMPE-PPT: 710 mg/m <sup>3</sup> 8 hour(s).<br>LMPE-PPT: 150 ppm 8 hour(s).                       |
| Stoddard solvent                        | <b>NOM-010-STPS (Mexico, 9/2000).</b><br>LMPE-CT: 1050 mg/m <sup>3</sup> 15 minute(s).<br>LMPE-CT: 200 ppm 15 minute(s).<br>LMPE-PPT: 523 mg/m <sup>3</sup> 8 hour(s).<br>LMPE-PPT: 100 ppm 8 hour(s).                      |
| Ethyl acetate                           | <b>NOM-010-STPS (Mexico, 9/2000).</b><br>LMPE-PPT: 1400 mg/m <sup>3</sup> 8 hour(s).<br>LMPE-PPT: 400 ppm 8 hour(s).                                                                                                        |

Consult local authorities for acceptable exposure limits.

- Recommended monitoring procedures** : If this product contains ingredients with exposure limits, personal, workplace atmosphere or biological monitoring may be required to determine the effectiveness of the ventilation or other control measures and/or the necessity to use respiratory protective equipment.
- Engineering measures** : No special ventilation requirements. Good general ventilation should be sufficient to control worker exposure to airborne contaminants.
- Hygiene measures** : Wash hands, forearms and face thoroughly after handling chemical products, before eating, smoking and using the lavatory and at the end of the working period.
- Personal protection**
- Respiratory** : Not required for normal use of the pen/marker. Respirator selection must be based on known or anticipated exposure levels, the hazards of the product and the safe working limits of the selected respirator.
- Hands** : Not required for normal use of the pen/marker. Use gloves appropriate for work or task performed.
- Eyes** : Not required for normal use of the pen/marker. Safety eyewear complying with an approved standard should be used when a risk assessment indicates this is necessary to avoid exposure to liquid splashes, mists or dusts.
- Skin** : No special protective clothing is required.
- Environmental exposure controls** : Emissions from ventilation or work process equipment should be checked to ensure they comply with the requirements of environmental protection legislation.

**Uline Paint Marker - White; Yellow; Red; Green; Blue; Black;  
Orange; Brown; Light Blue; Light Green; Pink; Silver; Purple**

## 9. Physical and chemical properties

|                                              |                                                                                                         |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Physical state</b>                        | : Liquid. [in cylindrical marker]                                                                       |
| <b>Flash point</b>                           | : Closed cup: 23 to 37.8°C (73.4 to 100°F) [Pensky-Martens.]                                            |
| <b>Burning time</b>                          | : Not applicable.                                                                                       |
| <b>Burning rate</b>                          | : Not applicable.                                                                                       |
| <b>Auto-ignition temperature</b>             | : Not available.                                                                                        |
| <b>Flammable limits</b>                      | : Not available.                                                                                        |
| <b>Color</b>                                 | : White./Yellow./Red./Green./Blue./Black./Orange./Brown./Light-Blue./Light-Green./Pink./Silver./Purple. |
| <b>Odor</b>                                  | : Solvent.                                                                                              |
| <b>Taste</b>                                 | : Not available.                                                                                        |
| <b>Molecular weight</b>                      | : Not applicable.                                                                                       |
| <b>Molecular formula</b>                     | : Not applicable.                                                                                       |
| <b>pH</b>                                    | : Not applicable.                                                                                       |
| <b>Boiling/condensation point</b>            | : Not available.                                                                                        |
| <b>Melting/freezing point</b>                | : Not available.                                                                                        |
| <b>Critical temperature</b>                  | : Not available.                                                                                        |
| <b>Relative density</b>                      | : Not available.                                                                                        |
| <b>Vapor pressure</b>                        | : Not available.                                                                                        |
| <b>Vapor density</b>                         | : Not available.                                                                                        |
| <b>Volatility</b>                            | : Not available.                                                                                        |
| <b>Odor threshold</b>                        | : Not available.                                                                                        |
| <b>Evaporation rate</b>                      | : Not available.                                                                                        |
| <b>SADT</b>                                  | : Not available.                                                                                        |
| <b>Viscosity</b>                             | : Not available.                                                                                        |
| <b>Ionicity (in water)</b>                   | : Not available.                                                                                        |
| <b>Dispersibility properties</b>             | : Not available.                                                                                        |
| <b>Solubility</b>                            | : Not available.                                                                                        |
| <b>Physical/chemical properties comments</b> | : Not available.                                                                                        |

## 10. Stability and reactivity

|                                           |                                                                                                            |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Chemical stability</b>                 | : The product is stable.                                                                                   |
| <b>Conditions to avoid</b>                | : No specific data.                                                                                        |
| <b>Incompatible materials</b>             | : Reactive or incompatible with the following materials: oxidizing materials, acids, alkalis and moisture. |
| <b>Hazardous decomposition products</b>   | : Under normal conditions of storage and use, hazardous decomposition products should not be produced.     |
| <b>Possibility of hazardous reactions</b> | : Under normal conditions of storage and use, hazardous reactions will not occur.                          |

**Uline Paint Marker - White; Yellow; Red; Green; Blue; Black;  
Orange; Brown; Light Blue; Light Green; Pink; Silver; Purple**

## 11. Toxicological information

### Acute toxicity

| Product/ingredient name                 | Result                | Species | Dose         | Exposure |
|-----------------------------------------|-----------------------|---------|--------------|----------|
| Cyclohexanone                           | LC50 Inhalation Gas.  | Rat     | 8000 ppm     | 4 hours  |
| tert-Butyl acetate                      | LD50 Oral             | Rat     | 1800 mg/kg   | -        |
| Naphtha (petroleum), hydrotreated heavy | LD50 Oral             | Rat     | 4100 mg/kg   | -        |
|                                         | LC50 Inhalation Vapor | Rat     | 8500 mg/m3   | 4 hours  |
| Carbon black                            | LD50 Oral             | Rat     | >6 g/kg      | -        |
| 2-Methoxy-1-methylethyl acetate         | LD50 Oral             | Rat     | >15400 mg/kg | -        |
|                                         | LD50 Dermal           | Rabbit  | >5 g/kg      | -        |
|                                         | LD50 Oral             | Rat     | 8532 mg/kg   | -        |
| N-Butyl acetate                         | LC50 Inhalation Gas.  | Rat     | 390 ppm      | 4 hours  |
|                                         | LD50 Dermal           | Rabbit  | >17600 mg/kg | -        |
|                                         | LD50 Oral             | Rat     | 10768 mg/kg  | -        |
| Ethyl acetate                           | LD50 Oral             | Rat     | 5620 mg/kg   | -        |
| 1,2,4-Trimethylbenzene                  | LC50 Inhalation Vapor | Rat     | 18000 mg/m3  | 4 hours  |
|                                         | LD50 Oral             | Rat     | 5 g/kg       | -        |

### Chronic toxicity

There is no data available.

### Irritation/Corrosion

| Product/ingredient name | Result                   | Species | Score | Exposure                     | Observation |
|-------------------------|--------------------------|---------|-------|------------------------------|-------------|
| Titanium Dioxide        | Skin - Mild irritant     | Human   | -     | 72 hours 300 µg Intermittent | -           |
| Cyclohexanone           | Eyes - Severe irritant   | Rabbit  | -     | 24 hours 250 µg              | -           |
|                         | Skin - Mild irritant     | Rabbit  | -     | 500 mg                       | -           |
|                         | Eyes - Severe irritant   | Rabbit  | -     | 20 mg                        | -           |
|                         | Skin - Mild irritant     | Human   | -     | 48 hours 50%                 | -           |
| tert-Butyl acetate      | Eyes - Mild irritant     | Rabbit  | -     | 100 µL                       | -           |
|                         | Skin - Mild irritant     | Rabbit  | -     | 24 hours 500 µL              | -           |
| N-Butyl acetate         | Eyes - Moderate irritant | Rabbit  | -     | 100 mg                       | -           |
|                         | Skin - Moderate irritant | Rabbit  | -     | 24 hours 500 mg              | -           |
| Stoddart solvent        | Eyes - Moderate irritant | Rabbit  | -     | 24 hours 500 mg              | -           |
|                         | Eyes - Mild irritant     | Human   | -     | 100 ppm                      | -           |

### Sensitizer

**Skin** : There is no data available.

**Respiratory** : There is no data available.

### Carcinogenicity

#### Classification

| Product/ingredient name | ACGIH | IARC | EPA | NIOSH | NTP | OSHA |
|-------------------------|-------|------|-----|-------|-----|------|
| Titanium Dioxide        | A4    | 2B   | -   | None. | -   | -    |
| Cyclohexanone           | A3    | 3    | -   | -     | -   | -    |
| Carbon black            | A4    | 2B   | -   | +     | -   | -    |
| N-Butyl acetate         | A4    | -    | -   | -     | -   | -    |
| Ethyl acetate           | A4    | -    | -   | -     | -   | -    |

### Mutagenicity

There is no data available.

### Teratogenicity

There is no data available.

### Reproductive toxicity

There is no data available.

**Uline Paint Marker - White; Yellow; Red; Green; Blue; Black;  
Orange; Brown; Light Blue; Light Green; Pink; Silver; Purple**

## 12. Ecological information

**Ecotoxicity** : No known significant effects or critical hazards.

### Aquatic ecotoxicity

| Product/ingredient name | Result                                       | Species                                                                         | Exposure |
|-------------------------|----------------------------------------------|---------------------------------------------------------------------------------|----------|
| Titanium Dioxide        | Acute EC50 5.83 mg/L Fresh water             | Algae - Pseudokirchneriella subcapitata - Exponential growth phase              | 72 hours |
|                         | Acute LC50 5.5 ppm Fresh water               | Daphnia - Daphnia magna - Juvenile (Fledgling, Hatchling, Weanling) - <24 hours | 48 hours |
| Cyclohexanone           | Acute LC50 >1000000 ug/L Marine water        | Fish - Fundulus heteroclitus                                                    | 96 hours |
|                         | Acute EC50 32.9 mg/L Fresh water             | Algae - Chlamydomonas reinhardtii - Exponential growth phase - 7 days           | 72 hours |
| tert-Butyl acetate      | Acute LC50 527000 to 578000 ug/L Fresh water | Fish - Pimephales promelas - 30 days - 20.2 mm - 0.127 g                        | 96 hours |
|                         | Acute LC50 327000 to 362000 ug/L Fresh water | Fish - Pimephales promelas - 30 days - 20.8 mm - 0.136 g                        | 96 hours |
| N-Butyl acetate         | Acute LC50 32000 ug/L Marine water           | Crustaceans - Artemia salina - Nauplii                                          | 48 hours |
|                         | Acute LC50 18000 to 19000 ug/L Fresh water   | Fish - Pimephales promelas - 31 to 32 days - 21.6 mm - 0.175 g                  | 96 hours |
| Ethyl acetate           | Acute EC50 2500000 ug/L Fresh water          | Algae - Selenastrum sp.                                                         | 96 hours |
|                         | Acute LC50 750000 ug/L Fresh water           | Crustaceans - Gammarus pulex                                                    | 48 hours |
|                         | Acute LC50 154000 ug/L Fresh water           | Daphnia - Daphnia cucullata - 11 days                                           | 48 hours |
|                         | Acute LC50 212500 to 225420 ug/L Fresh water | Fish - Heteropneustes fossilis - 14.16 cm - 25.54 g                             | 96 hours |
|                         | Chronic NOEC mg/L Fresh water                | Daphnia - Daphnia magna                                                         | 21 days  |
|                         | Chronic NOEC 75.6 mg/L Fresh water           | Fish - Pimephales promelas - Embryo - <24 hours                                 | 32 days  |
| 1,2,4-Trimethylbenzene  | Acute LC50 4910 ug/L Marine water            | Crustaceans - Elasmopus pectinicus - Adult                                      | 48 hours |
|                         | Acute LC50 7720 to 8280 ug/L Fresh water     | Fish - Pimephales promelas - 34 days                                            | 96 hours |

### Persistence/degradability

There is no data available.

## 13. Disposal considerations

**Waste disposal** : The generation of waste should be avoided or minimized wherever possible. Dispose of surplus and non-recyclable products via a licensed waste disposal contractor.

Disposal should be in accordance with applicable regional, national and local laws and regulations.

Refer to Section 7: HANDLING AND STORAGE and Section 8: EXPOSURE CONTROLS/PERSONAL PROTECTION for additional handling information and protection of employees.

## 14. Transport information

**DOT/TDG/MXT/IMDG/IATA** : Not regulated.

## 15. Regulatory information

### United States

**HCS Classification** : Not classified.

**U.S. Federal regulations** : **TSCA 8(a) PAIR**: tert-Butyl acetate; 2-Methoxy-1-methylethyl acetate; Dipropylene glycol methyl ether

**TSCA 8(a) IUR Exempt/Partial exemption**: Not determined

**TSCA 8(d) H and S data reporting**: 1-Propoxypropan-2-ol

**United States inventory (TSCA 8b)**: Not determined.

**Uline Paint Marker - White; Yellow; Red; Green; Blue; Black;  
Orange; Brown; Light Blue; Light Green; Pink; Silver; Purple**

## 15. Regulatory information

**SARA 302/304/311/312 extremely hazardous substances:** No products were found.

**SARA 302/304 emergency planning and notification:** No products were found.

**SARA 302/304/311/312 hazardous chemicals:** N-Butyl acetate; tert-Butyl acetate; Cyclohexanone; 2-Methoxy-1-methylethyl acetate; Ethyl acetate; Stoddart solvent; Carbon black; Titanium Dioxide; Kaolin

**SARA 311/312 MSDS distribution - chemical inventory - hazard identification:** N-Butyl acetate: Fire hazard, Immediate (acute) health hazard, Delayed (chronic) health hazard; tert-Butyl acetate: Fire hazard, Immediate (acute) health hazard; Cyclohexanone: Fire hazard, Immediate (acute) health hazard, Delayed (chronic) health hazard; 2-Methoxy-1-methylethyl acetate: Fire hazard; Ethyl acetate: Fire hazard, Immediate (acute) health hazard, Delayed (chronic) health hazard; Stoddart solvent: Fire hazard, Immediate (acute) health hazard; Carbon black: Immediate (acute) health hazard, Delayed (chronic) health hazard; Titanium Dioxide: Delayed (chronic) health hazard; Kaolin: Delayed (chronic) health hazard

**Clean Water Act (CWA) 311:** tert-Butyl acetate; N-Butyl acetate

**Clean Air Act Section 112(b) Hazardous Air Pollutants (HAPs)** : Not listed

**Clean Air Act Section 602 Class I Substances** : Not listed

**Clean Air Act Section 602 Class II Substances** : Not listed

**DEA List I Chemicals (Precursor Chemicals)** : Not listed

**DEA List II Chemicals (Essential Chemicals)** : Not listed

### State regulations

**Massachusetts** : The following components are listed: Titanium Dioxide; Cyclohexanone; tert-Butyl acetate; N-Butyl acetate; Carbon black; Ethyl acetate; Stoddart solvent

**New York** : The following components are listed: Cyclohexanone; tert-Butyl acetate; N-Butyl acetate; Ethyl acetate

**New Jersey** : The following components are listed: Titanium Dioxide; Cyclohexanone; tert-Butyl acetate; N-Butyl acetate; Kaolin; Carbon black; Ethyl acetate; Stoddart solvent

**Pennsylvania** : The following components are listed: Titanium Dioxide; Cyclohexanone; tert-Butyl acetate; N-Butyl acetate; Kaolin; Carbon black; Ethyl acetate; Stoddart solvent

### California Prop. 65

No products were found.

### Canada

**WHMIS (Canada)** : Not controlled under WHMIS (Canada).

### Canadian lists

**Canadian NPRI** : The following components are listed: N-Butyl acetate; Naphtha (petroleum), hydrotreated heavy; Ethyl acetate; 2-Methoxy-1-methylethyl acetate; Stoddart solvent

**CEPA Toxic substances** : None of the components are listed.

**Canada inventory** : All components are listed or exempted.

This product has been classified in accordance with the hazard criteria of the Controlled Products Regulations and the MSDS contains all the information required by the Controlled Products Regulations.

### Mexico

**Classification** :



Uline Paint Marker - White; Yellow; Red; Green; Blue; Black;  
Orange; Brown; Light Blue; Light Green; Pink; Silver; Purple

## 15. Regulatory information



## 16. Other information

**Label requirements** : NOT EXPECTED TO PRODUCE SIGNIFICANT ADVERSE HEALTH EFFECTS WHEN THE RECOMMENDED INSTRUCTIONS FOR USE ARE FOLLOWED.

**Hazardous Material Information System (U.S.A.)** : Health : 1 Flammability : 1 Physical hazards : 0

Caution: HMIS® ratings are based on a 0-4 rating scale, with 0 representing minimal hazards or risks, and 4 representing significant hazards or risks. Although HMIS® ratings are not required on MSDSs under 29 CFR 1910.1200, the preparer may choose to provide them. HMIS® ratings are to be used with a fully implemented HMIS® program. HMIS® is a registered mark of the National Paint & Coatings Association (NPCA). HMIS® materials may be purchased exclusively from J. J. Keller (800) 327-6868.

The customer is responsible for determining the PPE code for this material.

**National Fire Protection Association (U.S.A.)** : Health : 1 Flammability : 1 Instability : 0

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Copyright ©2001, National Fire Protection Association, Quincy, MA 02269. This warning system is intended to be interpreted and applied only by properly trained individuals to identify fire, health and reactivity hazards of chemicals. The user is referred to certain limited number of chemicals with recommended classifications in NFPA 49 and NFPA 325, which would be used as a guideline only. Whether the chemicals are classified by NFPA or not, anyone using the 704 systems to classify chemicals does so at their own risk.

### History

**Date of issue mm/dd/yyyy** : 07/15/2012

**Date of previous issue** : 05/15/2012

**Version** : 1.1

**Revised Section(s)** : 3, 15, 16

### Notice to reader

To the best of our knowledge, the information contained herein is accurate. However, neither the above-named supplier, nor any of its subsidiaries, assumes any liability whatsoever for the accuracy or completeness of the information contained herein.

Final determination of suitability of any material is the sole responsibility of the user. All materials may present unknown hazards and should be used with caution. Although certain hazards are described herein, we cannot guarantee that these are the only hazards that exist.



## Workplace Hazard Assessment

COVID-19

GAM 3.48 Corporate Health and Safety

Hazard Identification, Risk  
Assessment & Control

**Date:**

|                    |                                                  |
|--------------------|--------------------------------------------------|
| Date of assessment | August 31, 2021                                  |
| Department         | HSS                                              |
| Branch             | Corporate/DMO/Finance/Comms/HR/IT/               |
| Unit               | As above                                         |
| Location           | Crocus Ridge 2 <sup>nd</sup> floor office spaces |
| Assessors          | Warren Pearson, Julie Candow, Dale Cheeseman     |

### Purpose

As an employer, the Yukon government and its supervisors have a responsibility for identifying and communicating about hazards in the workplace and planning for how to mitigate the risks of those hazards. COVID-19 and infectious diseases are known hazards that affect the safety of all workplaces. The hazard will likely continue to impact workplaces for some time and must be considered as part of ongoing, routine workplace hazard inspections.

This assessment tool is designed to assist supervisors to identify and document the areas and tasks in their workplace that create a hazard of exposure to COVID-19. This assessment will help you determine if and where more strict or specific workplace measures may be necessary in your workplace in addition to the general safety measures included in the Safe Work Practice COVID-19 template.

### Scope

For use in all Yukon government workplaces. This tool is meant to supplement, but not replace, any required assessments or specific operational guidelines established by Yukon's CMOH or another regulatory body that may apply to designated workplaces (e.g. Aviation branches regulated by Transport Canada or health services or educational settings).

### Instructions

1. Schedule a walk through inspection of the workplace including the following:
  - a. Workplace supervisor
  - b. A worker from the workplace

- c. A safety representative from your Joint Health and Safety Committee (whenever possible)
  - d. Department health and safety personnel (whenever possible)
  - e. Department human resources (optional)
  - f. Others (staff from the Health, Safety and Wellbeing Branch of the Public Service Commission are available to provide guidance).
2. Conduct a walk through of the workplace using this document and note where in the workplace or during which tasks there is a hazard of infection.
  3. Complete the Safe Work Practice COVID-19 template provided by the Public Service Commission. Add specific and explicit statements about the controls that are necessary in your workplace to the “Workplace Specific Measures” section. For example, document where and when employees are expected to wear masks and how many people may be allowed in a specific room at one time.
  4. Communicate the Safe Work Practice COVID-19 to all employees in the workplace. Provide training where needed.
  5. Review how well the practices are being implemented as part of your routine workplace safety inspections and modify and/or communicate the workplace specific measures as needed.
  6. Share a record of the assessment and inspections with your Joint Health and Safety Committee and retain copies in your workplace.

### **What are the exposure risks in our workplace?**

#### **Person-to-person spread in the workplace**

Prolonged exposure is defined as lasting for more than 15 minutes. The 15 minutes can be from one continuous exposure or the cumulative duration of interactions with the same individual while in the setting.

- COVID-19 spreads from person to person, most commonly through respiratory droplets (e.g., generated by a cough or sneeze) during close interactions (e.g., within 2 metres).
- People who have COVID-19 may have few to no symptoms, or mild symptoms may be similar to a cold or flu.
- The risk of person-to-person spread of COVID-19 in the workplace is presumed to be higher when individuals have:
  - Close interactions with others (within 2 metres)
  - A greater number of interactions with others

|                      |                                  |
|----------------------|----------------------------------|
| <b>Created By</b>    | Corporate Health and Safety, PSC |
| <b>Approved Date</b> |                                  |
| <b>Revision Date</b> |                                  |

- Prolonged contact time
- Work tasks performed in smaller indoor spaces

**Inspection questions:**

- **Are individuals required to work and interact within 2 metres of each other because of the workplace set up, the nature of the task being performed, or both?**

*Note which areas of the workplace and/or which tasks require individuals to work/interact within 2 metres. Is the work indoors or outdoors? Is the close interaction prolonged or short, frequent or occasional?*

*Note any administrative controls (re-organizing workflow, modifying approach to work) and engineering controls that are in place (moving desks, installing barriers).*

*Note any areas or tasks where this risk cannot be avoided and identify measures in the safe work practice.*

**Findings:**

Work spaces are cubicles or offices. One space has 3 persons in a large space that has 6 ft distancing.

Boardroom has signage – 15 person capacity and keep 2m apart

DM boardroom has signage – 5 person capacity and keep 2m apart.

**Mitigation strategies:**

Boardrooms have items to wipe down furniture and high touch areas. Other areas have hand sanitizer available. Wipes will be provided to wipe down work stations.

- **Do common spaces (e.g., eating areas, reception areas) make it likely individuals will be within 2 metres of each other?**

*Note which areas of the workplace have high traffic, narrow spaces that prevent distancing or have risks of congestion.*

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| <b>Revision Date</b> |                                  |

**Findings:**

Staff room has room capacity of 5; potential for washroom, meetings in offices, printer/copier room, and 4 other printer/fax locations for close contact.

**Mitigation strategies:**

Wear masks in these areas and have disinfectant wipes available to wipe down touched surfaces.

- **Do individuals have frequent close interactions with other individuals throughout their workday?**

*Note which positions and/or tasks have the most exposure to frequent close interactions.*

**Findings:**

Not generally unless in a meeting area, corridor/hallway, staff room, washroom, or meeting in another persons office.

**Mitigation strategies:**

Have hand sanitizer available throughout the floor, at entrance/exits, common spaces, and in each area of business. I.e. Finance, Comms, Policy, Social Services/progam support.

**Spread from surfaces to people**

COVID-19 can also be spread through touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands. In your COVID-19 Safe Work Practice look for administrative controls to limit the use of common tools, limit touching of common surfaces and increase hygiene measures for common surfaces.

**Inspection questions:**

- **Do individuals frequently have contact with high-touch surfaces (i.e., surfaces frequently touched by others)?**

*Note the high-touch surfaces in your workplace and who the common users of the surface are e.g. clients, certain positions.*

|                      |                                  |
|----------------------|----------------------------------|
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| <b>Revision Date</b> |                                  |

Look for common surfaces (meeting tables, counters, chairs, gates/doorways, kitchen appliances). Plan for ways to limit contact with these surfaces and/or increase cleaning practices for common surfaces. Remember the “clean in, clean out” strategy.

**Findings:**

Entrance/exit doors, boardroom, washroom, cupboards in kitchen, copier/fax, office supplies storage, hand sanitizers.

**Mitigation strategies:**

Currently a High touch cleaner comes to crocus daily for 2 hours (1<sup>st</sup> and 2<sup>nd</sup> floor). Wipes and hand sanitizer are available, and encouraged to be used.

- **Do individuals frequently have contact with equipment or tools that are also frequently handled by others?**

Think about shared tools (photocopiers, power tools, computers, pens). Note where the tools are and who the users are. Communicate to users about how to use these tools safely through signage, training, reminders at meetings and sharing the safe work practice.

**Findings:**

Not generally as everyone has there own office space. Copiers/fax and items in the kitchen (coffee maker, tea pot, toaster) cupboard handles.

**Mitigation strategies:**

Encourage to wipe down areas after touching and use hand sanitizer regularly.

- **Does the set-up of your workplace enable individuals to wash their hands after contact with high-touch surfaces (e.g. access to hand hygiene stations/supplies)?**

|                      |                                  |
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| <b>Revision Date</b> |                                  |



Set up sanitization supplies near common surfaces with reminder signage. Ensure posters about proper hand washing are posted by all sinks.

**Findings:**

There are some wall mounted hand sanitizers, and quite a few bottle hand sanitizers available in entry/exit areas to the floor and work quadrants.

**Mitigation strategies:**

Install more wall mount hand sanitizers in common areas of passage.

**Core personal measures**

Consistently practicing core personal measures, such as good hand washing, staying home from work when feeling ill, and proper cough hygiene can prevent COVID-19 spread. Use communication tools such to promote these practices in your workplace (safe work practice, signage, reminders at team meetings).

**Inspection questions:**

- **Are workers in your workplace aware of and trained to follow hygiene practices such as washing hands frequently, respiratory etiquette?**

Note where there is signage and posters in the office and whehter there has been recent training or videos shared.

**Findings:**

Yes. There is signage in various areas. We were not aware of training videos shared.

**Mitigation strategies:**

Redo signage and laminate so they can be wiped clean. Send out a reminder to staff about hand hygiene practices and respiratory etiquette. Have supervisors bring up topic in Bilat meetings.

- **Have workers in your workplace reviewed information about how to identify when they are feeling ill and been reminded to stay home when feeling ill?**

|                      |                                  |
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| <b>Revision Date</b> |                                  |

**Notes:**

There are a couple signs up.

**Mitigation strategies:**

More signage required, and supervisors should review with employees.

**Other Workplace Hazards and Controls**

Some workplaces must follow specific controls or safety procedures because of the nature of the work, e.g. health care settings. Use this space to note any additional measures or controls that your workplace must adhere to.

**Will measures to combat COVID-19 adversely interfere with existing hazard controls?**

e.g. traffic directional guidance is limiting or impeding direct egress in the case of a need to evacuate the building, or barriers force workers to continually reach under or around it in an awkward ergonomic position.

**Findings:**

Measures will not interfere with existing hazard controls.

**Mitigation strategies:**

Recommendation is to wear masks when not in your office space or cubicle. If you cannot be 6 feet apart in meetings, please wear a mask.

Wipe down areas of use after use and schedule time in meetings for this. Approx. 5 minutes before and after, depending on the size of the meeting.

|                      |                                  |
|----------------------|----------------------------------|
| <b>Created By</b>    | Corporate Health and Safety, PSC |
| <b>Approved Date</b> |                                  |
| <b>Revision Date</b> |                                  |



## Workplace Hazard Assessment

0149

COVID-19

GAM 3.48 Corporate Health and Safety

Hazard Identification, Risk  
Assessment & Control

**Date:**

|                    |                                                                      |
|--------------------|----------------------------------------------------------------------|
| Date of assessment |                                                                      |
| Department         | HSS                                                                  |
| Branch             | Corporate/DMO/Finance/Comms/HR/IT/                                   |
| Unit               |                                                                      |
| Location           | Crocus Ridge 1 <sup>st</sup> and 2 <sup>nd</sup> floor office spaces |
| Assessors          | Name and title                                                       |

### Purpose

As an employer, the Yukon government and its supervisors have a responsibility for identifying and communicating about hazards in the workplace and planning for how to mitigate the risks of those hazards. COVID-19 and infectious diseases are known hazards that affect the safety of all workplaces. The hazard will likely continue to impact workplaces for some time and must be considered as part of ongoing, routine workplace hazard inspections.

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  - b. A worker from the workplace

- c. A safety representative from your Joint Health and Safety Committee (whenever possible)
  - d. Department health and safety personnel (whenever possible)
  - e. Department human resources (optional)
  - f. Others (staff from the Health, Safety and Wellbeing Branch of the Public Service Commission are available to provide guidance).
2. Conduct a walk through of the workplace using this document and note where in the workplace or during which tasks there is a hazard of infection.
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### **What are the exposure risks in our workplace?**

#### **Person-to-person spread in the workplace**

Prolonged exposure is defined as lasting for more than 15 minutes. The 15 minutes can be from one continuous exposure or the cumulative duration of interactions with the same individual while in the setting.

- COVID-19 spreads from person to person, most commonly through respiratory droplets (e.g., generated by a cough or sneeze) during close interactions (e.g., within 2 metres).
- People who have COVID-19 may have few to no symptoms, or mild symptoms may be similar to a cold or flu.
- The risk of person-to-person spread of COVID-19 in the workplace is presumed to be higher when individuals have:
  - Close interactions with others (within 2 metres)
  - A greater number of interactions with others

|                      |                                  |
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- Prolonged contact time
- Work tasks performed in smaller indoor spaces

**Inspection questions:**

- **Are individuals required to work and interact within 2 metres of each other because of the workplace set up, the nature of the task being performed, or both?**

*Note which areas of the workplace and/or which tasks require individuals to work/interact within 2 metres. Is the work indoors or outdoors? Is the close interaction prolonged or short, frequent or occasional?*

*Note any administrative controls (re-organizing workflow, modifying approach to work) and engineering controls that are in place (moving desks, installing barriers).*

*Note any areas or tasks where this risk cannot be avoided and identify measures in the safe work practice.*

|                                                                           |
|---------------------------------------------------------------------------|
| <p>Findings:</p><br><br><br><br><br><br><br><p>Mitigation strategies:</p> |
|---------------------------------------------------------------------------|

- **Do common spaces (e.g., eating areas, reception areas) make it likely individuals will be within 2 metres of each other?**

*Note which areas of the workplace have high traffic, narrow spaces that prevent distancing or have risks of congestion.*

|                                                                           |
|---------------------------------------------------------------------------|
| <p>Findings:</p><br><br><br><br><br><br><br><p>Mitigation strategies:</p> |
|---------------------------------------------------------------------------|

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- **Do individuals have frequent close interactions with other individuals throughout their workday?**

*Note which positions and/or tasks have the most exposure to frequent close interactions.*

|                        |
|------------------------|
| Findings:              |
|                        |
| Mitigation strategies: |
|                        |

### **Spread from surfaces to people**

COVID-19 can also be spread through touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands. In your COVID-19 Safe Work Practice look for administrative controls to limit the use of common tools, limit touching of common surfaces and increase hygiene measures for common surfaces.

### **Inspection questions:**

- **Do individuals frequently have contact with high-touch surfaces (i.e., surfaces frequently touched by others)?**

*Note the high-touch surfaces in your workplace and who the common users of the surface are e.g. clients, certain positions.*

*Look for common surfaces (meeting tables, counters, chairs, gates/doorways, kitchen appliances). Plan for ways to limit contact with these surfaces and/or increase cleaning practices for common surfaces. Remember the “clean in, clean out” strategy.*

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Findings:

Mitigation strategies:

- **Do individuals frequently have contact with equipment or tools that are also frequently handled by others?**

*Think about shared tools (photocopiers, power tools, computers, pens). Note where the tools are and who the users are. Communicate to users about how to use these tools safely through signage, training, reminders at meetings and sharing the safe work practice.*

Findings:

Mitigation strategies:

- **Does the set-up of your workplace enable individuals to wash their hands after contact with high-touch surfaces (e.g. access to hand hygiene stations/supplies)?**

*Set up sanitization supplies near common surfaces with reminder signage. Ensure posters about proper hand washing are posted by all sinks.*

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Findings:

Mitigation strategies:

### Core personal measures

Consistently practicing core personal measures, such as good hand washing, staying home from work when feeling ill, and proper cough hygiene can prevent COVID-19 spread. Use communication tools such to promote these practices in your workplace (safe work practice, signage, reminders at team meetings).

### Inspection questions:

- **Are workers in your workplace aware of and trained to follow hygiene practices such as washing hands frequently, respiratory etiquette?**

*Note where there is signage and posters in the office and whehter there has been recent training or videos shared.*

Findings:

Mitigation strategies:

- **Have workers in your workplace reviewed information about how to identify when they are feeling ill and been reminded to stay home when feeling ill?**

Notes:

Mitigation strategies:

|                      |                                  |
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### Other Workplace Hazards and Controls

Some workplaces must follow specific controls or safety procedures because of the nature of the work, e.g. health care settings. Use this space to note any additional measures or controls that your workplace must adhere to.

### Will measures to combat COVID-19 adversely interfere with existing hazard controls?

e.g. traffic directional guidance is limiting or impeding direct egress in the case of a need to evacuate the building, or barriers force workers to continually reach under or around it in an awkward ergonomic position.

|                        |
|------------------------|
| Findings:              |
| Mitigation strategies: |

|                      |                                  |
|----------------------|----------------------------------|
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Employee Information

# Our health & safety management system

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[Home](#) > [Workplace wellbeing](#) > [Workplace health & safety](#) > [Health & safety management system](#)

## Reducing hazards with a system

This system uses consistent practices for prevention, inspection, mitigation, and communication to improve the ability to identify and remove hazards and decrease risk in the workplace for everyone. Explore all the components. Departments can adapt and modify it to meet specific needs and work practices. But any system should have all these main parts.

### » 1. Responsibilities and accountabilities

The employer, the supervisor, and you, the worker, have responsibilities for health and safety.

### » 3. Safety orientation and training

Work safely together by learning and applying knowledge.

### » 5. Safe and healthy work practices and procedures

Safe work practices and safe job procedures for a variety of different occupations.

### » 7. Incidents, investigations and corrective actions

What to do after an incident, how investigations occur and how to implement corrective actions.

### » 9. Monitoring, review and continuous improvement

How to monitor, review and continuously improve the safety in workplaces.

### » 11. Contractor management

In development.

### » 2. Joint health and safety committees, and worker health and safety representatives

How to form and participate in these important committees.

### » 4. Hazard identification, risk assessment and control

Identify hazards, assess the associated risks, and learn how to control these risks.

### » 6. Inspections and corrective actions

Learn how and when to conduct workplace inspections and how to implement corrective actions.

### » 8. Communication

The system relies on clear and specific information communicated by different means.

### » 10. Emergency preparedness

Learn how and why all Yukon government departments and corporations need to prepare for emergencies.

#### Guiding Documents

- GAM 3.48 Corporate Health and Safety
- Workers' Safety and Compensation Act
- Regulations

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# 1. Responsibilities and accountabilities

Home > Workplace wellbeing > Workplace health & safety> Health & safety management system > 1. Responsibilities and accountabilities

## Everyone plays a role

### Employer

The deputy head of a department, corporation, commission or agency of the Yukon government (Deputy Ministers), bear significant responsibility for the health and safety of all department workers. A health and safety management system, when fully implemented, provides the foundation and structure for a robust health and safety attitude of prevention, mitigation, and continuous improvement. From the *Workers' Safety and Compensation Act*, an employer, in part is responsible for:

- Ensuring workplace, machinery, equipment, and processes are safe and without risks to health
- Adopting procedures and techniques that will prevent or reduce risk of injury
- Ensuring workers receive instruction and training
- Ensuring workers are made aware of hazards
- Ensuring workers are informed of their rights and responsibilities and duties
- Cooperating and assisting safety committee members in carrying out their duties
- Checking the well-being of workers

Department implementation actions include:

- Signing, dating and communicating the department's commitment to safety, annually
- Reviewing and communicating health and safety rules for the department, annually
- Developing department's health and safety management system
- Monitoring, reviewing and continuously improving workplace health and safety

Corporate Health and Safety Policy GAM 3.48 identifies Deputy Minister responsibilities in section 2.5.

### Supervisors

Supervisors direct how workers deliver specific work tasks, provide frontline oversight and have responsibility for the safety of workers. The *Workers' Safety and Compensation Act* defines a supervisor as a competent person.

#### You may also be interested in...

- *Workers' Safety and Compensation Act*
- *Regulations*
- GAM 3.48 Corporate Health and Safety
- Criminal Code of Canada sec. 217.1 (Westray Bill)
- CCOHS - Westray Bill Overview
- Employer, Worker and Supervisor Roles & Responsibilities (WCB)
- Right to refuse unsafe work (WCB)
- Internal Responsibility System

#### Guiding documents...

- Health and Safety Rules
- Department Commitment to Health and Safety

#### Training

- Safety Due Diligence
- Joint Health and Safety Committee

#### Questions or comments?

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From the Act, a supervisor, in part, is responsible for:

- Instructing workers and ensuring work is performed without undue risk
- Ensuring workers wear/use equipment, protective devices, or clothing as required
- Advising workers of potential or actual danger in the workplace
- Providing workers with written instructions for their safety

Corporate Health and Safety Policy GAM 3.48 identifies supervisor responsibilities in section 2.6.

### **Workers**

Responsible for their own health and safety and the safety of others in the work place.

From the *Occupational Health and Safety Act*, a worker, in part, is responsible for:

- Ensuring their own health and safety and that of any other person in the workplace
- Using the safety devices and wearing the safety clothing or equipment provided by the employer or required by the Act
- Complying with health and safety procedures and instructions given by a person having authority
- Immediately reporting to their supervisor any situation that would present a hazard and which they cannot correct
- Reporting any incident or injury that occurs at work

Corporate Health and Safety Policy GAM 3.48 identifies worker's responsibilities in section 2.7.

### **Internal Responsibility System (IRS)**

The internal responsibility system summarizes the philosophy of how the OHS legislation is intended to function, describing the responsibilities of all parties within the system. The IRS approach is that everyone in the workplace- both workers and employers- is responsible for safety- their own and their coworkers.

### **Joint Health and Safety Committee (JHSC)**

See the Joint Health and Safety Committee page.

### **Workers' Rights**

**Right to refuse** work or to do particular work if the worker has reason to believe that:

- The use or operation of a machine, device, or thing constitutes an undue hazard to that worker or any other person
- A condition exists in the workplace that constitutes an undue hazard

**Right to know:**

- About health and safety hazards
- About how to protect yourself from workplace hazards
- How to do your job safely

**Right to participate:**

- In health and safety programs
- In selecting representatives for those programs
- On health and safety committees

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- Careers in YG
- Collective agreements & HR policies
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- Health, safety & wellness
- Learning & career development
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Home > Workplace wellbeing > Workplace health & safety > Health & safety management system > 2. Joint health and safety committees

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## 2. Joint health and safety committees, and worker health and safety representatives

Home > Workplace wellbeing > Workplace health & safety > Health & safety management system > 2. Joint health and safety committees

### Working together to identify hazards

The Joint Health and Safety Committee (JHSC) is a forum where workers and managers meet to address safety concerns and make recommendations towards the improvement of workplace health and safety. Recommendations are submitted to senior management for decision and direction. The JHSC is an advisory body for the improvement of workplace health and safety and should not be the vehicle to implement these improvements.

Responsibility for improvement falls to those responsible for a safe and healthy workplace. The establishment and functionality of the JHSC is dictated in part by legislation.

The worker health and safety representatives performs all the same duties as the JHSC, except they are not required to carry out the duties or activities of a committee.

#### The Act

The *Workers' Safety and Compensation Act* s.36, states that an employer must establish and maintain a committee when 20 or more workers of the employer are regularly employed; and at any workplace or part of a workplace as required by order of the board. The Act provides additional direction for the JHSC including:

- Composition
- Co-chairs
- Functions
- Minutes
- Meetings
- Attendance
- Posting names of committee members at every workplace

If a workplace has less than twenty employees, then no committee is required. There must be at least one worker health and safety representative selected for the workplace in the following circumstances, when the number of workers regularly employed by the employer is five or more, but fewer than 20 or if a committee is required by order of the board under section 40.

#### Terms of Reference for JHSC and Worker health and safety representative

Upon the establishment of a JHSC complete a terms of reference for the committee to approve. The terms of reference should have a purpose statement, identify committee membership and roles of the members. Terms of reference may also define frequency of meetings and training requirements.

- JHSC Terms of Reference - sample
- Worker Health and Safety Representative Terms of Reference - sample

#### Training for committee members

Section 41, *Workers' Safety and Compensation Act*, requires training for committee co-chairs within six months of their selection, and at least one worker representative committee member is competently trained to participate in investigations of serious incidents, injuries, deaths and refusals of unsafe work. Training is offered through the Corporate Health and Safety Unit. Please note that all members of the JHSC are encouraged to attend the training. Course offering listings.

#### You may also be interested in...

- *Workers' Safety and Compensation Act*
- *Regulations*
- GAM 3.48 Corporate Health and Safety
- CCOHS - Joint Health & Safety Committees
- JHSC Co-Chair and Worker Health Safety Representative Information Session (video)
- JHSC Co-Chair Forum January 18, 2023 (Video)

#### More information

- JHSC minutes/agenda - template
- JHSC guidelines
- JHSC recommendations - template
- JHSC terms of reference - sample
- JHSC Committee Member List - Template
- Health and Safety Representative Terms of Reference - sample
- Safety forms and templates
- Parklane information

#### Questions or comments?

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## Training for worker health and safety representatives

Section 39, If a workplace has 5 or more, but less than twenty employees, then the employer must ensure that at least one worker health and safety representative is selected for the workplace.

Section 41, *Workers' Safety and Compensation Act* requires training for worker health and safety representatives within six months of their selection.

There is also an employer representative, who works in co-operation with the worker health and safety representative, we would recommend for best practice, that the employer representative attend the training as well, so that they understand all the requirements set out in the *Act* and *Regs*.

Training is offered through the Corporate Health and Safety Unit. Course offering listings.

## Meetings

As per Section 37 of the *Workers' Safety and Compensation Act*, committees are required to meet monthly, and shall keep minutes for each meeting. It is important for committees to focus on their requirements. Too often committees try to "fix" the all of the health and safety issues that are brought before them as opposed to making recommendations to the employer. Clarity regarding the mandate of the committee, can be included in terms of reference, including who or what management body will be receiving and responding to the recommendations made by the committee.

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- Collective agreements & HR policies
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## 3. Safety orientation and training

Home > Workplace wellbeing > Workplace health and safety > Health and safety management system > 3. Safety orientation and training

This page is Part 3 of 10 of the Health & Safety Management System

### Knowing

When workers are new, or new to positions, we have to orient and train them to stay safe on the job.

Supervisors must ensure that this is addressed and carried out.

#### Orientation

An orientation occurs on the first day of work and continues throughout careers for:

- All workers - new to a job or location
- Young workers - age is 18 to 25 require additional coaching and supervision
- Workers returning from extended absences - 8 months or more
- Workers returning from an absence when a new procedure has been implemented

Day one activities:

- Workplace tour including locations of emergency exits, fire extinguishers, first aid kit and eye wash stations, etc.
- Evacuation plan including evacuation routes, muster points, names of floor wardens and building marshals, names of first aid providers, etc.
- Any workplace-specific safety procedures for high hazards or immediate threats
- Process for injury/illness reporting
- Process for hazard reporting
- Review, assign, train and fit mandatory PPE requirements for the workplace
- Review, New Hire Safety Orientation Checklist and Supporting Documentation

Day two or as soon as practicable:

- Review GAM 3.48 Corporate Health and Safety policy
- Review GAM 3.47 Respectful Workplace policy
- Review Department safety commitment
- Worker, supervisor and employer responsibilities
- Worker rights
- Health and safety rules
- Emergency procedures for the workplace
- Names of JHSC Co-Chairs and Health and Safety Representative
- Applicable sections of the *Workers' Safety and Compensation Act & Regulations*

#### Health, Safety and Well-being Courses

##### Mandatory Courses:

- Your Health and Safety at Work
- Workplace Hazardous Materials Information System (WHMIS 2015)

##### More Training:

- Joint Health and Safety Committee
- Introduction to Workplace Impairment
- Standard First Aid CPR/AED
- Verbal De-escalation in the Workplace
- Field Worker Safety Courses
- Fire Extinguisher use (on demand)
- Mental Health Training for Managers and Supervisors

#### Guiding documents

- [Workers' Safety and Compensation Act](#)
- [Regulations](#)
- GAM 3.48 Corporate Health and Safety policy
- Onboarding new employees
- New Hire Safety Orientation Checklist
- New Hire Safety Orientation — Supporting Documentation
- Code of Practice for Young and New Workers WCB
- Administrative Records Classification System V.3

- YWCHSB Code of Practice for Young and New Workers

# Learning

## Training

On-the-job training instruction is to include:

- Safe work practices and safe job procedures relevant to the job
- Safe operation of machines and equipment
- Safe handling of materials
- Complete the Your Health and Safety at Work elearning course on YGLearn

Additional actions of a supervisor are to include:

- Outlining all mandatory training required by the worker to complete their job
- Providing workers with a copy of a training plan specific to their job
- Providing an overview of each task, including any specific precautions and safe work practices and procedures
- Observing the worker completing job tasks and monitoring progress
- Regularly reviewing the training needs of workers

## Safety Training Courses

Some training courses are available on YGLearn in the main catalogue. Some courses are offered by request or special arrangement. See course descriptions on the top right of this page.

## Training Records

Your training certificate is proof that you possess a training standard. All records of training should be stored in a central location accessible to workers and supervisors.

Questions or comments?

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- Career & life events
- Careers in YG
- Collective agreements & HR policies
- Diversity & inclusion
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- Learning & career development
- Leave & time off
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- Performance planning
- Respectful workplace

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- Environment
- Executive Council Office
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## 4. Hazard identification, risk assessment and control

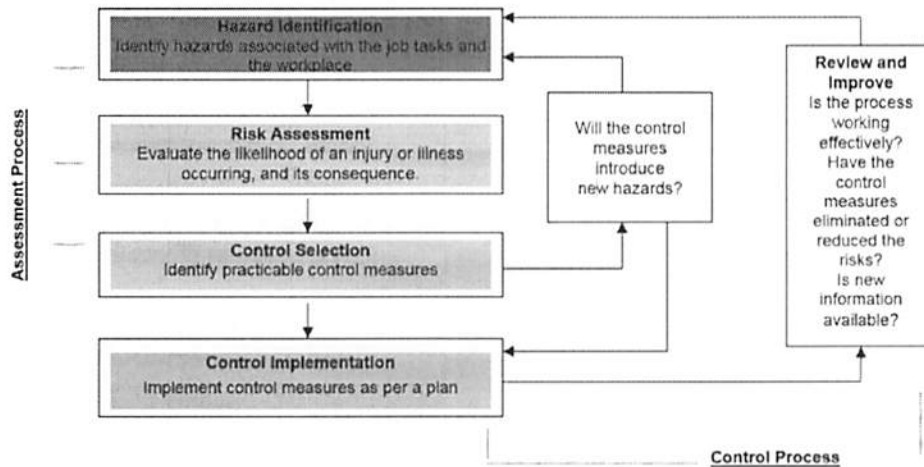
Home &gt; Workplace wellbeing &gt; Workplace health &amp; safety &gt; Health &amp; safety management system &gt; 4. Hazard identification, risk assessment and control

### Hazards

Hazards can exist in many forms: a condition or an act, be visible or hidden. By actively and continuously identifying hazards, assessing and controlling them with corrective actions on a timely basis, and communicating actions and findings with employees, we can ensure that the health and safety management system is integrated into work processes.

### Hazard Management Process

There are two parts to the hazard management process - assessment and control. Steps include identifying hazards and eliminating or minimizing them before a job task is performed. The following flowchart outlines the process. Click on the steps (below) to begin managing hazards in your workplace.



### Explore the Steps of Hazard Management

1. Hazard Identification
2. Risk Assessment
3. Control Selection
4. Control Implementation
5. Review and Improve

### Templates & Forms

- Job Hazard Analysis Worksheet
- First Aid Workplace Assessment Worksheet
- Safety Footwear Assessment Procedures
- Workplace Security Risk Assessment
- Workplace Violence Assessment Questionnaire

### More information

- GAM 3.48 Corporate Health and Safety
- Workers' Safety and Compensation Act
- Regulations
- CCOHS Hazard Identification
- CCOHS Risk Assessment
- CCOHS Hazard Control

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## 5. Safe and healthy work practices and procedures

[Home](#) > [Workplace wellbeing](#) > [Workplace health & safety](#) > [Health & safety management system](#) > 5. Safe and Healthy Work Practices and Procedures

### Hands-on Safety

All government workplaces are required to develop Safe Work Practices (SWP) and Safe Job Procedures (SJP). These instructions are created after a Job Hazard Analysis (JHA) has been completed. SWPs and SJPs are an administrative approach to controlling identified hazards.

| Safe Work Practice (SWP)                                                                                                                                                                                                                                      | Safe Job Procedure(SJP)                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Definition</b><br>Written methods outlining how to perform a task with minimum risk. (Do's & Don'ts).                                                                                                                                                      | <b>Definition</b><br>A series of steps that guide a worker through a task in chronological order.                                                                                                                        |
| <b>Development</b><br>Upon completion of a JHA and determination of controls for the hazard.<br><br>Should reflect the common workplace activities and hazards workers may encounter.                                                                         | <b>Development</b><br>By managers, workers and members of the Joint Health and Safety Committee (JHSC) as a result of a:<br><ul style="list-style-type: none"><li>• Job Hazard Analysis; or</li><li>• Incident</li></ul> |
| <b>Delivery</b><br>Provided and discussed during the "worker on-boarding". Worker's are required to demonstrate awareness and competence to supervisors.<br><br>Available to all workers in a central location. Some SWP's may also require a supporting SJP. | <b>Delivery</b><br>Provided and discussed during the "worker orientation" process and made available to all workers in a central location. Worker is required to demonstrate competence to supervisor.                   |

#### You may also be interested in...

- Job Hazard Analysis Worksheet
- Job Hazard Analysis Template
- Safe Work Practices Template
- Safe Job Procedures Template

#### More information

- CCOSH - Basic OH&S Program Elements
- *Workers' Safety and Compensation Act*
- *Regulations*
- GAM 3.48 Corporate Health and Safety

#### SWP/SJP Samples

- List of Sample Safe Work Practices

#### Questions or comments?

If you have any health and safety related questions or feedback, please contact [safety@yukon.ca](mailto:safety@yukon.ca)

Health, Safety and Wellbeing has developed a number of SWP and SJP samples. To use these samples:

1. Download the sample (link on the right)
2. Review and modify sample to fit the workplace (management/workers/JHSC)
3. Management review and approve the SWPs and SJPs
4. Supervisors educate the workers on the practices and procedures
5. Supervisor monitor workers to ensure compliance
6. JHSC promote the workplace safety practices and procedures during monthly inspections

Note: Departments wishing assistance in finalizing operational SWPs and SJPs are encouraged to contact Health, Safety and Wellbeing at [safety@yukon.ca](mailto:safety@yukon.ca)

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**Goods and services**

Purchase stationery and office supplies  
Purchase goods, request rotary/fixed wing services  
Access Third Party Equipment Rental SOA  
Order printing or custom branded goods  
Procurement Support Centre  
Dispose of or obtain YG assets  
Travel, accommodation and transportation  
Book a Yukon government fleet vehicle

**Buildings and maintenance**

Request maintenance work in your building  
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0168

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## 6. Inspections and corrective actions

Home > Workplace wellbeing > Workplace health & safety > Health & safety management system > 6. Inspections and corrective actions

### Inspections

Conducting an inspection is one way of proactively identifying hazards to implement corrective action and prevent harm. Preventing physical, psychological, property or environmental harm begins with you, the worker. Equipment, work procedures and the workplace are inspected to identify hazards.

#### On a schedule

At a minimum, all workplaces need to undergo a monthly inspection. Inspection requirements for equipment are in manufacturer operating manuals. Some legislation requires certain types of workplaces be inspected more frequently or in a different way. To develop inspection schedules and checklists for department operations consult the *Workers' Safety and Compensation Act & Regulations* or other applicable legislation. Other inspections are subject to industry best practice.

Documentation of the inspection is recorded into the Parklane System. The purpose of recording is to ensure the due diligence of the workers, supervisors, managers and Joint Health and Safety Committee members- to prove the inspection was completed and to track implementation of controls when hazards are found.

#### Who does inspections?

- Workers
  - Equipment – mobile equipment, forklifts, vehicles, air/electric/manual and gas powered tools, powder actuated tools
  - Personal Protective Equipment – fall protection, respirators, buoyancy equipment, eyewear
  - Workplace – housekeeping, emergency showers/eye wash
- Supervisors
  - Workplace – housekeeping, guardrails, confined spaces
- Management
  - Workplace – general inspections
- Joint Health and Safety Committee (JHSC)
  - Workplace – fire extinguishers, emergency lighting, first aid kits

#### Recommendations

If a safety concern has been identified during a workplace inspection, it is important that the issue be resolved to prevent future harm. Individuals who may be conducting the inspection, such as members of the JHSC, may also have some ideas on how to fix the issue. Recommendations should be reviewed by the JHSC and then passed on to the applicable supervisor or manager for resolution.

### Inspection corrective actions

#### Training

- Safety Due Diligence course
- Joint Health and Safety Committee course

#### More information

- *Workers' Safety and Compensation Act*
- *Regulations*
- GAM 3.48 Corporate Health and Safety
- CCOHS - Effective Workplace Inspections
- CCOHS - Incident Investigation
- Guide to Office Ergonomics
- Guide to Office Ergonomics Sit/Stand Workstation

#### Forms

- Office Inspection Template

#### Parklane

- Parklane website
- Parklane instructions
- Create an inspection report
- Supervisor response
- Tutorial video - no hazard found
- Tutorial video - hazard found
- Tutorial video - supervisor response

#### Questions or comments?

Solutions

Corrective actions, also known as controls, are implemented to eliminate or minimize risk in the workplace. Preferred controls in order of preference are:

- 1. Elimination
- 2. Substitution
- 3. Engineering
- 4. Administration
- 5. Personal Protective Equipment


Controls can be placed:

- At the source
- Along the path or
- At the worker.

For additional information view Hazard Controls.

0170

If you have any health and safety related questions or feedback please contact [safety@yukon.ca](mailto:safety@yukon.ca)

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## 7. Incidents, investigations and corrective actions

[Home](#) > [Workplace wellbeing](#) > [Workplace health & safety](#) > [Health & safety management system](#) > 7. Incidents, investigations and corrective actions

### Safety Incidents

An incident is an event or occurrence that **did happen** or **could have happened**. In an incident the following may apply:

- No injury/damage but there was a potential for physical or psychological injury, illness, or property damage
- First Aid treatment provided
- Medical treatment and/or lost time occurred
- Serious accident/injury occurred
- Damage to government property or 3<sup>rd</sup> party property

#### Make a report

- Enables correction of the situation and helps prevent similar future occurrences
- Required by the [Workers' Safety and Compensation Act](#)
- Necessary to proceed with a Yukon Workers Compensation claim
- *Occupational Health and Safety Act*, section 30 requires serious accidents and serious injuries to be immediately reported to Yukon Workers' Compensation Health and Safety Board
- Unreported incidents may reoccur causing an injury to someone
- An injury may develop later

\*\* If there is no report of the incident there is no way of documenting it and preventing a recurrence. \*\*

#### How to report

- All incidents need to be reported to your supervisor right away
- Incidents that result in injury and involve lost time or require medical attention also need to be reported to Yukon Workers Compensation Health and Safety Board
- Serious accidents and serious injuries must be reported immediately to Yukon Workers' Compensation Health and Safety Board

For more information regarding what to do after an incident click [here](#).

#### After a report

Incidents, regardless of how minor, are documented and investigated to determine the cause. The Incident Report and Incident Investigation Report forms are tools to document and record the incident and the investigation. For more information on incident reporting and investigating refer to the Incident/Investigation Reference Guide as well as the Injury/Incident Reporting Flowchart.

### Incident investigations

#### Investigate

All incidents require discussion with your supervisor regarding what happened and how to prevent further recurrence. Some incidents will require more in-depth investigation analysis and discussion. The goal is to determine the cause and take corrective measures to prevent it from happening again.

#### You may also be interested in...

- Safety Due Diligence training course
- Injury/Incident Reporting Flowchart
- Hazard controls
- Roles and responsibilities
- There has been a workplace incident

#### More information

- Yukon Worker's Compensation Health and Safety Board
- *Workers' Safety and Compensation Act*
- *Regulations*
- CCOHS Incident Investigation

#### Forms

- Minor Incident Report
- Serious Incident Report
- YWCHSB Worker's Report of Injury/Illness
- YWCHSB Employer's Report of Injury/Illness

#### Questions or comments

If you have any health and safety related question or feedback, please contact [safety@yukon.ca](mailto:safety@yukon.ca)

Serious accidents and serious injuries must be investigated by the supervisor and reported to a Safety Officer at YWCHSB. These incident types are listed in section 30 of the *Occupational Health and Safety Act*. The CCOHS fact sheet on "Incident Investigation" provides information on the investigation process.

### **Investigation lead**

Investigations are led by supervisors and should include workplace health and safety representatives and/or the Joint Health and Safety Committee. For more information review sections 12 (9) and 13 (5) of the *Occupational Health and Safety Act*.

### **Investigation process**

If you are a supervisor, acting supervisor or member of the Joint Health and Safety Committee there is training available to you that gives provides further instruction.

Key components to remember are;

- Scene management. Securing the scene to ensure it is safe to proceed with the investigation and also only allow authorized personnel to enter.
- Data collection. Some examples may include; Incident reports, photographs, employee training records, job hazard assessment or field level risk assessment, safe work procedures, inspection forms, maintenance records, safety meeting minutes, workplace inspections.
- Investigation team analysis of gathered data.
- Findings. The team shall document recommendations to address causal and contributing factors and submit a final report.

### **Make a report**

- Recommendations reviewed by Joint Health and Safety Committee
- Recommendations reviewed and decided upon by senior management
- Copy provided to a Safety Officer upon request

## **Incident corrective actions**

The outcome of an investigation are corrective actions. Upon determining what the cause(s) of the incident is, recommendations are prepared that are intended to prevent the similar incidents in the future. These recommendations are the corrective actions. They are usually passed onto the Joint Health and Safety Committee for review, before going to senior management for decision and action planning for implementation.



Corrective actions are also called controls and these can be categorized and implemented in a preferred order of descending preference and they are:

- Elimination;
- Substitution
- Engineering;
- Administration; or
- Personal Protective Equipment.

Controls can be placed:

- At the source
- Along the path; or
- At the worker.

Click on this link for more information on the different categories of controls.

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## 8. Communication

Home > Workplace wellbeing > Workplace health & safety> Health & safety management system > 8. Communication

# Communicating Safety

Effective communication is the cornerstone of a healthy organizational safety culture. The outcomes of inspections and investigations by either the Joint Health and Safety Committee, or a Safety Officer from YWCHSB, are not confidential and are to be shared with all workers. Safety bulletins, hazard alerts, and newsletters are effective and easy ways of outlining safety requirements and hazards.

There are many opportunities to communicate and discuss safety in the workplace:

- **Orientation of new workers** - communicate hazards and safe procedures to work safely.
- **Monthly workplace inspections** - supervisors and the safety committee members should talk with workers about safety concerns.
- **Post reports of hazards** - after monthly workplace inspections to foster awareness.
- **Joint Health and Safety Committee meetings** - incident reports and investigation outcomes discussed to consider additional mitigations.
- **Safety as a standing agenda item for unit meetings** - In 5 minutes many safety concerns can be resolved.
- **Share results of inspections done by YWCHSB Safety Officer**

### You may also be interested in...

- Emergency Contact List
- Injury/Incident Reporting
- JHSC Agenda/Minutes - template
- JHSC Management Recommendation - template
- First Aid Record - form

### More information

- *Workers' Safety and Compensation Act*
- *Regulations*
- GAM 3.48 Corporate Health and Safety
- Yukon Workers' Compensation Health and Safety Board
- CCOHS - Basic OH&S Program Elements

# Occupational Health and Safety

## Act requirements

### Orientation of new workers

All workers are to receive an orientation when they begin a new job. At this time they learn about the health and safety management system. Components of the departmental system that should be communicated to workers include:

- Process for getting first aid assistance and reporting
- Location of Safety Data Sheets
- Actions being taken to address all YWHCHSB Inspection/Orders
- Information about the workplace JHSC
- Names of first aid providers
- Plan for evacuation
- Locations to muster following an evacuation

### First Aid Reporting

Post a notice in a conspicuous place near the of the first-aid kit or first-aid room stating:

- Necessity to promptly report all injuries and receiving first-aid treatments
- Location of the first-aid supplies, equipment, and providers
- Name(s) of person in charge of the first-aid kit/room
- Names and qualifications of each person trained and designated to administer first-aid
- Emergency communication process and telephone list for the local:
  - Medical
  - Police
  - Ambulance
  - Fire
- Use this template for your workplace.

### Safety data sheets

0175

#### Safety Data Sheets

- Acklands Grainger Products SDS
- AFD Petroleum SDS
- Canadian Tire SDS
- Fire Extinguisher SDS
- Northern Industrial Sales SDS
- North of 60 SDS
- Petro Canada SDS
- Proctor and Gamble Canada SDS
- Yukon Gold Ice Melter SDS

#### Questions or comments?

If you have any health and safety related questions or feedback, please contact [safety@gov.yk.ca](mailto:safety@gov.yk.ca)

Safety data sheets need to be accessible to all workers (required by *WHMIS 2015*). These sheets contain important information about how workers can safely use the hazardous materials in that workplace.

### **Yukon Workers' Compensation Health and Safety Board (YWCHSB)**

All YWCHSB inspections/orders are to be posted in a conspicuous place within the workplace like a health and safety bulletin board. The intent is to inform workers about hazards and provide updates on how they are being resolved.

### **Joint Health and Safety Committee**

The health and safety bulletin board or another conspicuous location is good place for the:

- Name of the management and employee co-chairs
- Name of the health and safety representative
- Workplace inspections results
- Meeting agenda and minutes
- Summary of all incidents

**See additional information in part 10. Emergency preparedness**

#### **Employee Info**

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- Careers in YG
- Collective agreements & HR policies
- Diversity & inclusion

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- Energy, Mines & Resources
- Environment
- Executive Council Office

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Order printing or custom branded goods  
Procurement Support Centre  
Dispose of or obtain YG assets  
Travel, accommodation and transportation  
Book a Yukon government fleet vehicle



0177



### **Buildings and maintenance**

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Get a YG photo ID or access card  
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Order a Yukon government sign  
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## 9. Monitoring, review and continuous improvement

Search this site

Home > Workplace wellbeing > Workplace health & safety > Health & safety management system > 9. Monitoring, review and continuous improvement

### Monitoring, review and continuous improvement

#### Monitoring

Monitoring, review and continuous improvement is an element of the Yukon government's safety management system and is included as such in the guiding document, Corporate Health and Safety Policy (GAM 3.48)

Departments should establish a schedule to monitor hazards and controls in a way that is suitable for their operations.

#### Review

Consider using a risk management approach to assist the review as it may assist in assigning priorities for the action items for continuous improvement. A regular schedule (eg. annual) of reviewing the program should occur in order to assess the effectiveness of the action items.

While the review can be completed by anyone in the department, consider using a team approach including members from the Joint Health and Safety Committee. Results of each of the reviews should be communicated to senior management.

#### Continuous Improvement

The review identifies gaps or areas for improvement in the health and safety program. Little is achieved unless a procedure is established to ensure prompt follow-up actions aimed at continuously improving the health and safety management system and identified gaps. Continuous improvement should include action items with target dates and assigned to responsible persons for remedial action and checks to confirm completion. Checks to confirm completion can be incorporated into the monitoring schedule.

#### Documentation

A reminder to accurately document the monitoring, review and continuous improvement process and results.

#### You may also be interested in...

- GAM 3.48 Corporate Health and Safety
- Workers' Safety and Compensation Act
- Regulations

#### More information

- CCOSH: Basic OHS Program Elements

#### Questions or comments?

If you have any health and safety related questions or feedback, please contact [safety@yukon.ca](mailto:safety@yukon.ca)

#### Employee Info

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#### Corporate services

**Technical support, managing records/info**  
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0179

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# 10. Emergency preparedness

Home &gt; Workplace wellbeing &gt; Workplace health &amp; safety &gt; Health &amp; safety management system &gt; 10. Emergency preparedness

## Our responsibility

All Yukon government departments and corporations are to be prepared for emergencies. The Corporate Health and Safety Policy, GAM 3.48[i], identifies the need for each department to have in place a health and safety management system, that includes being prepared for emergencies. The second source of direction comes from the Yukon Government Emergency Coordination Plan(YGECP)

## Think ahead

An emergency poses an immediate risk of significant harm to health, life, property or the environment. Preparing for emergencies is an important part of your workplace health and safety program. Knowing what to do reduces panic, and staying calm is the number one rule during any emergency.

### Common types of emergencies

- fire
- medical emergencies
- severe weather
- earthquake
- flood
- major power failure
- hazardous material spill

### As a worker, it is important that you know

- How to identify common types of emergencies
- What your role is in the event of an emergency
- Where to find your emergency preparedness plan and what information is included

### Templates

- Workplace Emergency Preparedness Plan
- Emergency Contact List - blank
- Injury/Incident Reporting - flowchart
- Emergency Contact
- Emergency Evacuation Observation
- Evacuation Training

### More information

- CCOHS - Emergency Management Checklist
- CCOHS - Emergency Response Fact Sheet
- *Workers' Safety and Compensation Act*
- *Regulations*
- GAM 3.48 Corporate Health and Safety

### First Aid

- Minimum First Aid Regulations
- First Aid Kit Contents - Level 1
- First Aid Kit Contents - Level 2
- First Aid Kit Contents - Level 3
- First Aid Workplace Assessment Worksheet
- First Aid Record

### Questions or comments?

If you have any health and safety related questions or feedback, please contact [safety@yukon.ca](mailto:safety@yukon.ca)

## 4 elements of emergency management

- **Prevention:** policies and procedures to minimize the occurrence of emergencies
- **Preparation:** procedures and drills to make sure your emergency preparedness plan is effective and making adjustments where necessary
- **Response:** the action to be taken when an emergency occurs
- **Recovery:** practices to resume to normal business operations, debriefing staff and providing additional resources when needed after an emergency (Such as EFAP.)

# Workplace emergency preparedness plan

There are many parts to this plan. Critical information needs to be posted in conspicuous locations:

- Clear and correctly oriented floor plan identifying the exit routes from that spot in the workplace
- Location of the firefighting equipment/pull stations
- Name(s) of the Building Warden, Floor Marshall, and other emergency personnel
- Roles and responsibilities
- Emergency contact lists
- Emergency muster locations and communication process during an evacuation
- Workplace Emergency Preparedness Plan template

## Emergency evacuation kit

Having an **Emergency evacuation kit** for the Building Marshal or Alternate to grab and take with them on their way out of the building is extremely beneficial. The recommended basic supplies to have in this kit are:

- Building marshal high visibility vest
- Copy of the floor plan - zone map - to give to emergency responders if necessary
- Carry bag with handles
- Clipboard with additional paper / notebook for evacuation details

- Writing implement - pencils for cold weather (sharpener, eraser)
- High visibility vest for Marshall Captain
- Orange or red baseball caps for floor Warden (sweeper) and Marshall Captain
- Flashlight
- Whistle

Additional resource:

CCOHS: Emergency Preparedness in the Workplace Infographic

**See additional information in part 8. Communication**

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- Pay, benefits & retirement
- Performance planning
- Respectful workplace

#### Departmental intranets

- Community Services
- Economic Development
- Energy, Mines & Resources
- Environment
- Executive Council Office
- Finance
- French Language Services Directorate
- Health & Social Services
- Highways & Public Works
- Justice
- Public Service Commission
- Tourism & Culture

#### Corporate services

##### Technical support, managing records/info

Information Management and Information Technology

##### Goods and services

Purchase stationery and office supplies  
Purchase goods, request rotary/fixed wing services  
Access Third Party Equipment Rental SOA  
Order printing or custom branded goods  
Procurement Support Centre  
Dispose of or obtain YG assets  
Travel, accommodation and transportation  
Book a Yukon government fleet vehicle

##### Buildings and maintenance

Request maintenance work in your building  
Get a YG photo ID or access card  
Internal YG mail and courier services

##### Printing, design, maps and data

Order graphic design work and/or printing  
Order a Yukon government sign  
Mapping applications and tools

#### Connect with us

##### Feedback or suggestions for this website?

Public Service Commission  
pscwebsite@yukon.ca



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Employee Information

# Our health & safety management system

Search this site

Home > Workplace wellbeing > Workplace health & safety > Health & safety management system

## Reducing hazards with a system

This system uses consistent practices for prevention, inspection, mitigation, and communication to improve the ability to identify and remove hazards and decrease risk in the workplace for everyone. Explore all the components. Departments can adapt and modify it to meet specific needs and work practices. But any system should have all these main parts.

### » 1. Responsibilities and accountabilities

The employer, the supervisor, and you, the worker, have responsibilities for health and safety.

### » 3. Safety orientation and training

Work safely together by learning and applying knowledge.

### » 5. Safe and healthy work practices and procedures

Safe work practices and safe job procedures for a variety of different occupations.

### » 7. Incidents, investigations and corrective actions

What to do after an incident, how investigations occur and how to implement corrective actions.

### » 9. Monitoring, review and continuous improvement

How to monitor, review and continuously improve the safety in workplaces.

### » 11. Contractor management

In development.

### » 2. Joint health and safety committees, and worker health and safety representatives

How to form and participate in these important committees.

### » 4. Hazard identification, risk assessment and control

Identify hazards, assess the associated risks, and learn how to control these risks.

### » 6. Inspections and corrective actions

Learn how and when to conduct workplace inspections and how to implement corrective actions.

### » 8. Communication

The system relies on clear and specific information communicated by different means.

### » 10. Emergency preparedness

Learn how and why all Yukon government departments and corporations need to prepare for emergencies.

#### Guiding Documents

- GAM 3.48 Corporate Health and Safety
- *Workers' Safety and Compensation Act*
- *Regulations*

#### Questions or Comments?

If you have any health and safety related questions or feedback, please contact [safety@yukon.ca](mailto:safety@yukon.ca)

# awareness

#### Employee Info

- Awards, recognition & engagement
- Career & life events
- Careers in YG
- Collective agreements & HR policies
- Diversity & inclusion
- Health, safety & wellness

#### Departmental intranets

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**Technical support, managing records/info**  
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Public Service Commission  
[pscwebsite@yukon.ca](mailto:pscwebsite@yukon.ca)



- Learning & career development
- Leave & time off
- Pay, benefits & retirement
- Performance planning
- Respectful workplace

- French Language Services Directorate
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**GOVERNMENT OF YUKON****Policy 3.48****GENERAL ADMINISTRATION MANUAL****VOLUME 3: HUMAN RESOURCE POLICIES****TITLE: CORPORATE HEALTH AND SAFETY****EFFECTIVE:** First issued June 26, 1997**Revised:** March 24, 2010**Full implementation:** December 14, 2010**1 SCOPE****1.1 Authority**

This policy was first issued under the authority of Cabinet Minute No. 97-24 (June 26, 1997) and revised under the authority of Cabinet minute #10-09 (March 24, 2010). Full implementation under authority DMRC minute #10 -19 (December 14, 2010).

**1.2 Application**

This policy applies to all Yukon government workplaces and to all persons hired under the *Public Service Act* and the *Education Act*.

**1.3 Purpose**

The purpose of this policy is to establish and maintain a corporate health and safety governance framework with the authority to set direction and priorities on health and safety management throughout the Yukon government. This policy also sets out corporate and departmental responsibilities.

**1.4 Values**

Health and safety is the cornerstone of our core business functions, integrated into all aspects of the workplace.

While all employees share in the responsibility and accountability for health and safety in the workplace, they also have the right to a safe and healthy work environment.

We believe in continuous improvement – innovation, awareness, creativity and risk management – so that we can do our work better and more safely.

**1.5 Principles**

All Yukon government employees share in the responsibility for ensuring health and safety in the workplace.

As an employer, the Yukon government is committed to a proactive, planned and sustained approach to health and safety for all employees, including the promotion of a positive safety culture.

The Yukon government recognizes that a safe and healthy workplace requires that employees at all levels of the organization know their responsibilities and act upon them.

The Yukon government is committed to the integration of health and safety into all planning and operations.

The Yukon government strives to reach the highest standard in health and safety management.

## 1.6 Definitions

**corporate health and safety governance framework:** the umbrella structure which provides corporate authority to set direction, priorities, accountabilities and expectations on health and safety management throughout the Yukon government

**department:** a department, corporation, commission, or agency of the Yukon government

**department health and safety management system:** a coordinated set of processes and activities – integrated into regular operations – that is designed to optimally manage health and safety

**deputy minister:** the deputy head of a department, corporation, commission or agency of the Yukon government

**Deputy Ministers Review Committee (DMRC):** the committee of deputy ministers representing all departments, corporations and agencies of the Yukon government

**Health and Safety Leadership Committee (HSLC):** the corporate committee which provides strategic direction to the Yukon government in corporate health and safety; co-chaired by a deputy minister and the Public Service Commissioner

**incident:** an event, or series of events, that caused or has the potential to cause injury or harm to one or more employees

**supervisor:** any person who has responsibility for and control over the activities of a workplace or authority over an employee

## 2.0 ROLES AND RESPONSIBILITIES

### Corporate Responsibilities

### 2.1 Employer

The Yukon government, as the employer, is responsible in accordance with applicable legislation and collective agreements to provide a safe and healthy workplace for employees.

### 2.2 Deputy Ministers' Review Committee

As the senior management group for the Yukon government, the Deputy Ministers' Review Committee has key accountabilities for the health and safety of employees.

2.2.1 The Deputy Ministers' Review Committee is responsible for:

- approving the strategic direction and priorities for health and safety management throughout the Yukon government; and
- appointing the membership of the Health and Safety Leadership Committee.

### **2.3 Health and Safety Leadership Committee**

The Health and Safety Leadership Committee (HSLC) is a sub committee of the Deputy Ministers' Review Committee.

- 2.3.1 HSLC plays a lead corporate role in health and safety management. It is co-chaired by the Public Service Commissioner and another deputy and includes deputy ministers, senior managers, other employees and union representatives who:
- a) represent both a corporate and strategic perspective;
  - b) are knowledgeable about the operational requirements of their department(s); and
  - c) adopt a government-wide approach to problem-solving.
- 2.3.2 Under the authority of the Deputy Ministers' Review Committee, the Health and Safety Leadership Committee is responsible for:
- providing strategic direction and setting priorities for health and safety management throughout the Yukon government;
  - advising departments on the requirement to align department health and safety objectives with corporate direction and priorities;
  - overseeing and reviewing the performance of health and safety management throughout the Yukon government;
  - setting accountabilities and expectations for health and safety management;
  - ensuring the development and monitoring of the health and safety aspects of the Central Contractor Management Program; and
  - promoting and supporting effective, coordinated communication throughout the Yukon government in health and safety management.

### **2.4 Public Service Commission**

While the Health and Safety Leadership Committee has been established to provide strategic direction and set priorities, the Public Service Commission provides central leadership in corporate health and safety management.

- 2.4.1 The Public Service Commission is responsible for:
- establishing the mandate and core functions of the Corporate Health and Safety Unit;
  - developing the corporate health and safety governance framework, policies and related instruments;
  - providing corporate communication on health and safety;
  - monitoring and auditing the government's performance in health and safety and reporting on that performance to the Health and Safety Leadership Committee;
  - providing health and safety leadership expertise when required; and
  - providing guidance to departmental health and safety committees when required.

## **Department Responsibilities**

### **2.5 Deputy Ministers**

As the most senior managers in their departments, deputy ministers play critical leadership and accountability roles in the management of health and safety for departmental employees.

#### **2.5.1 Deputy ministers are responsible for:**

- providing leadership and visible commitment toward a safe and healthy workplace for all employees;
- integrating health and safety into department planning;
- engaging their workforce in promoting and achieving a safe and healthy workplace and ensuring all parties are aware of their responsibilities;
- setting health and safety performance measures for their departments, ensuring those measures are aligned with corporate direction and priorities and ensuring the measures are met;
- reporting on their department's performance to the Health and Safety Leadership Committee and providing information requested by the Public Service Commission necessary to monitor and audit the government's performance in health and safety and to report on that performance to the Health and Safety Leadership Committee;
- identifying the financial and human resources necessary to provide a safe and healthy workplace for employees;
- co-coordinating with other departments to maximize the benefits of health and safety initiatives; and
- developing and maintaining effective departmental health and safety management systems and departmental policies. Departmental systems must have objectives that are consistent with the direction and priorities set by the Health and Safety Leadership Committee and must include elements that address:
  - a) workplace hazard identification, risk assessment and control;
  - b) safe and healthy work practices and procedures;
  - c) inspections, investigations of incidents and corrective actions;
  - d) clear structure, responsibilities and accountabilities;
  - e) communication;
  - f) training and orientation;
  - g) health and safety committees;
  - h) contractor management;
  - i) emergency preparedness; and
  - j) monitoring, review and continuous improvement.

### **2.6 Supervisors**

Supervisors have the authority to direct how employees do work. As such, they play a crucial role in modeling behaviour and helping to promote a positive safety culture.

#### **2.6.1 Supervisors are responsible for:**

- informing employees of their rights and responsibilities under applicable legislation, such as the Criminal Code of Canada and the Yukon

- *Occupational Health and Safety Act* and Regulations and other policy instruments, including the right to refuse hazardous work;
- knowing and acting upon their duties as supervisors under applicable legislation, including the Criminal Code of Canada and the Yukon *Occupational Health and Safety Act* and Regulations. These duties include:
  - a) ensuring employees under their direction and control are properly instructed, trained and equipped for their work and are working without undue risk; and
  - b) advising employees of potential hazards of their work and providing them with the means to protect themselves, including training, personal protective equipment or other protections;
- ensuring all workplace health and safety incidents and concerns are reported and investigated promptly, all reports are completed and corrective action is taken; and
- fulfilling their responsibilities under departmental health and safety management systems and the corporate health and safety governance framework.

## **Employee Responsibilities**

### **2.7 Employees**

All employees must be diligent in protecting their health and safety at work.

#### **2.7.1 Employees are responsible for:**

- knowing and acting upon their duties and rights under the *Occupational Health and Safety Act* and Regulations, including:
  - a) taking all necessary precautions to ensure their own health and safety and that of any other person in the workplace;
  - b) reporting to their supervisor any work-related health or safety hazards, injuries or incidents; and
  - c) understanding their right to refuse hazardous work;
- following their supervisor's instructions on health and safety, as well as all departmental and corporate direction on health and safety; and
- fulfilling all of their responsibilities under departmental health and safety management systems and the corporate health and safety governance framework.

### **3.0 CONSEQUENCES**

Failure to comply with this policy may result in disciplinary action up to and including dismissal, where circumstances warrant.

## **References**

Collective Agreements between the Yukon government and the Yukon Teachers' Association and the Yukon government and the Public Service Alliance of Canada  
*Criminal Code of Canada*  
*Yukon Education Act*  
*Yukon Occupational Health and Safety Act and Regulations*  
*Yukon Public Service Act*  
*Yukon Workers' Compensation Act*