



PROCEDURE

Title: **USE OF DESIGNATED SUBSTANCES**

Procedure No.: **2005i**
Effective Date: **2002 June 5**

Department: Organizational Support Services – Human Resources

Reference(s): - Policy: Health and Safety
- Occupational Health and Safety Act
- Regulations for Designated Substances

1.0 Identification

The following is a list of chemicals which have been categorized as Designated Substances under the Occupational Health and Safety Act:

- Acrylonitrile
- Arsenic
- Asbestos – (see Asbestos Management Program Procedure, and Asbestos Procedures for more information)
- Benzene
- Coke Oven Emissions
- Ethylene Oxide
- Isocyanates
- Lead
- Mercury
- Silica
- Vinyl Chloride

2.0 Assessment Process and Outcomes

- 2.1 An assessment for any of the eleven substances must be completed prior to their use or storage within the Thames Valley District School Board.
- 2.2 Prior to the purchase of a Designated Substance, the prospective user will contact the appropriate Learning Support Services, Learning Co-ordinator to request an assessment.
- 2.3 Learning Support Services will contact Organizational Support Services (Human Resources) – Health and Safety, who will, in consultation with the Joint Health and Safety Committees and Learning Support Services,

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establish a process for evaluating the use of the Designated Substance. If possible, an appropriate substitute will be found for the Designated Substance. The intended use of the chemical will be assessed for:

- transportation and storage of the substance;
- preparation and use procedures;
- engineering controls and facility design;
- personal protective equipment;
- waste management procedures.

2.4 Industrial hygiene testing which is conducted to evaluate chemical exposure during product use will be used by Organizational Support Services (Human Resources) – Health and Safety, in consultation with Learning Support Services and the Joint Health and Safety Committees to assess the likelihood of an adverse health effect. If there is agreement that no health effect is likely, a Use Guideline will be written which will detail the conditions of use. If there is a likelihood of a health effect from the designated substance, the substance will not be used in the Thames Valley District School Board.

2.5 To ensure the safety of Thames Valley staff and students, use of the product during the assessment will be arranged and demonstrated by the intended supplier of the product.

All inquiries on this procedure can be directed to Health and Safety.