Fleet Safety Manual

7.E.5 - HANDLING, STORAGE, AND DISPOSAL OF HAZARDOUS MATERIALS

1 PURPOSE

a) To ensure that all Canadian Coast Guard (CCG) employees are familiar with safe handling, storage and disposal of hazardous materials and that the materials are disposed of in an environmentally sound manner.

2 RESPONSIBILITIES

2.1 COMMANDING OFFICER

a) The Commanding Officer must ensure that all products containing hazardous materials are identified to the standard required by the *Transportation of Dangerous Goods Regulations*, and in the case of international voyages, to the *International Maritime Dangerous Goods Code*. Hazardous materials shall be labelled clearly, handled, maintained and stowed according to these standards.

2.2 ALL PERSONS WHO ARE HANDLING HAZARDOUS MATERIALS

a) All persons who are handling hazardous materials shall be trained to meet the requirements of these procedures to ensure their safety as well as the protection of the environment.

3 INSTRUCTION

3.1 GENERAL

a) All known hazards at a work site must be identified and this information must be included in the sailing orders. This applies, for example, to structure demolition and site clean-up.

b) The Regional Environmental Coordinator is the Departmental official who is the primary reference point for the proper handling, storage and disposal of Hazardous Materials. This officer has developed contingency plans to deal with environmental hazards and incidents.

c) Workplace Hazardous Materials Information System (WHMIS) practices and procedures will be followed.

d) The following are examples of hazardous materials or special waste that may be encountered aboard the vessel and should be handled, stored and disposed of in accordance with these procedures:

- Asbestos waste
- Polychlorinated biphenyls (PCB)
- Radioactive isotopes (e.g. smoke detectors, specific gauges)
- Waste oil and filters
- Anti-freeze
- Oily bilge sludge, oil or water
- Fuel, oil, solvent, paint
- Gas cylinders
- Other used liquid or solid chemicals
- Battery acids, caustic liquids
- Used batteries
- Oily rags
- Biomedical waste - general – items contaminated with blood or bodily fluids such as bloody gauze, tampons and gloves.
- Biomedical waste - contaminated sharps – materials that can puncture, penetrate or cut the skin and have come into contact with a bodily fluid or micro-organism such as syringes, lancets and broken laboratory glass.
- Contaminated or uncontaminated marine specimens from vessel laboratories

3.2 HANDLING AND STORAGE

a) Procedures provided in the Material Data Safety Sheets, under *Transportation of Dangerous Goods Regulations* and under the *International Maritime Dangerous Goods Code* will be followed.

b) A list, indicating the storage area, shall be maintained for all hazardous substances that are used, produced, handled or stored in the workplace.

c) Where a hazardous substance is stored, handled or used in a workplace, signs shall be posted in conspicuous places warning every person granted access to the workplace of the presence of the hazardous substance and of any precautions to be taken to prevent or reduce any hazard of injury to health.

d) Every employee shall receive training with respect to hazard prevention and control at the workplace including all hazard information disclosed by the supplier of the hazardous substance or by the employer on a material safety data sheet or label. This training shall be reviewed once a year and records shall be maintained.

e) CCG Employees who must use sharps regularly for medical reasons (diabetes, allergies, etc.) are responsible to carry or use sharps containers. This container should be stored at a location where the use of the sharps occurs most often.

f) In circumstances where a dedicated sharps container is not available it is permitted to use, as an interim measure, a suitable receptacle to safely store, transport and dispose of sharps. A suitable receptacle is hard-sided, has a lid that can be closed and has been labelled: biomedical waste.

g) Personnel who accidentally come in contact with blood or bodily fluids shall give immediate notice to a supervisor and first aid attendant. Details of the accident shall be documented. All exposed personnel shall seek medical advice regarding the need for any follow-up.

3.3 DISPOSAL

a) For specific information on disposal of Hazardous Material, the Regional Environmental Coordinator should be contacted for instructions.

b) General biomedical waste that does not contain contaminated sharps and does not pose a threat to the public health, once contained in double thickness (double-bagged), impervious plastic bags, can be disposed of in accordance with Procedure 7.E.6.

c) CCG vessels will carry an approved sharps disposal container as per *Annex A of Canadian Coast Guard Fleet Logistics Standard 400.00.07* and *CGFO 207*. Contaminated sharps shall be placed into the approved container. It shall be located in a secure, and convenient location on board.

d) It is not necessary to include disinfecting solutions or chemicals in sharps containers.

e) CCG vessels are not permitted to treat biomedical waste or contaminated sharps on board the vessel by means of either disinfection or incineration. Contaminated sharps must be disposed of according to provincial standards at a shore-based facility.

f) Disposal of waste oil from CCG vessels shall be contracted only with contractors who have been licensed or registered by provincial authorities for the disposal of petroleum products.

3.4 MATERIAL SAFETY DATA SHEETS (MSDS)

a) A MSDS must be obtained for every hazardous substance stored, handled or used on board.

b) A MSDS must be:

- obtained for every hazardous product received aboard unless there is already a MSDS aboard for that product and that sheet is less than three years old;
- updated as soon as possible, but not more than 90 days after new hazard information concerning that product becomes known;
- renewed every three years ensuring that the product held aboard matches exactly the information contained in the new MSDS. If there is any doubt that the new sheet contains information that pertains only to a new formulation of the product which is not the version of the product presently stored aboard then the existing MSDS should be annotated that: no update for this product version or formulation is available;

- held for every hazardous product that is aboard. If a manufacturer's MSDS is not available to the vessel, then a sheet must be prepared showing the product name and the words: not available.

c) MSDS can be maintained in physical or electronic formats provided that, whichever format is chosen, the information is readily available to employees.

4 DOCUMENTATION

- Material Safety Data Sheets
- Oil Record Book
- Requisitions with Disposal Contractors
- Site-specific Checklists
- Training records