



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 the procedures for the safe handling, storage, and disposal of hazardous materials, and that the materials are disposed of in an environmentally responsible manner.

2 RESPONSIBILITIES

2.1 COMMANDING OFFICER

- a) The Commanding Officer is responsible for ensuring that all products containing hazardous materials are identified to the standard required by the applicable [Hazardous Products Regulations](#) and or [Transportation of Dangerous Goods Regulations](#), and in the case of international voyages, to the *International Maritime Dangerous Goods Code (IMDG)*. Hazardous materials shall be clearly labelled, 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 and the safety of others, as well as the protection of the environment.

3 INSTRUCTION

3.1 GENERAL

- a) All known hazards at a work site shall be identified, and this information shall be included in the sailing orders. This applies, for example, to structure demolition and site clean-up.
- b) [Workplace Hazardous Materials Information System \(WHMIS\)](#) practices and procedures shall be followed.
- c) The following are examples of hazardous materials or special waste, that may be encountered on board 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, oily water

- Fuel, oil, solvent, paint
- Gas cylinders
- Other used liquid or solid chemicals
- Battery acids, caustic liquids
- Used batteries
- Oily rags
- Biomedical waste such as items contaminated with blood or bodily fluids. Examples include: bloody gauze, feminine hygiene products, incontinence products, and gloves.
- Biomedical waste such as contaminated sharps (e.g. syringes, lancets), and materials that can puncture, penetrate or cut the skin (e.g. broken laboratory glass), and have come into contact with a bodily fluid or micro-organisms.
- Contaminated or uncontaminated marine specimens from vessel laboratories

3.2 HANDLING AND STORAGE

- a) For guidance and advice on the handling and storage of hazardous materials, the Department of Fisheries and Oceans (DFO) Regional Occupational Health and Safety Advisor is the point of contact.
- b) Procedures provided in the Safety Data Sheets (SDSs), under the [Transportation of Dangerous Goods Regulations](#) and the *International Maritime Dangerous Goods Code (IMDG)* will be followed.
- c) A list indicating the storage area, shall be maintained for all hazardous substances that are used, produced, handled or stored in the workplace.
- d) 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.
- e) 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 SDS or label. This training shall be reviewed once a year and records shall be maintained.
- f) 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.
- g) 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.
- h) Personnel who accidentally come in contact with blood or bodily fluids shall immediately notify a supervisor and first aid attendant. Details of the accident shall be documented using an Incident Investigation Report (IIR) as per Fleet Safety Manual (FSM) 9.B.1. All exposed personnel shall seek medical advice regarding the need for any follow-up.

3.3 DISPOSAL

- a) For guidance and advice on the disposal of hazardous materials, the Regional Environmental Coordinator is the point of contact.

- b) Where a CCG or DFO base has a site specific disposal plan, this plan shall be adhered to when landing hazardous material ashore at the base or site.
- c) 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 FSM section 7.E.6.
- d) CCG vessels will carry an approved sharps disposal container as per *Annex A* of [DFO/5758 Canadian Coast Guard Fleet Logistics Standard 400.00.07](#) and [DFO/5349 Coast Guard Fleet Orders \(CGFO\) 207.00](#). Contaminated sharps shall be placed into the approved container. It shall be located in a secure and convenient location on board.
- e) It is not necessary to include disinfecting solutions or chemicals in sharps containers.
- f) 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 shall be disposed of according to provincial standards at a shore-based facility.
- g) 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 SAFETY DATA SHEETS (SDS)

- a) As per the [Canada Occupational Health and Safety Regulations](#), a SDS shall be obtained for every hazardous substance stored, handled or used at the workplace.
- b) SDSs shall be:
 - Obtained for every hazardous product received on board unless there is already a SDS on board 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 on board matches exactly the information contained in the new SDS. 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 on board then the existing SDS should be annotated that: no update for this product version or formulation is available;
 - Held for every hazardous product that is on board. If a manufacturer's SDS is not available to the vessel, a sheet shall be prepared showing the product name and the words: not available.
- c) SDS can be maintained in physical or electronic formats provided that, whichever format is chosen, the information is readily available to employees.

4 DOCUMENTATION

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

