

19.1 PROCESS AND EQUIPMENT PURCHASE AND/OR MODIFICATIONS

The purpose of this procedure is to ensure that any goods purchased are assessed for existing or potential hazards and ensuring that appropriate controls are put in place. This procedure also applies to any modifications of existing processes or equipment.

Regulatory compliance and industry standard safety practices are expected to be adhered to:

- At the design stage
- In the purchase specifications
- During construction and/or
- Installation phases.

The Health and Safety Officer will:

- Review the new/modified main activities to determine whether hazards exist;
- If hazards exist, first attempt to eliminate the hazard(s), if hazard(s) cannot be eliminated, ensure that appropriate controls are put in place;
- If a major hazard is identified then a Safe Work Practice will be developed;
- Ensure that the new purchase or modification meets all appropriate legislation and industry standards, (i.e. CSA);
- Include a review of any Material Safety Data Sheets (MSDS), as they apply to any chemicals being introduced into the workplace;
- Ensure the review outlines the use, storage or disposition requirements.
- Complete the Purchase/Modification Health and Safety form with all relevant information.
- Forward the purchase/modification health and safety form to the Joint Health and Safety Committee for review and feedback;
- Be involved in conducting the initial pre-use inspection.

The Joint Health and Safety Committee will:

- Review the Purchase/Modification Health and Safety form;
- Be involved in conducting the initial pre-use inspection;
- Provide input on any additional hazard(s) or control(s);
- Provide feedback to the Health and Safety Officer.

Manager/Supervisor will:

- Assist the Health and Safety Officer with the hazard review;
- Train the appropriate staff who will be exposed to or work with the new/modified equipment/process on the Safe Operating Procedures.

Pre-start up inspections (prior to the initial use of new / modified equipment / process) will be conducted with the involvement of the:

- Joint Health and Safety Committee
- Health and Safety Officer
- Manager and/or Supervisors
- Any operators or person who has potential to operate the machinery, or involved in the new or modified process

All new/modified equipment will be added to the existing list of equipment that requires pre-use operator inspections.

Implementation of the pre-use/pre-shift inspection program will commence upon initial use of the equipment/process.