



Complete Program Title: Process and Equipment Purchases and/or Modifications Program	Risk Management Manual (RMM) Number: 325
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1 PURPOSE

- 1.1 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.

2 SCOPE

- 2.1 All faculty, staff, students, volunteers and contractors involved in activities at any location approved by McMaster University.

3 Related Documents

- 3.1 Occupational Health and Safety Act and Regulations (OHSA) R.S.O. 1990
 3.2 McMaster University Workplace and Environmental Health and Safety Policy, RMM #100
 3.3 Ontario Fire Code, O. Reg. 213/07
 3.4 McMaster University Risk Management System, RMM # 101
 3.5 Occupational Health and Safety Act (OHSA) R.S.O. 1990, RMM # 102
 3.6 Standard Operating Procedures (SOP) Program, RMM # 301

- 3.7 Electrical Safety Program, RMM # 316
- 3.8 Safety Audits and Inspections Program, RMM # 302
- 3.9 CSA Standards Z432 Safeguarding Machinery, Z462 Workplace Electrical Safety

4 DEFINITIONS

- 4.1 **Due diligence** - a general duty to take every precaution reasonable in the circumstances to protect health and safety; a defense if charged with a breach of legal duty.
- 4.2 **Internal responsibility system** - the system of identification, analysis and resolution of occupational health and safety issues that is shared by all parties in the workplace; employer, supervisors and workers.
- 4.3 **Lost time injury** – an occupational injury that results in a worker being away from work for more than the day of the injury.
- 4.4 **Supervisor** - person who has charge of a workplace or authority over a worker.
- 4.5 **Worker** - means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:
 - 1. A person who performs work or supplies services for monetary compensation.
 - 2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
 - 3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
 - 4. A person who receives training from an employer, but who, under the *Employment Standards Act, 2000*, is not an employee for the purposes of that Act because the conditions set out in subsection 1 (2) of that Act have been met.
 - 5. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation; (“travailleur”)
- 4.6 **Workplace** - any land, premises, location or thing at, upon, in or near which a worker works.
- 4.7 **Major hazard** - any activity or biological, physical or chemical hazard that has the potential to cause death, critical injury or a lost time injury.

4.8 Acronyms:

- **CJHSC** - Central Joint Health and Safety Committee
- **EOHSS** - Environmental and Occupational Health Support Services
- **FHS** - Faculty of Health Sciences Safety Office
- **IRS** - Internal Responsibility System
- **OHSA** - Occupational Health and Safety Act
- **RMM** - Risk Management Manual

5 RESPONSIBILITIES

5.1 Role of Senior Management (Directors/Deans/Chairs/Department Managers)

Senior Management shall:

- Provide the resources and direction necessary to support and main an effective Process and Equipment Purchases and/or Modifications Program.

5.2 Role of Supervisors:

Supervisors shall:

- Ensure that all purchases be in compliance with appropriate legislative requirements that apply to the workplace;
- Ensure that equipment purchased, made or modified within the workplace has been approved by the Canadian Standards Association or other recognized associations such as Hydro, UL, and/or any Federal or Provincial requirements;
- When considering a process or equipment purchase take into consideration regulatory compliance and industry standard safety practices at the design stage, in the purchase specifications, during construction and /or installation phases;
- Complete a pre-start health and safety review as per Section 7 of the Regulations for Industrial Establishments if as a best practice if equipment fits this criteria;
- Review new/modified main activities to determine if hazards exist. If a hazard exists, controls shall be developed and implemented;
- When a major hazard exists, train workers who will be exposed while working with the new/modified equipment/process on the Standard Operating Procedures;
- Implement a pre-use checklist if the equipment fits the criteria of the Safety Audits and Inspections Program, RMM# 302; and
- Ensure that any small appliances purchased (eg. but not limited to: kettles, space heaters, toasters, microwaves) used in the workplace have an automatic shut off mechanism (Appendix A).

5.3 Role of Workers:

Workers shall:

- Work in compliance with applicable legislation and standards;
- Observe section 7 of the regulation that applies in their workplace as a best practice;
- Follow McMaster University health and safety policy, programs and procedures that are relevant to their work environment;
- Complete the pre-use checklists if required;
- Work in a manner that eliminates risk to their health and/or safety; and

- Only use personal appliances that conform to the requirements of this Program (see Appendix A).

5.4 **Role of Strategic Procurement:**

Strategic Procurement shall:

- Ensure that all new purchases as processed by this department meet all appropriate legislation and industry standards ie. Canadian Standards Association.

5.5 **Role of Central Joint Health and Safety Committee:**

The CJHSC shall:

- Review this program on a regular basis

5.6 **Role of Joint Health and Safety Committees:**

The JHSCs shall:

- Review the Standard Operating Procedures for the new/modified equipment to make recommendations before the equipment is in use.

5.7 **Role of Environmental and Occupational Health Support Services and the Faculty of Health Science Safety Office:**

These offices shall:

- Provide the technical and professional support required to facilitate compliance with this program, the OHSA and regulations made under the Act.

5.8 **RECORDS**

- Supervisors will retain copies of all task specific SOP's and training records (RMM Program # 301).

Appendix A

CSA/UL only

Appliance	Minimum Safety Requirement
Kettle	Automatic Shut Off
Coffee Maker	Automatic Shut Off
Fan	Blade Protection, Timer
Space Heater	Shut Off Features (tip, covering, etc)
Irons	Automatic Shut Off

