

# Implementer/Supervisor Checklist

As an implementer/supervisor, you have the unique ability to liaise between planners and workers. You have the authority to receive the chemical information from the planners and the responsibility to pass that information on to the workers. An open, effective two-way communication system is required to ensure that all policies and procedures are in place and adhered to.

## 1. START-UP MEETING

A start-up meeting is an excellent way to ensure communication and chemical control planning is understood and roles and responsibilities are clarified and agreed upon. The start-up safety review should confirm the following:

- All hazardous substances have been identified and required product information is available
- All required control measures have been implemented and the associated operating, maintenance, and emergency procedures are adequate and in place
- Training of employees involved with the operation is completed and documented

The start-up meeting should include a representative from each contractor and each area of the job. Chemical control roles and responsibilities should be discussed and confirmed.

See **Appendix F - Start-Up Meeting Template** for more information.

Have you initiated and run a start-up meeting that includes all necessary personnel?

## 2. SAFETY DATA SHEETS & GUIDANCE SHEETS

A safety data sheet (SDS) is a document that contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product. It also contains information on the use, storage, handling and emergency procedures all related to the hazards of the material. It is intended to tell what the hazards of the product are, how to use the product safely, what to expect if the recommendations are not followed, what to do if accidents occur, how to recognize symptoms of overexposure, and what to do if such incidents occur.

Guidance sheets are intended to be flexible in application and provide guidance to users rather than to be prescriptive. Recognizing that one solution is not appropriate for all users and situations, they present accepted guidance that generally applies to all situations.

The guidance sheets provide excellent information on various chemicals, tasks, controls, and safety. They can be used to educate the workforce, stimulate discussion during tool-box/tailgate/start-up meetings, and assist in controlling various chemical hazards.

Refer to the guidance sheet index at [Energy Safety Canada.com](http://EnergySafetyCanada.com) for more information.

Have you provided appropriate SDS and guidance sheets?

Have you provided the necessary information to all participants handling, storing, or working with the chemical?

### 3. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

The WHMIS, Canada's hazard communication standard, came into effect on October 31, 1988. The key elements of the system are hazard classification, cautionary labelling of containers, the provision of SDSs, and worker education programs.

Each provincial, territorial and federal agencies responsible for occupational health and safety have established employer WHMIS requirements within their respective jurisdictions. The Labour Program at Employment and Social Development Canada is responsible for workplaces under federal jurisdiction. These requirements place an onus on employers to ensure that controlled or hazardous products used, stored, handled or disposed of in the workplace are properly labelled, SDSs are made available to workers, and workers receive education and training to ensure the safe storage, handling and use of these products in the workplace.

Refer to “Guidance Sheet - WHMIS 2015 (GHS)” at [EnergySafetyCanada.com](http://EnergySafetyCanada.com) for more information.

Have you complied with WHMIS requirements?

### 4. CHEMICAL HAZARD ASSESSMENT

The concept of a workplace health and safety hazard assessment is well-known within the upstream oil and gas industry. A hazard assessment for chemicals functions in the same way; however, chemical hazard assessments can present three unique challenges:

1. The chemical hazard assessment starts in the planning phase and is repeated during the implementation phase. Some chemical hazard controls can only be applied at specific phases of the project or process. All participants must know and understand:
  - What are the properties of the chemical (e.g., flammable, corrosive, liquid, and solid)?
  - Who is responsible for the chemical management and use?
  - Where is the chemical being used?
  - How much of the chemical is being used?
  - How long is the worker exposed to the chemical?
  - What are the routes of entry associated with that chemical (e.g., inhalation, skin/eye contact, ingestion)
2. Chemical hazards are not as easily spotted or well-understood as more common ones, such as “slip, trip, and fall” hazards which pose an immediate threat to the safety of the worker.
3. There are potentially unanticipated chemical hazards to consider due to the blending and production of fluids that may not resemble their original makeup.

Refer to **Section 5.0 - Chemical Hazard Identification** and **Section 6 - Chemical Hazard Assessment** for more information.

- Have you completed an onsite hazard assessment?
- Are you aware of the specific chemicals being used onsite?
- Have you assisted in the decision to blend or mix chemicals?
- Have you completed a hazard assessment on the new blend or mix?
- Have you determined if there are hazards associated with the new blend or mix?

## 5. HAZARD CONTROLS

Chemical risk depends on several factors: the hazards of the substance, how it is used, the degree and extent of exposure, and how exposure is controlled. Controlling chemical hazards requires the following:

- Hazard assessment, including anticipating, identifying, assessing, evaluating, and controlling hazardous chemical exposure
- Monitoring exposure and health surveillance (if applicable)
- Preventing or controlling the risks
- Developing control measures
- Informing and training workers about hazards and controls

Have you implemented the required controls to mitigate the chemical risk?

Have you communicated these controls to all participants involved?

## 6. WORKER COMMUNICATION

Communication of key information (e.g., safety data sheets and chemical mixtures and blending information) between participants is crucial throughout the process. Too often participants are unaware of the chemicals they are using or the changes that may occur with the chemicals. Lack of sufficient information introduces unnecessary risks, such as failing to choose a safer chemical, to install adequate ventilation, to apply correct chemical handling procedures, or to use adequate protective gear.

Have you ensured that communication is commencing between shifts, contractors, etc.?

Have you reviewed and shared the chemical information to all participants handling, storing or working with the chemical?

## 7. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is the last line of defense against the hazard and is used where the hazard cannot be eliminated or sufficiently reduced by engineering or administrative controls. PPE does not remove the hazard; it only inserts a barrier between the worker and the hazard. PPE includes but is not limited to specified protective clothing and respiratory protective equipment.

Refer to the guidance sheet index at [EnergySafetyCanada.com](http://EnergySafetyCanada.com) for more information.

Have you selected the appropriate PPE for the work task?