	HAZARDOUS PRODUCTS ALL-A0A-00-000-HST-0014	Retention Code: CG01 - CA
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Document History

Date	Approved by	Change Summary
February 2020	David Reaich	Usability Mapped – Issued for Use

About this Standard

Purpose

The purpose of this standard is to provide the requirements to ensure hazardous products are managed in the safest, most practical manner for all work at sites owned or operated by ConocoPhillips Canada (CPC).

1. General

Defenses Required

Defenses are required when working with hazardous products to mitigate the following as necessary:

Hazard Type	Examples
Thermal/Chemical	<ul style="list-style-type: none"> • Fire • Explosion • Corrosion • Reactions
Environmental	<ul style="list-style-type: none"> • Discharges • Radiation • Sprays • Exhausts • Thermal hazards • Spills, seeps, leaks
Health	<ul style="list-style-type: none"> • Poisoning • Reproductive toxin • Irritation / sensitization • Carcinogen • asphyxiation

Standard complies with

This standard complies with:

- Globally Harmonized System (GHS) / Workplace Hazardous Materials Information System (WHMIS)
- Transportation of Dangerous Goods (TDG) Act and Regulations
- Hazardous Products Act (2018)
- Hazardous Products Regulations (2015).

2. Purchasing

2.1. General

Selecting a Product

When possible, products should be selected with:

- Lowest toxicity possible
- Lowest bioaccumulation potential possible
- Highest biodegradation potential possible.

Products not to be used

Products **not to be used** include, but are not limited to:

- Building and insulating materials containing asbestos.
- Products containing chromates.
- Raw materials containing PCBs – Transformers or equipment containing PCB-contaminated oil should be avoided.
- Products containing traceable amounts of lead, mercury or cadmium.

Approval required

Products with one or more of the following must be approved for use prior to arrival on site:

- Quantities greater than 500L (132 gal.) by volume
- Listed on the Environmental Emergency Regulations, Schedule 1, List of Substances
- To be left on site beyond duration of the contract
- Considered highly toxic as per current SDS.

If one of the above criteria is met, the SDS must be provided to contract owner 2 weeks prior to arrival at site. The field HSE representative must be notified.

2.2. Chemical Approval Process

Process Flow diagram

Chemical Approval Application (CAA) process flow diagram describes approval requirements.


Process applies

The chemical approval process applies to CPC employees and FTEs when purchasing chemical products if the product:

- Has not previously been used on a CPC worksite.
- Is not in the SDS database.

MOC for new process chemicals

The MOC procedure must be followed for all new process chemicals. Requestors must fill out the first and second page of the Chemical Approval Application Form (CAA) Form. A completed CAA form with current SDS must be attached to the MOC and emailed to hsema@conocophillips.com.



NOTE: For timely and accurate HSE assessments, as much information as possible is required on the application.

When the MOC is approved:

- Notification is sent to HSE.
- SDS is uploaded to SDS database.

Non-process application chemicals

New chemical products for non-process applications must have a CAA Form completed. Chemical products may include, but are not limited to:

- Janitorial products
- Chemicals exclusively for lab use
- Herbicides
- Pesticides
- Paints
- Maintenance shop products.

Chemicals are assessed

Each chemical to be used on site must undergo an HSE assessment to be approved for use. The following assessments are conducted:

Assessment	Owner	Details
Health	Industrial Hygiene Coordinator, or delegate	<ul style="list-style-type: none"> • Completes relevant section of CAA form • Determines Health risk ranking • Non-hazardous products identified by SDS do not require a health assessment
Environmental	CPC Environmental Operations, or delegate	<ul style="list-style-type: none"> • Completes relevant section of CAA form • Determines Environmental risk ranking

Any risk assessment resulting in a significant or high risk ranking as per the CPC Risk Matrix must be assessed and approved by an HSE Manager.

3. Hazardous Products at Work

3.1. CPC SDS database

Valid SDS required

A valid SDS is required. If an SDS is missing important information, the CPC Industrial Hygiene Coordinator must be notified.

SDSs must be updated to reflect any change to the product, hazard or any other information.



NOTE: Workers should ensure prior to using an SDS that it is current.

SDS Binder

Each asset area is responsible for ensuring the SDSs for products stored or used at their locations are available in SDS binder for the asset.

The SDS Administrator must be notified to remove the SDS, if a product is no longer being stored or used by CPC.



NOTE: Proprietary Information: Chemicals can be excluded from SDS with an exemption by the Hazardous Materials Information Review Commission. Exemption Date and registry number is listed on the SDS. In an emergency, this information must be provided to the appropriate medical professional.

3.2. Identifiers and Labelling

Product Identifiers

Product identifiers may include:

- Colour coding
- Coloured bands
- Numbering
- Name of contents on equipment
- Tags
- Any other type of legible identification.

When using colour coding etc., a chart legend is required to:

- identify what the code represents.
- be readily available at the worksite to all workers and visitors.

Identifiers for specific products

Identifiers for specific products are as follows:

Type	Requirements
Consumer products	<ul style="list-style-type: none"> Typically, not regulated by WHMIS. Workers must be informed about a hazardous consumer product. SDSs should be available for consumer products. Example: Industrial-use janitorial supplies are available with WHMIS labelling and SDS when purchased through warehouse outlets versus retail outlets.
Bulk Shipments	<ul style="list-style-type: none"> TDG labelling is required for bulk quantities 380L (100 gal.) or more of hazardous product. It may be delivered without a supplier label. SDS must be provided by the supplier in advance to prepare a workplace label. The workplace label is applied when the shipment arrives on site.
Process Systems	<ul style="list-style-type: none"> Equipment involved in gathering, distributing or processing a hazardous product must have its contents identified regardless of equipment size. e.g., piping, pumps A worker should be able to trace the pipe back to previous identifier. Visible identifiers must be at points where the pipe may be opened. e.g., process sampling and level checkpoints, pig traps, etc. If a vessel's contents have been identified; connecting pipe containing the same hazardous product does not need to be identified.

Supplier labels

Labelling is generally applied at the source by the manufacturer. The label must be verified against the SDS upon arrival to site.

If a supplier label detaches or becomes unreadable, it must be replaced with a workplace label.

Workplace labelling

Workplace labels are required for:

- ConocoPhillips-produced hazardous products
- Purchased hazardous products
- Hazardous products from process streams.

Workplace labels must include the following at a minimum:

- Product name
- Safe handling precautions, may include pictograms
- Reference to SDS.

- Transferred products** A workplace label must be placed on all portable containers or contents clearly identified even when:
- under the control of the worker who filled the portable container.
 - only used by the worker.
 - only to be used during the shift the container was filled.
 - used in a laboratory. e.g., sweet crude oil

3.3.Product Handling

Product Handling Defenses When handling hazardous products, ensure defenses are considered including:

Consideration	Recommended Defenses
Safety controls	<ul style="list-style-type: none"> • Always wear all required PPE identified on the SDS. • Consider ventilation requirements. • Ensure first aid and spill kits are readily accessible. • Ensure other safety devices are used e.g., high temperature controls, overflow devices, grounding and bonding etc.
Work area	<ul style="list-style-type: none"> • Remove any unnecessary equipment, or other chemicals from the immediate work area. e.g., highly toxic or flammable • Notify others in the area of work being performed and potential hazards. If personnel are required in the area, ensure they are informed of the hazard assessment. • Properly dispose of any hazardous waste according to the SDS. Refer to CPC Waste Management Program
Safe Handling	<ul style="list-style-type: none"> • Always use the smallest quantity possible / required. • Do not use an open flame unless a Hot Work permit is issued. • Do not mix, clean or use a combustible liquid above its flashpoint in an open vessel with potential for an ignition source in the vicinity.

- Spills and accidents** If a hazardous product contacts a worker:
- Refer to SDS
 - Consider the use of diphoterine.
- CPC procedures for spill response, clean-up and reporting must be followed.

3.4.Storage

Storage Facility Requirements

Storage facilities must have the following equipment and information available:

- Spill response equipment as per local response procedures
- Fire suppression equipment as per local response procedures
- Safety shower, eyewash stations, if applicable
- First aid kits as required by local legislation
- Emergency response information.

Facilities should be readily accessible to emergency responders.

Storage Location

When determining storage location, ensure the following:

Consideration	Details
Safe area	<p>Store fluids:</p> <ul style="list-style-type: none"> • in safe areas protected from vehicle contact. • at least 30.5 m (100 ft.) from wetlands and water bodies.
Segregation	<ul style="list-style-type: none"> • segregate incompatible chemicals to prevent production of harmful gases/vapors, heat, fire and explosions. e.g., store oxidizing acids separate from flammable solvents • store according to manufacturer’s recommendations. • use approved flammable storage containers to store flammable and combustible liquids exceeding 385L (100 gal.) limit. • store inorganic acids in corrosive or acid storage cabinets. • place corrosive storage cabinets in fume hoods when available
Portable containers	<ul style="list-style-type: none"> • ensure proper containers with closures securely in place. • Keep flammable and combustible liquids in secondary containers on a counter or bench top. e.g., less than 385L limit • Containers must be compliant with CSA Portable Containers for Gasoline and Other Petroleum Fuels.

4. Roles and Responsibilities

Specific roles

Specific roles for Hazardous Products are as follows:

Role	Responsibility
HS Coordinator (Calgary based)	<ul style="list-style-type: none"> • Coordinates creation and updating of SDS for CPC produced hazardous products. • Supports business units in conducting: <ul style="list-style-type: none"> ○ quality control of supplier SDS to ensure compliance with the Hazardous Products Act and Hazardous Products Regulations. ○ Health risk assessments for hazardous products, selecting and implementing the necessary controls, and verifying effectiveness of controls. • Provides input to assessment process for request to purchase of new chemicals to a CPC worksite. • Maintains SDS data and direct enquiries regarding SDS to appropriate group e.g., TDG, Industrial Hygiene, Environmental, etc.

References

Reference the following documents as required.

Document Name	Document ID
CSA B376-M1980 (R2014), Portable Containers for Gasoline and Other Petroleum Fuels, <i>Flammable and Combustible Liquids Code</i> , 2006 Edition	
Environmental Emergency Regulations, Schedule 1, List of Substances	
Waste Management program	

Chemical Approval Application Process Flow Diagram

