

# **OLDS COLLEGE**

Code of Practice & Procedures

to Use & Handle Pesticides

On The Olds College Grounds

**February 11, 2002**

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## APPLICABLE LEGISLATION

### 1. The Alberta Occupational Health and Safety Act and its Regulations.

The Act describes the responsibilities of workers and the employer to provide a safe work environment. The legislation requires employees to report accidents and hazards on the job. Workers must also refuse to perform any work they believe will cause imminent danger to themselves or others.

- ◆ **The Chemical Hazard Regulation** requires all workers to have WHMIS training, to have access to Material Safety Data Sheets (or label information on Pest Control Products) and to understand the information prior to using any hazardous material.
- ◆ **The First Aid Regulation** requires Olds College to provide first aid services, which are co-ordinated by the Coordinator of Health and Wellness Services. All employees must report any injury for which they see a physician even if treatment is not required. Completed WCB forms must be sent to Human Resources within 48 hours of the injury.
- ◆ **The General Safety Regulation** includes requirements for the use and care of approved personal protective equipment including respiratory protective equipment.

### 2. The Alberta Environment Protection and Enhancement Act

This legislation governs the sale, handling, use, and application of pesticides. There are 2 regulations that establish inspectors and the environmental protection orders. Certification requirements are established as well as the conditions under which an uncertified person may apply pesticides.

### 3. The Canada Pest Control Products Act and Regulations.

This Act and its regulations govern the approval, registration, labeling, and marketing of pesticide products.

## OLDS COLLEGE TRAINING REQUIREMENTS

1. Anyone training or supervising staff for pesticide application must have a current applicator's license. A copy of the license will be maintained on the employee's Human Resources file.
2. The supervisor must educate employees about handling and applying pesticides, using application equipment and personal protective equipment, first aid procedures and the Olds College Emergency Response Plan.
3. No one may apply pesticides on Olds College Grounds unless they are licensed to do so, or unless they are trained and supervised assistants of a licensed applicator. Assistants must complete a training checklist for Pesticide Applicator Assistants. (See Appendix 1)
4. Employees must not use any hazardous materials until they have completed a Workplace Hazardous Materials Information program.
5. Employees are responsible for using approved personal protective equipment and clothing. Employees are responsible to follow safe work procedures.

#### **PRE-ASSESSMENT AND MEDICAL SURVEILLANCE GUIDELINES**

1. Potential Grounds employees must complete a pesticide medical history form (see Appendix 2) and review it with the Coordinator of Health and Wellness Services. Employees' medical history should be reviewed annually. The Coordinator of Health and Wellness maintains the medical history as confidential information.
2. If, after reviewing the medical history, the Coordinator of Health and Wellness Services has any concerns about the employee's ability to safely apply pesticides he/she will refer that employee to the College physician for consultation.
3. All new employees are required to have a baseline ACHE blood test when first hired. Employees exposed to cholinesterase-inhibiting pesticides need another blood test and a WCB form completed at that time. Additional blood tests are to be completed if a person is using cholinesterase-inhibiting pesticides more than twice a week.
4. Women who may become pregnant or are breast-feeding must not handle pesticides. They should provide that information to the Coordinator of Health and Wellness.

#### **APPLICATION EQUIPMENT STANDARDS**

1. Olds College shall provide all pesticide application equipment. Equipment shall protect the environment from drift, (i.e. shrouded sprayer when applicable) and

shall be designed to minimize spraying time and maximize efficiency to reduce risk to staff and the environment.

2. Operators shall regularly inspect and maintain equipment to ensure it remains in a safe and fit condition to prevent spills, accidental releases, and worker exposure. Observations are to be recorded in the Pesticide Application Record Book for each application.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

1. Olds College shall:
  - (a) ensure all staff are trained to use and care for PPE.
  - (b) provide all staff applying pesticides with approved protective clothing and equipment.
2. The applicator shall correctly use, maintain and store protective clothing and equipment.

### **SELECTION OF PRODUCT**

1. All pesticide selections must be made by the Grounds Supervisor.
2. All pesticide selections must be the most appropriate method of pest control.
3. All the pest control products and their tank mixes (including surfactants and tank additives) shall be registered for use in Alberta. (Canada Pest Control Products Act).
4. All application rates shall comply with label recommendation of the manufacturer.

### **NOTIFICATION OF PESTICIDE APPLICATION**

1. The College shall notify staff via college e-mail of the intent to apply pesticides, the general time frame in which those pesticides are to be applied, and general safety precautions.
2. If pesticides are to be applied to lawns frequented by Ducky Lucky Daycare, the College shall inform Ducky Lucky Daycare by phone of the intent to apply pesticides, the general time frame in which those pesticides are to be applied, and general safety precautions.

3. The applicator shall post signs in treated areas and leave them up for at least 12 hours.

### **RECORD & REPORT POLICY**

1. The following staff medical records shall be completed as required and maintained by the Coordinator of Health and Wellness Services for a period of 10 years:
  - ◆ physical examinations,
  - ◆ ACHE blood testing,
  - ◆ treatments for accidental exposure, and
  - ◆ respiratory fitness.
2. Pesticide Application Record Books (as per the Alberta Environmental Protection and Enhancement Act) shall be completed by the applicator or supervised assistant immediately after application and shall include:
  - (a) date; year, month, day; time of application;
  - (b) location and dimension of area treated;
  - (c) pest controlled;
  - (d) product used: common name, P.C.P. No.;
  - (e) rates used: quantities of product and spray used;
  - (f) method of application and specific equipment used.
  - (g) environmental data; and
  - (h) crop being treated.
  - (i) person(s) applying pesticide.
3. Any deficiencies regarding the fitness of application equipment, safety protective equipment, or emergency response equipment (i.e. first aid kits, spill clean-up kits, eyewash and shower facilities and fire fighting equipment) must be reported to the Grounds Supervisor **IMMEDIATELY**.
4. Any emergency exposure or spill must be documented by the applicator or job supervisor on an Issue / Concern / Incident report form. A WCB form must be filled out after an exposure to pesticides and the employee, along with an MSDS or label copy, must see a physician.

**NOTE:** Any spill likely to cause environmental damage must be reported to Alberta Environment.

### **PESTICIDE STORAGE CRITERIA**

There are numerous Acts of legislation requiring safe storage of pesticides. Basic requirements include:

- ◆ There must be walls separating the pesticide storage facility from lunchrooms, washrooms, cleanup area, offices, maintenance and other work areas.
- ◆ All pesticide odors within a storage facility must be vented to the outside.
- ◆ All pesticide facilities must be designed so that pesticides can be contained within the boundaries of the storage site.
- ◆ Product labels or Material Safety Data Sheets for all products stored at the facility must be made available.
- ◆ Fire fighting equipment, spill cleanup, decontamination and disposal equipment must be available at the storage facility.
- ◆ A list of emergency telephone numbers is to be posted at each entrance to the facility.

### **SPECIFICATIONS FOR SAFETY PROCEDURES AND PRACTICES**

#### **General Safety Procedures**

Protection of the person against over-exposure to the toxic chemicals he/she is using depends on reducing the **HAZARD** associated with the use. This means following operating procedures and protecting him/herself to eliminate exposure to the chemical. **The KEY** of safe use is to use a **PREVENTATIVE APPROACH!**

1. Each person must advise the Coordinator of Health and Wellness Services that he/she is using pesticides and must have a baseline acetylcholinesterase blood test as part of his/her medical before using pesticides at Olds College.
2. **DO NOT** work with chemicals if feeling tired or ill, or if you are a woman who is planning a family pregnancy, pregnant, or are breastfeeding.
3. If you become ill during pesticide handling and application, stop work and seek medical attention **AT ONCE!**
4. **NEVER WORK ALONE** when handling restricted pesticides or any fumigants (Ag. Chem, Act Regulation).
5. **DO NOT EAT, DRINK, OR SMOKE IN STORAGE, MIXING OR APPLICATION AREAS.**
6. **DO NOT RUB EYES OR TOUCH MOUTH** while working with pesticides.

7. **DO NOT** keep food, drink, tobacco products, dishes, or cutlery anywhere in the work areas or in work clothing.
8. **WASH HANDS AND FACE** when leaving any work area and **BEFORE** eating, drinking, smoking, and taking a rest or comfort break.
9. **DO NOT** permit anyone unfamiliar with chemical safety practices to handle chemicals or application equipment.
10. **DO NOT** drive home unattended if you suspect you have been over-exposed to pesticides. Your symptoms may become much worse although they may seem quite mild at first. Do not operate machinery or motor vehicles. Get someone to stay with you until you receive medical attention.
11. **DO NOT** use any defective application or safety equipment.

### **SAFE PROCEDURES TO HANDLE AND USE PESTICIDE PRODUCTS ON OLDS COLLEGE GROUNDS**

- Step 1 INSPECT** crop and determine **CAUSE OF DAMAGE** (physical, chemical, biological).
- Step 2** If pest, **IDENTIFY** species and determine **LEVEL OF INFESTATION** (and economic thresholds).
- Step 3** Determine control strategies (chemical, biological, cultural, or a combination).
- Step 4** Select chemical products and application equipment. Investigate products and become familiar with application equipment before application. Verify that the product or tank mix selected is indeed registered.
- Step 5\*** Inspect and service application equipment. Report any deficiencies.
- Step 6\*** **DETERMINE PRODUCT HAZARDS TO USERS** at Workplace Hazardous Materials Information Station (also review emergency response procedures and location of First Aid and Spill Clean-up Kits).
- Step 7\*** Select and put on safety equipment from lockers appropriate to your hazard determination. Test fit respiratory protective equipment if required.
- Step 8\*** **READ THE LABEL** again. Follow instructions. Note precautions.
- Step 9\*** Accurately measure and mix product in Chemical Prep Area.

**Step 10\*** Return product to where you found it in Storage Area.

**Step 11** Wash measuring containers thoroughly and put rinsing into spray tank; return to storage rack.

**Step 12\*** Apply chemical safely and effectively.

**Step 13** Post signage.

**Step 14\*** Store empty containers in the chemical storage room until disposed of at the container disposal site near the airport. Alberta Environment recommends that excess pesticide solutions be stored and used as diluent for the next application or dilute to 10% of the original strength and spray out on treatment area. **NOTE: DUMPING EXCESS SPRAY ON ROADWAYS ETC. IS NOT ALLOWED.** Excess sprays are to be sprayed out onto crops, not put down a drain or dumped.

**Step 15\*** Clean-up Procedures:

- (a) Wash all applications equipment; return to storage (Report or record any inadequacies at this time).
- (b) Wash or dispose of used safety equipment and hang up to dry.
- (c) Wash your person.

**Step 16** Log or record application: Note when, where, who, with what, how much, etc., as per "Code of Practice - Record Keeping".

**Step 17** Remove signs **AFTER** appropriate 12 or more hours.

**Step 20** Follow up application. Determine level of infestation after application.

**\*Further details on these steps follow.**

### **DETAILED STEP INFORMATION**

#### **STEP 5 - CHECK SPECIFIC EQUIPMENT REQUIREMENTS**

- ◆ check oil and gasoline levels;
- ◆ ensure that drain plugs are tightly in place;
- ◆ add half the water you will need to the tank;
- ◆ test pressure and spray pattern before adding pesticides;
- ◆ add measured amount of liquid concentrate or powder formulation;
- ◆ fill tank with clean water to level you think you will use;
- ◆ return **cleaned** chemical measuring materials back to storage areas **after** spraying

- ◆ adding materials in this step-wise fashion should ensure good mix. Automatic agitators in tank maintain mix while spraying;
- ◆ check for and record equipment deficiencies;

## Step 6 - DETERMINE PRODUCT HAZARDS TO USER

Using a pesticide label, Material Safety Data Sheet, a **W.H.I.M.I.S.** supplier or worksheet label, you should be able to accurately determine the categories and levels of the hazards a product presents to you.

### 1. On Pesticide Labels, note:

#### 1.1 Occupational Risk Class:

'**RESTRICTED**' indicates a very high level of general hazard\*;

'**COMMERCIAL,**' **AGRICULTURAL**' or '**INDUSTRIAL**' indicates a moderate level of general hazard.

\*General hazard combines all kinds of hazards not just toxicity but also corrosiveness, flammability, and irritation.

#### 1.2 **Cautionary words and Symbols** for important special hazards usually involve the toxic component of hazard.

#### 1.3 The formulation statement is a brief phrase describing the physical nature of the product inside the container or package. It tells you how easily poisons can get into your person.

All liquid formulations can splash and consequently are a high risk for skin and eye exposure.

Fine sprays, vapors, smokes, and true fumigants can easily be breathed in and so require respiratory protection.

#### 1.4 User precautions indicate special concerns about the product such as skin, eye or mucous membrane irritation or important reaction with other chemicals consumed before application, especially alcohol and certain other drugs.

### 2. On Material Safety Data Sheets (MSDS), note:

More detailed information is provided on the nature of the product and not found on product labels consequently deal with all kinds of hazards and used by emergency clean-up teams, firefighters and the medical profession.

## Step 7 – REQUIRED PPE

1. **Entering Pesticide storage room-** respirator (ensure ventilation system is operating).
2. **Mixing-** coveralls, neoprene apron, chemical resistant gloves, rubber boots, respirator, goggles, or a face shield.
3. **Applying-** coveralls, chemical resistant gloves, rubber boots, and respirator.

**Report immediately worn, leaky, or contaminated clothing, protective and applying equipment.** Ensure that your personal protective equipment is well maintained and clean **AT ALL TIMES**. Know the limitations of your protective clothing and equipment, especially when respirator cartridge or canister is used and how often to replace it.

**NOTE:** Some situations may require more protection. I.e.: treespraying

## **STEP 8 – READ PRODUCT LABELS AND MATERIAL SAFETY DATA SHEETS**

1. **READ THE LABEL** of every pesticide product used. Labels are carefully prepared and carry necessary information respecting hazards, precautions, use, and rates. If a label is damaged or illegible, **DO NOT USE** that material. Be sure you know the chemical being used.
2. **FOLLOW ALL PRECAUTIONS AND INSTRUCTIONS ON THE LABEL EVERY TIME** the pesticide is used.
3. Report all damaged or illegible labels. Dispose of all unlabeled and old product to Campus Facilities.
4. Review Workplace Hazardous Materials Information System training materials. You must be able to interpret W.H.M.I.S. labels and symbols accurately at this worksite.

## **STEP 9 – ACCURATELY MEASURE, HANDLE, AND MIX PESTICIDE PRODUCTS**

Of the various work activities associated with pesticide use, **the mixing and loading operation is considered the most hazardous**. This is because any fumes, spills, or splashes will generally contain a pesticide of **high concentration**.

**NOTE:** Water used for filling spray equipment can be directly withdrawn from municipal supplies provided that;

1. the owner (municipality) has granted consent to the operator,
2. an air gap is maintained,
3. the filling operation is monitored continuously.

1. Mix chemicals outside or in a well-ventilated area (use the chemical mixing area ONLY). Carefully open containers. Never put any part of your body directly over the seal or pouring spout. The release of pressure may cause the liquid to blow out of the container. Open sacks with a knife rather than tearing them because dry formulations can billow up in your face.
2. Have clean measuring and transfer containers available. The measuring containers should be thoroughly **cleaned after each use.**
3. As the containers are emptied and dried, rinse each container three times. Drain each rinse into the spray tank before filling to final level (this also simplifies the disposal of the container).
4. **Clean up spills immediately!!** If pesticide is spilled on the skin, wash it off with soap and water. Contaminated clothing should be changed as soon as possible and washed before using again or disposed of.
5. Notify medical personnel and complete necessary incident report form.
6. Protective gloves must be washed before removing them.
7. The person mixing, handling or applying pesticides must not smoke, eat, or drink until he/she has washed thoroughly.
8. Learn to pour from a container without spilling or splashing. Hold the container with the opening at the top. If an air vent is provided, **USE IT!** Use taps, spigots or pumps where possible.
9. **NEVER USE THE MOUTH** to siphon liquid materials or to blow out clogged lines or nozzles.

## **STEP 10 – CHEMICAL STORAGE**

1. **All** chemicals **MUST** be stored in the room provided. (Located in the Farm Shop just West of the Grounds Tool Room.) Keep this room locked.
2. Return all unused product to the proper shelf in the storage area.
3. Inspect pesticide containers for leaks or loose lids before handling them. Report **ALL** containers that are corroded, leaky or with loose caps, and containers with incomplete or damaged labels.
4. Storage area is for pesticide chemicals only.
5. Pesticide containers should be stored with the label in sight.

6. All containers should be set in a rigid, upright position to prevent spillage.
7. Store all pesticides in their original containers; **NEVER** in unmarked containers. **NEVER** store pesticides in anything used as a food or drink container even for a short time.
8. Keep organophosphates, carbamates, and equally hazardous materials, in a separate posted area of the storage area.
9. Check label for specific storage requirements. Note date of purchase on container and report those past guaranteed shelf life.
10. Report deficient pesticide storage practices.

## **STEP 12 – APPLY PRODUCTS SAFELY AND EFFECTIVELY**

1. When applying pesticides:
  - (a) do not use a product of unknown hazard or identify;
  - (b) hats, dust shields and respirators should be used when dust or fumes are present. Respirator use requires occasional filter and cartridge replacement. Use the proper cartridge or canister for the mask you intend to use;
  - (c) **DO NOT WORK ALONE**, and recognize symptoms of pesticide poisoning;
  - (d) stop and seek medical aid if feeling ill during pesticide application or if unusual symptoms appear several hours after application;
  - (e) because fatigue will lower the body's ability to resist poison, stop application if feeling tired;
  - (f) never place mouth on pesticide application equipment;
  - (g) stay out of drift and do not allow it to go uncontrolled;
  - (h) unprotected and untrained individuals should be kept clear of contaminated equipment;
  - (i) equipment used for herbicides should be used solely for that purpose;
  - (j) never smoke, eat or drink during pesticide application, or in chemical handling areas;
  - (k) be wary when using pesticides at the end of a hard day and if inexperienced applicators are present;
  - (l) shower and a change into clean clothing is a must after each day of pesticide use.
2. Know how to use and clean different pesticide application equipment.
3. Application procedures:

After mixing materials are returned to proper storage areas, proceed to target area with the following equipment:

  - ◆ application equipment itself, filled with pesticide;
  - ◆ proper warning signs
  - ◆ must be wearing proper safety clothing and equipment.

## STEP 14 – DISPOSAL OF PESTICIDES AND EMPTY CONTAINERS

1. Use pesticide completely where possible. Purchase only what you need. Remember, empty pesticide containers are not really empty; a small amount remains even after thorough rinsing with water.
2. Dispose of empty pesticide containers as follows:
  - ◆ All DOMESTIC pesticide product containers and paper and cardboard pesticide product packaging should be taken to the local sanitary landfill site. **DO NOT BURN THESE MATERIALS.**
  - ◆ After rinsing, all **RESTRICTED, COMMERCIAL, AGRICULTURAL, INDUSTRIAL, or HORTICULTURAL** containers made of plastic, glass and metal go to the local pesticide container collection site/ Do **NOT** break glass containers. Rinsings are to be used up or stored for the next application.

Section 30 & 31 (1) of Alberta Regulation 126/93

3. Treated seed must be disposed of in a sanitary landfill and covered immediately.
  - ◆ Contact Campus Facilities to dispose of old pesticide product. They will contact Special Waster Management Corporation (1-800-272-8875) or Alberta Special Waste Services Association, Edmonton (424-6384).

## STEP 15 – CLEAN-UP

1. Of spray equipment:
  - (a) Maintain and clean equipment as though handling toxic products themselves. Do not permit anyone unfamiliar with chemical safety practices to carry out application or cleaning procedures. The sprayer should be emptied, then some water added and sprayed onto the same crop.
  - (b) Decontamination of application equipment:
    - ◆ Thorough decontamination should be performed at the end of the spray season or when changing pesticides.
    - ◆ Clean the equipment thoroughly by rinsing with a solution of bleach. The solution should be run through the pump and nozzles. Follow this treatment with another rinse with water.
2. Of safety equipment:
  - (a) Rinse equipment off once and remove.
  - (b) Wash with soap and water, rinse again, dry and return to storage.
3. Of person and clothing:

- (a) Wash clothes thoroughly using hot water and phosphate detergent before wearing again.
- (b) Wash thoroughly. Shower before going home if you were exposed to pesticide solution. Give particular attention to hands, fingernails, face, and hair. Change to clean clothing.
- (c) Any clothing contaminated with pesticide concentrate should be placed in a plastic bag and disposed of in a registered land fill site.

**NOTE:** Procedures for Pesticide Application specifies that pesticide rinsate and wash water be:

1. used as water for spray application.
2. sprayed over the treated area.
3. disposed of in a manner acceptable with Alberta Environmental Protection.

# **CODE OF PRACTICE TO USE & HANDLE PESTICIDES ON OLDS COLLEGE GROUNDS**

## **PART II:**

### **EMERGENCY RESPONSE PLAN**

#### **ATTENTION !!!**

**All persons must be familiar with the College**

**Emergency Response Plan**

**before mixing, handling, or applying pesticides.**

**Only certified applicants or trained assistants may apply pesticide product.**

**All applicators must complete a pesticide medical examination.**

## STEPS FOR ACCIDENTAL EXPOSURE

In case of a chemical exposure:

1. **Assess the Hazard** - Protect yourself. Wear respiratory equipment, gloves, gown and other personal protective equipment, if necessary.
2. **Move the Casualty** - from the contaminated atmosphere when it is safe to do so.
3. **Render first aid** - including starting artificial respiration if not breathing.
4. Send someone to **Dial '1200'** and describe the problem and exact location. Ask for medical help.
5. Send someone to **locate the Material Safety Data Sheet (MSDS) and/or label** specific to the product being used.
6. **Do no further harm** to the victim (over exposure may be associated with a fall). See specific information under First Aid Procedures on MSDS or pesticide label.

**If pesticide has been inhaled** - move the casualty to fresh air. Monitor for respiratory distress.

**If pesticide has been splashed into eyes (ocular exposure)** - exposed eyes should be irrigated with copious amounts of room temperature water for at least 15 minutes. An ophthalmologic examination should be done ASAP after exposure.

**If pesticide has been spilled on the skin (dermal exposure)** - take proper precautions (rubber gown, gloves, mask, etc.) before approaching individuals to avoid contamination. Any vomit should be placed in proper containers to protect others from being exposed. Remove contaminated clothing, wash skin, including hair and nails, three times. **DO NOT DELAY WASHING.**

Leather absorbs pesticides. Hence, leather should not be worn in the presence of pesticides and all contaminated leather should be discarded.

**If pesticide has been swallowed (oral exposure)** - Keep at rest. Do **NOT** induce vomiting unless instructed to do so by the **POISON CONTROL CENTER** (1-800-332-1414). Do **NOT** give anything by mouth. Have the casualty transported to the Hospital.

7. Take the following to the hospital with you:
  - (a) pesticide or chemical label,
  - (b) Material Safety Data Sheet, and
  - (c) Vomitus in the container.

8. **Report ALL** accidental exposures to the Coordinator Health and Wellness.
9. Record pesticide injury on Accident Report or WCB Forms from Supervisor, as appropriate.

### **IF YOU THINK THAT YOU, OR SOMEONE ELSE, HAS BEEN POISONED**

If you have been working with potentially poisonous pesticides and think you, or someone else, has been affected, monitor for the following symptoms:

- (a) nausea, and vomiting, followed by excessive salivation and abdominal cramps;
- (b) headache, dizziness or weakness;
- (c) blurred vision, loss of muscle control or loss of co-ordination (in severe cases convulsions may occur);
- (d) loss of sensation in the tongue, lips and extremities;
- (e) progressive unwellness (including loss of appetite); and/or
- (f) runny nose and tightness in the chest;

then;

1. find a co-worker, neighbor, member of your family, or even a stranger, and tell them that you suspect poisoning and give details;
2. go to see the doctor (even if poisoning is only suspected);
3. do NOT take any aspirins, alcoholic drinks or any other medicines; and
4. if contact with pesticides is known to have taken place, then the First Aid Procedures outlined in the first part of this section, should be followed.

## STEPS FOR ACCIDENTAL SPILLS

**NOTE: NEVER FLUSH SPILLS DOWN A DOMESTIC SEWER!!!!**

**If spill is of major significance contact Alberta Environment 1-800-222-6514**

1. **Keep people away** and clear area immediately. Rope off or barricade area. Mark area with a "**Danger, Keep out**" sign from decontamination kit.
  2. **Ventilate area** by opening doors and windows.
  3. Put on protective clothing and equipment.
  4. Get decontamination and spill clean-up kit.\*
  5. Contain the spill so that it does not move from area into drains and gutters. Dyke the spill to prevent movement.
  6. Clean up spill. For liquid spills, soak up using activated charcoal, absorptive clay, vermiculite, pet litter or sand. Put into plastic bags and place into marked drums.
  7. Scrub area with bleach water or strong soap using a minimum of water. Retain rinsate and dispose of as you would pesticide.
  8. Phone Campus Facilities to pick up contaminated materials. They will temporarily store this hazardous waste until pickup by private waste handling facilities.
  9. Report spill to supervisor and complete an incident form.
  10. Record incident on Issue / Concern/ Incident forms.
- \* Decontamination Kit should contain:
- (a) container (20 litres) for clean water (if away from water source);
  - (b) bottle of liquid detergent;
  - (c) hand towel, wash basin;
  - (d) scrub brush, dust pan, brooms;
  - (e) package of garbage bags; and
  - (f) absorbent material for spill absorption (e.g. pet litter or commercial product).

**IN CASE OF FIRE INVOLVING PESTICIDE:**

Evacuate area and stay clear of smoke;  
Notify fire department by calling 1200 as per College Emergency Plan, giving exact location and other details as required.

**FIRST AID KIT LOCATIONS**

**Grounds Shop - Brown Emergency Shelf**

**Dump Truck**

**Am Truck**

**All buildings on main Campus**

## **Appendix 1**

Emergency Response Plan

Training Checklist For Pesticide Applicator Assistants

Medical Forms

**GENERAL PROCEDURE FOR EMERGENCY RESPONSE  
OLDS COLLEGE  
EMERGENCY OPERATIONS PLAN**

**In the event of a  
FIRE ALARM  
all personnel  
MUST EVACUATE  
the building**

**DISCOVERER**

1. Call 1200 from a College phone  
OR  
Dial 556-8225 from an outside phone  
OR  
Push the Building's Emergency Response Button
2. Describe the exact location and problem
3. Stay at the scene if safe to do so and/or the Site Controller advises you to leave
4. Remain calm

**EMERGENCY OPERATOR**

1. Contact appropriate College and/or External Emergency Services
2. Contact appropriate Site Controller
3. Remain in communication with the Discoverer if possible

**EXTERNAL EMERGENCY SERVICES  
(Fire, RCMP, Ambulance)**

1. Goes to the scene and takes charge of the emergency

**COLLEGE EMERGENCY SERVICES  
(Campus Security, First Aiders)**

1. Goes to the scene and takes charge of the emergency until either the Site Controller or External Emergency Services arrives or until the emergency is resolved

**Site Controller**

1. Goes to the scene and takes charge of the emergency until the External Emergency Services arrive or until the emergency is resolved
2. Manages all College personnel or other resources to deal with the emergency
3. Communicates with the Executive Committee and the Marketing and Communications Department, as appropriate

