Process & Equipment Purchase and/or Modifications Policy

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<tr>
<th>Authority: CUSA Board</th>
<th>Date Ratified: March 29, 2022</th>
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<tbody>
<tr>
<td>Previous Amendments: N/A</td>
<td>Date Review: January 2022</td>
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<tr>
<td>Review Committees: Joint Health &amp; Safety Committee</td>
<td>Delegates: CUSA Executive Director, CUSA Director of Human Resources</td>
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<td>Next Review Date: January 2026</td>
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Policy
To ensure that goods or equipment purchased for CUSA meet Health and Safety standards, health and safety issues will be reviewed for existing or potential hazards and CUSA will ensure that appropriate controls are put in place. This procedure also applies to any modifications of existing processes or equipment.

Safety Policy Overview
The Building Operations Manager will:
- If a major hazard is identified, safe operating procedures will be developed.
- Ensure that the new purchase or modification meets all appropriate legislation and industry standards.
- Include a review of any material safety data sheets as they apply to any chemicals being introduced into the workplace.
- Ensure the review outlines the use, storage or disposition requirements.
- Ensure that the appropriate controls are put in place to either eliminate or control the hazard.

The Joint Health and Safety Committee will:
- Provide input on any additional hazards or controls.
- Provide feedback to the Building Operations Manager.
The manager/supervisor will:

- 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 will be conducted by the Building Operations Manager and any people who have potential to operate the machinery or be involved in the new or modified process.