



COUNTY OF NORTHERN LIGHTS

POLICY

TRANSPORTATION OF DANGEROUS GOODS

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 3

INTRODUCTION

These guidelines and requirements are designed to promote public safety during the transportation of dangerous goods for operations.

SCOPE

These guidelines apply to all County of Northern Lights operations. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers County of Northern Lights employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

REQUIREMENTS

Prior to Transport and Loading

- County of Northern Lights (the consignor) is responsible for classifying dangerous goods before the carrier takes possession. Before allowing a carrier to take possession of dangerous goods for transport, the consignor must determine the classification of the dangerous goods.
- The certificate of registration and proof of insurance documentation must be carried in all vehicles.
- County of Northern Lights is responsible for providing shipping documentation to the carrier of dangerous goods. Before allowing a carrier to take possession of dangerous goods for transport, the consignor (County of Northern Lights) must prepare and give to that carrier a shipping document or if the carrier agrees, an electronic copy of the shipping document.
- The driver and passengers will follow all local, state/province, and federal laws, including Department of Transportation regulations and codes (if applicable), while operating or riding in a company vehicle.
- All requirements of the Transportation of Dangerous Goods Regulations shall be followed by County of Northern Lights.
- Dangerous goods safety marks are affixed to large means of containment of dangerous goods before they are transported. County of Northern Lights must not offer for transport, transport or import a means of containment that contains dangerous goods unless each dangerous goods safety mark is displayed on it.
- Vehicles shall be driven with headlights on at all times.
- Dangerous goods are adequately secured within the means of containment to prevent accidental release. County of Northern Lights must not handle, offer for transport or transport dangerous goods in a means of containment unless the means of containment is designed, constructed, filled, closed, secured and maintained so that under normal conditions of transport, including handling, there will be no accidental release of dangerous goods that could endanger public safety.
- Containers of dangerous goods are adequately secured on the means of transport to prevent accidental release. County of Northern Lights must load and secure dangerous goods in a means of containment and must load and secure the means of containment on a means of transport in such a way as to prevent, under normal conditions of transport, damage to the means of containment or to the means of transport that could lead to an accidental release of the dangerous goods.

Inspection

Prior to operating a company vehicle a "walk around" and visual inspection is mandatory to ensure the vehicle is in safe operating condition and ensure the surrounding area is free of any unseen hazards.

The driver shall inspect the vehicle prior to operating it at the beginning of a work shift. An inspection carried out must include an inspection of the following equipment: lighting devices and reflectors, tires, coupling devices, wheels and rims, service brake, including the trailer brake connections, parking brake, steering mechanism, horn, windshield wipers, rear vision mirrors, and all required emergency equipment.



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The driver shall inform County of Northern Lights of any defects or deficiency that would affect the safe operation of the vehicle. When County of Northern Lights receives a notice of defect in respect to a County of Northern Lights vehicle it shall be repaired or otherwise modified, or repaired or modified in accordance with instructions provided by the manufacturer. If instructions are not given by the manufacturer the vehicle will be repaired or otherwise modified until safe to operate.

Refuelling Vehicles

Vehicle engines must be off before refuelling begins. Smoking is not permitted during the refuelling process.

NOTE:

Due to concerns surrounding the potential for cellular phones to cause the ignition of gas vapours, cellular phones must not be worn or used during refuelling of gas powered vehicles.

Transportation of Dangerous Goods (TDG) Training Requirements

- A person who handles, offers for transport or transports dangerous goods shall be adequately trained and hold a training certificate or perform those activities in the presence and under the direct supervision of a person who is adequately trained and who holds a training certificate.
- All training shall be documented and certificates of training verified with the trainer by County of Northern Lights.
- County of Northern Lights must not direct nor allow an employee to handle, offer for transport, or transport dangerous goods unless the employee is adequately trained and holds a training certificate or performs those activities in the presence and under the direct supervision of a person who is adequately trained and who holds a training certificate.

Reporting Requirements

Accidental releases or spills of dangerous goods must be reported immediately. In the event of an accidental release of dangerous goods from a means of containment, a person who has possession of the dangerous goods at the time of the accidental release must make an immediate report of the accidental release if the accidental release consists of a quantity of dangerous goods or a reportable emission as described in the table in section 8.1 of the TDG Regulations.

The report must be made to:

- the appropriate provincial authority;
- County of Northern Lights;
- the consignor of the dangerous goods;
- for a road vehicle, the owner, lessee or charterer of the road vehicle;
- for a railway vehicle, CANUTEC at (613) 996-6666;
- for a ship, CANUTEC at (613) 996-6666, a Vessel Traffic Services Centre or a Canadian Coast Guard radio station;
- for an aircraft, an aerodrome or an air cargo facility, CANUTEC at (613) 996-6666 and the nearest Regional Civil Aviation Office of the Department of Transport and, if the aerodrome is an airport, the operator of the airport;
- for Class 1, Explosives, and Class 6.2, Infectious Substances, CANUTEC at 613-996-6666; and SOR/2008-34
- for an accidental release from a cylinder that has suffered a catastrophic failure, CANUTEC at (613) 996-6666.

COMMUNICATION

As per the County of Northern Lights Safety Management System Manual, and corporate communication policy, all applicable policies and procedures are reviewed with all new employees prior to engaging in any work activities (during orientation) and annually every twelve months thereafter with existing and/or returning employees (refresher training).



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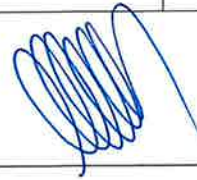
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Chief Elected Official



Chief Administrative Officer