



Policy Code: HS - 002

Transportation of Dangerous Goods Policy

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REVISION RECORD

Date	Version	Revision description
December 17 th 2020	1	Original Transportation of Dangerous Goods Policy
March 25 th 2025	2	Reviewed Transportation of Dangerous Goods Policy



1. TITLE:

1.1 Transportation of Dangerous Goods (TDG) Policy

2. POLICY STATEMENT:

2.1 Special precautions are taken when transporting, handling or offering for transport any dangerous goods. General and specific training is required for those workers who transport, handle, or offer for transport dangerous goods.

3. PURPOSE:

3.1 To ensure all workers of the Village of Heisler who transport, handle or offer to transport dangerous goods are doing so in a safe manner, have proper training and follow legislative requirements.

4. SCOPE:

4.1 The scope of this policy includes all workers at the Village of Heisler who transport, handle or offer to handle dangerous goods.

5. OBJECTIVES:

5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.

6. POLICY DETAILS:

6.1 Training will be provided to all workers who transport, offer for transport and handle dangerous goods. They will be trained in the proper documentation, safety markings, 9 classes of TDG, containments and placards under TDG Regulations.

6.2 A Controlled Product Inventory (Chemical Inventory) and MSDS/SDS shall be kept at a main location and will be made available to workers for review and for reference in accordance with TDG.

6.3 TDG training records will be kept in the workers file as proof of training. It is valid for 3 years.

- 6.4 All documentation from a shipment will be kept for minimum of 3 years, as per the TDG regulations. This can be either electronically or in hard copy.

7. ROLES AND RESPONSIBILITIES

- 7.1 It is the responsibility of the CAO and the Foreman to ensure that TDG requirements are met under their responsibility, which includes the following:
- 7.1.1 Proper handling, transportation and offering for transport of dangerous goods.
 - 7.1.2 Ensure proper training is provided to all workers who will be handling, transporting or offering to transport dangerous goods and that the training fulfils the legislative requirements of TDG.
 - 7.1.3 Ensure all containers on site are labelled.
 - 7.1.4 Ensure PPE is provided and used properly.
- 7.2 It is the responsibility of the workers to use the training provided, wear PPE and follow legislative requirements.

8. MONITORING, EVALUATION AND REVIEW

- 8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department at the Village of Heisler.

9. DEFINITIONS AND ABBREVIATIONS

- 9.1 All Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.

10. ASSOCIATED DOCUMENTS



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Council Approved: March 25th, 2025

Responsibility: Administration

Next Review Date: March 25th, 2025

Motion # _____