

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 3	DIRECTIVE NO. C6
	ORIGINATOR Director, Physical Resources	
	APPROVED BY President & Vice President, Finance & Admin.	
TITLE FOOD & DRINK IN LABS & SHOPS	EFFECTIVE DATE 1999.06.01	REPLACES New

POLICY

In keeping with the corporate *Occupational Health and Safety* (OHS) System, the OHS Act of Ontario and regulations as well as other provincial and federal legislation applicable in the workplace; it shall be the policy of Algonquin College that food and drink shall be banned from labs and shops where the risk of accidental ingestion or contact with a hazardous material, physical agent, radioactive material exists or where the potential for damage to equipment caused by accidental upset exists.

DEFINITIONS

Food and drink:

Any manner of product that is consumed by an individual for the purposes of nutrition or hydration or other purposes. This can include solid, semi-solid and liquid foods as well as any form of drink, either solid, semi-solid or liquid and includes water. *This definition applies regardless of the container used.*

Labs and shops:

This definition shall include all laboratories and shops, both academic and non-academic, where hazardous materials, hazardous physical agents, and radioactive materials are present or are likely to be present. This definition also includes labs such as computer labs and robotics labs where significant damage could occur in the *event of* accidental spilling of food and drink onto sensitive equipment.

Hazardous material:

Hazardous materials shall be defined as any chemical or biological agent controlled under WHMIS legislation, also known as controlled products and the designated substance regulations. Additionally, explosive materials, radioactive materials, pesticides, blood borne products, hazardous wastes, unsealed chemical processes or equipment, such as lead acid batteries, shall be included in this definition.

Hazardous physical agent:

Hazardous physical agents shall be defined as any product generated from the heating or mechanical (physical) action on wood, metal, plastics and other materials. This includes dusts produced by sanding, grinding, cutting, and planing of wood and other materials. This also includes the welding, heating, brazing, sanding and grinding of metals to produce metal oxides (fumes) or dusts.

Restricted:

Restricted shall mean the complete absence of any food or drinking products within shops and labs.

PROCEDURE

- 1.1 Food and drink will not be allowed in labs and shops:
 - where hazardous materials are present or are likely to be present or used;
 - where a hazardous physical agent is present or is likely to be generated or used; or
 - where sensitive electronic equipment is present or is used.
- 1.2 There will be no distinction between theory classes and “hands-on” classes or activities for the purposes of this policy in labs and shops. This policy applies if any or all of the above conditions are present.

SIGNAGE

Signage reflecting the policy will be posted in prominent locations at the entrances to, and within the labs and shops. Signage will comply with CSA standards which are available from the Occupational Health and Safety Manager.

ENFORCEMENT

Progressive disciplinary action will be used to deal with cases of non-compliance. This progressive disciplinary action shall be cumulative for all courses that the student is undertaking in a given semester.

- 1.1 In the event of non-compliance by a student, College Directive E-27, “Student Misconduct”, shall apply.

1.2 In the event of non-compliance by a staff member, on the:

1st Offence: The staff member will receive a verbal warning from their supervisor and the incident will be noted in a departmental file;

2nd Offence: The staff member will receive a written reprimand issued by their supervisor. This written reprimand will be filed in the staff Member's personnel file in Human Resources;

3rd Offence: The staff member will receive a written notice advising them that they are being suspended for a day with loss of wages for that day and that further offences will lead to escalation of the penalties up to and including dismissal.

(original signed by)

Vice President, Finance & Administration

(original signed by)

President