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| **Safe Work Procedure** |
| **Name of Safe Work Procedure:** Cannabis Extractions | **Safe Work Procedure #:** |
| **Release date:** | **Revision Date:** |
| **Date of approval:**  | **Management Signature:** |
| This safe work procedure must be reviewed annually or any time the task, equipment or materials change. |
| DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor |
| **Required Training**: Worker must be deemed competent to operate any cannabis extraction equipment |
| **Required Personal Protective Equipment and Devices:** Delete this text and the Pictograms that do not apply. Add any additional personal protective equipment required. |
|  | Eye Protection Required | A picture containing text  Description automatically generated | Approved Dust Mask Required |
| A picture containing text, tableware  Description automatically generated | Face-Shield Required |  | Long or loose hair must be tied back or contained |
|  | CSA Approved Safety Footwear Required | Icon  Description automatically generated | No jewelry, watches, rings, necklaces etc. |
|  | Hearing Protection Required | A picture containing text, gauge, device  Description automatically generated | Gloves must not be worn when operating this equipment |
|  | Define type Gloves Required | Icon  Description automatically generated | No loose fitting clothing |
|  | Protective Clothing Required |  |  |
| A picture containing text  Description automatically generated | NIOSH Approved Respirator Required |  |  |
|  | Fall Protection Required |  |  |
| **Potential Hazards:** Hot/cold exposure, high temperature vessels, explosive/flammable liquids, inhalation/skin exposure to solvents, entanglement in rotating drivelines, |
| **Pre-Operational Safety Checks:**  |

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| **Safe Work Procedure** |
| **Before you Start**1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.

**While you’re Working*****Hydrocarbon Extractions***1. Ensure proper ventilation in extraction room (always check to ensure ventilation/exhaust equipment is working properly)
2. Properly store all solvents in flammable cabinets when not in use
3. Decant solvents into proper labelled containers and in an area with proper ventilation
4. Worker operating extraction must be deemed competent to operate
5. Worker follows manufacturers manual while operating extraction equipment
6. Worker follows maintenance schedule for extraction equipment as set out by manual
7. All repairs/service on extraction equipment is performed by a qualified person
8. Worker inspects extraction equipment prior to use
9. Worker has completed WHMIS course and has been trained on site with chemicals that will be used during the extraction process

***CO2 Extractions***1. Worker operating extraction must be deemed competent to operate
2. Worker follows manufacturers manual while operating extraction equipment
3. Worker follows maintenance schedule for extraction equipment as set out by manual
4. All repairs/service on extraction equipment is performed by a qualified person
5. All high vessel pressures are secured
6. Worker inspects extraction equipment prior to use
7. Any part of the extraction equipment that will experience high temperatures is identified
8. Ensure proper ventilation in extraction room (always check to ensure ventilation/exhaust equipment is working properly)
9. Properly store all solvents in flammable cabinets when not in use
10. Decant solvents into proper labelled containers and in an area with proper ventilation
11. Worker has completed WHMIS course and has been trained on site with chemicals that will be used during the extraction process

***Alcohol/Ethanol Extractions***1. Ensure proper ventilation in extraction room (always check to ensure ventilation/exhaust equipment is working properly)
2. Properly store all solvents in flammable cabinets when not in use
3. Decant solvents into proper labelled containers and in an area with proper ventilation
4. Worker operating extraction must be deemed competent to operate
5. Worker follows manufacturers manual while operating extraction equipment
6. Worker follows maintenance schedule for extraction equipment as set out by manual
7. All repairs/service on extraction equipment is performed by a qualified person
8. Worker inspects extraction equipment prior to use
9. Worker has completed WHMIS course and has been trained on site with chemicals that will be used during the extraction process
10. Ensure worker is wearing proper PPE when super cooling ethanol
11. This method requires a great deal of Ethanol, ensure ethanol is stored properly in flammable cabinets or storages facilities that meet regulatory requirements.

***Agitation Extraction***1. Ensure worker does not open lid/access mixture when operating (agitating)
2. Worker operating extraction must be deemed competent to operate
3. Worker follows manufacturers manual while operating extraction equipment
4. Worker follows maintenance schedule for extraction equipment as set out by manual
5. All repairs/service on extraction equipment is performed by a qualified person
6. Worker inspects extraction equipment prior to use
7. Ensure worker is wearing proper PPE when handling ice/dry ice
8. Ensure dry ice is stored properly (do not fix lid on storage vessel (dry ice expands and could cause the vessel to rupture if lid is fixed in place)

***Heat and Pressure Extraction***1. Worker operating extraction must be deemed competent to operate
2. Worker follows manufacturers manual while operating extraction equipment
3. Worker follows maintenance schedule for extraction equipment as set out by manual
4. All repairs/service on extraction equipment is performed by a qualified person
5. All high vessel pressures are secured
6. Worker inspects extraction equipment prior to use
7. Worker has completed WHMIS course
8. Any part of the extraction equipment that will experience high temperatures is identified

**After you Finish**1. Delete this text and enter any housekeeping items that are required after completing the job. For example: Ensure equipment is off, safe, clean and tidy before you leave it.2.***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.*****REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR/MANAGER OR EMPLOYER IMMEDIATELY** |

