

New Materials 2023 / 2024:**Occupational Health and Safety**

- o Field Safety Standard with Procedural Steps 1-5 (New August 16, 2023)
[Field Safety Standard](#)
[Procedural steps 1 to 5](#)

Updates 2023 / 2024:**Tri-Agency Principles-based Guidelines on Financial Administration**

- o Several sections were updated with all changes effective April 1, 2023. The changes are summarized in the link below:
https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/TAFA_changes-AFTO_modifications_eng.asp

Health and Safety Policies & Procedures**Occupational Health and Safety:**

- o FGD Determination Process (Revised June 2023)
[Fixed Gas Detection \(FGD\) Determination Process for Compressed Gases, Cryogenic Liquids, Other](#)
- o Controls Table (Revised June 2023)
[Controls Table for Compressed Gasses, Cryogenic Liquids, Other,](#)
- o Field Safety Program (Revised November 2022)
[Hazardous Materials Disposal Manual](#)
- o Working Alone (Revised July 2023)
[Working Alone Standard](#)
- o Asbestos Management Plan Standard (Revised April 2023)
[Asbestos Management Plan Standard](#)

Radiation Safety Program:

- o Added Radiation Legislations for compliance (Revised October 2022)
[Safeguards and Nuclear Material Accountancy](#)
[Canadian Guidelines for the Management of Naturally Occurring Radioactive Materials \(NORM\)](#)
- o X-ray Safety Manual (Revised November 2022)
[X-ray Safety Manual](#)
- o Laser Safety Manual (Revised November 2022)
[Laser Safety Manual](#)
- o X-Ray safety Training (Revised November 2022)
[X-ray Training Presentation](#)
- o Laser safety Training (Revised November 2022)
[Laser Safety Training Presentation](#)
- o Radiation Safety and Procedures Manual (Revised March 2023)
[Radiation Safety and Procedures Manual](#)
- o CNSC Consolidated License (Revised September 2023)
[CNSC Consolidated license](#)

Laboratory Safety Program:

- o Perpetual Chemical and Compressed Gas Inventory Instructions (Revised October 2022)
[Perpetual Chemical and Compressed Gas Inventory Instructions](#)
- o Chematix Barcode Labels (Revised October 2022)
<https://www.ucalgary.ca/risk/environment-health-safety/programs-standards-cops/laboratory-safety/Chematix Barcode Labels>
- o Autoclave User Standard (Revised November 2022)
[Autoclave User Standard](#)
- o Fume Hood Standard (Revised June 2023)
[Fume Hood Standard](#)
- o Laboratory Self Inspection Explanation Guide (Revised November 2022)
[Laboratory Self-Inspection Explanation Guide](#)
- o Chemical Inventory Instructions (Revised October 2023)
[Chemical Inventory Instructions](#)

Human Resources

- o Hiring Manager Toolkit (Revised September 2023)
[Hiring Manager Toolkit](#)
Some updates due to the new Job Opening Request Process
- o Student Non-Academic Misconduct Procedure (Revised May 2023)
[Student Non-Academic Misconduct Procedure](#)
Editorial Revision. Updated reference in 4.31.

Travel And Expense Reimbursement Handbook: May 30, 2023

1.2 Responsibilities

Authorized Approver (or their proxy) Responsibilities

- Add: • properly documented with supporting documentation. If any of the required supporting documents are missing or cannot be opened, the Expense Claim must be Pushed Back to the Submitter with a request for correction or additional supporting documentation.

3.3 Personal Vehicle

The Mileage rate was increased to 65 cents per kilometer effective April 01, 2023.

Corporate Card Program Handbook Updates: May 2023

4.2 Allowable and Restricted Purchases

- Add: Restricted PCard transactions include: • Laser and x-ray equipment;

7.2 Unreconciled Transactions

- Add: Departments are solely responsible for moving any allocated transactions via journal entry

7.3 Escalation Process for Past Due Corporate Card Transactions (PCard and T&E Card)

- Add: Outline of communication and allocation process for unapproved vouchers and expense reports

7.7 PCI Compliance

- Add: University credits cards are not permitted to be saved in a digital wallet