



HAZARDOUS CHEMICAL MANAGEMENT

Background

The Division recognizes the importance of developing a management and disposal plan of chemical, hazardous and dangerous goods in all areas of the school system operation. Therefore, Workplace Hazardous Materials Information System (WHMIS) shall be present in all areas within the Division.

Procedures

1. All activities related to the management and disposal of chemical, hazardous and dangerous goods in all areas of the school system operation, will be conducted in accordance with federal, provincial and municipal legislation, regulations and policies.
2. A designated Safety Coordinator shall assist and monitor the management and disposal of chemical, hazardous and dangerous goods in the school system and the schools to ensure that there is compliance with legal requirements.
3. This administrative procedure applies to all areas of the school system operation such as the maintenance, custodial, clerical, support, transportation, instructional and all other areas where chemicals, hazardous and dangerous goods are utilized, managed and disposed.
4. The Director of Facilities and Technology and Principals, in consultation with the Safety Coordinator, shall approve all substances ordered for their specific area of responsibility.
5. Approval of such purchases shall take into consideration appropriate amounts, least toxic alternatives, shelf life, use of hazardous products and ensuring that proper labelling. A Material Safety Data Sheet (MSDS) must accompany these substances when received from suppliers.
6. Chemicals used throughout the division shall include the name of chemical in the container, MSDS information and hazard class or Transportation of Dangerous Good Classes (TDG).
7. All employees handling or using these substances will have Workplace Hazardous Materials Information System (WHMIS) training and adhere to the legislation, regulations and procedures.
8. All employees handling or using these substances are responsible for proper storage in appropriate designated areas and for the disposal for the substances in accordance with legislation, regulations and procedures.
9. Each worksite in the school operation with chemicals shall identify, maintain and provide appropriate storage for these chemicals. The division should ensure these substances are disposed of in a safe and appropriate manner.



10. The transportation of these substances shall be according to TDG regulations.

Reference: Section 33, 52, 53, 68, 197, 222, 225 Education Act
Dangerous Goods Transportation and Handling Act
Hazardous Chemicals Act
Occupational Health and Safety Act