

Administrative Procedure 544

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 Officer 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 Secretary Treasurer and Principals, in consultation with the Safety Officer, shall approve all substances ordered for their specific area of responsibility and shall ensure that an inventory of these substances is maintained and placed in an appropriate location.
5. Approval of such purchases shall take into consideration appropriate amounts, least toxic alternatives, shelf life, use of hazardous products and ensuring that proper labels and Material Safety Data Sheet (MSDS) must accompany these substances when received from suppliers.
6. The inventory shall include name of chemical, MSDS, purchase date, hazard class or Transportation of Dangerous Good Classes (TDG), storage location, program for disposal and timelines for updating as well as any other pertinent information.
7. All employees handling or using these substances will have 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 shall develop a plan for the identification, maintenance of an inventory, appropriate storage and guidelines and procedures for reducing, reusing, recycling and disposing of substances.

10. The transportation of these substances shall be according to TDG regulations. Each worksite shall develop guidelines and procedures identifying receivers, delivery sites and any other pertinent information.

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