

CHEMICAL MANAGEMENT

Background

HPSD requires chemicals, dangerous goods and hazardous waste be dealt with in a legal, ethical and safe manner.

Definitions

WHMIS - an acronym that stands for Workplace Hazardous Material Information System. It is the global standard for providing information on the safe use, handling and storage of hazardous materials used in our workplace. Information is supplied to staff through product labels, MSDS sheets and worker education in WHMIS.

MSDS – an acronym that stands for Material Safety Data Sheet. It is the International Organization for Standardization (ISO) system for cataloging information on chemicals, chemical compounds, and chemical mixtures. MSDS information may include instructions for the safe use and potential hazards associated with a particular material or product, along with spill-handling procedures.

Procedures

1. General

- 1.1. The management of chemicals, dangerous goods and hazardous wastes shall be conducted in accordance to federal, provincial and local municipal legislation.
- 1.2. The Safety Officer (S.O.) shall ensure that all policies and administrative procedures applicable to chemical management are available to all staff.
- 1.3. School Administration, Maintenance and Transportation personnel with WHMIS related questions can contact our S.O. or use our 24-hour online portal through Public School Works.
- 1.4. All persons engaged in the handling and use of chemicals, dangerous goods and hazardous waste are responsible for understanding the nature of the material before using it.
- 1.5. The S.O. shall keep all stakeholders aware of changes to legislation or regulations.
- 1.6. All persons engaged in the use of or handling of chemical substances shall be advised by the immediate supervisor of their responsibility to understand the nature of the materials relative to:
 - 1.6.1. volatility/combustibility factors,
 - 1.6.2. problems associated with ingestion, skin/eye contact or inhalation of gaseous forms,
 - 1.6.3. the appropriate preventative measures to be followed under given circumstances of use, and
 - 1.6.4. emergency responses to situations of urgency as a result of chemical misappropriation or accident.
- 1.7. MSDS shall be available at every location where chemicals are stored.

2. Training

- 2.1. The S.O. will develop a program of worker education for facilities staff, custodial contractors and certain school staff regarding WHMIS. WHMIS training and Transportation of Dangerous Goods training will be given by a qualified instructor.
- 2.2. Designated Division staff shall participate in WHMIS training:
 - 2.2.1. at the beginning of their employment if they handle dangerous goods and chemicals.
 - 2.2.2. when regulations require an update change,
 - 2.2.3. when the chemicals handled by the employee change, or
 - 2.2.4. every three years.
- 2.3. Such training shall be provided by the Division.
 - 2.3.1. This is inclusive of but not limited to, custodians, science teachers, maintenance staff, I.A. teachers, Art teachers, mechanics, and their immediate supervisors.

3. Purchasing

- 3.1. Employees that do not have WHMIS training for hazardous materials shall not purchase chemicals or dangerous goods for the division.
- 3.2. Employees must ensure hazardous materials purchased come with a MSDS and are transported in accordance with the dangerous goods act.

4. Inventory Maintenance

- 4.1. All schools/sites will provide an inventory of all hazardous materials maintained on site, inclusive of, quantity, size and type of material to the S.O. annually, no later than April 30 of each year.
- 4.2. All chemicals transferred from one container to another shall be labeled with a Workplace Label in accordance to the WHMIS Act.
- 4.3. MSDS binders will be kept updated at each workplace by whomever is responsible for the storage and use of the product.
- 4.4. MSDS binders are to be reviewed and updated every September by the S.O.

5. Storage of Chemicals and Dangerous Goods

- 5.1. All hazardous materials must be stored in accordance with the MSDS guidelines set out for each product.
- 5.2. All sites/schools handling hazardous materials must have a MSDS book located where the hazardous materials are being stored as well as a master copy in the Principal's or site supervisor's office.
- 5.3. At the request of schools/sites with hazardous materials, a toxic "round-up" will take the material and store it at Facilities. HPSPD will ensure that it is transported in accordance with Section 7.
- 5.4. The S.O. shall arrange for transportation for disposal of all hazardous materials from schools/sites.
- 5.5. When hazardous material inventory reaches maximum capacity storage, the S.O. shall arrange with an authorized toxic disposal business to remove the material to the appropriate disposal site.

6. Reuse/Recycle/Disposal of Chemicals and Dangerous goods

- 6.1. Hazardous Materials are not to be re-used or recycled.
- 6.2. Disposal of hazardous materials is coordinated through the Safety Department.
- 6.3. All worksites shall have proper identification, inventory and storage of used hazardous substances to facilitate the safe disposal through the Safety Department.

7. Transportation of Chemicals and Dangerous Goods

- 7.1. Transportation of all hazardous materials must comply with the Dangerous Goods Transportation and Handling Act.

References

Section 53 Education Act

[*Occupational Health and Safety Act*](#)

[*Occupational Health and Safety Regulation*](#)

[*Occupational Health and Safety Code*](#)

[*Dangerous Goods Transportation and Handling Act*](#)

[*WHMIS – Information for Employers*](#)