

## **HAZARDOUS CHEMICAL MANAGEMENT**

### **Background**

The Division recognizes the importance of developing a management and disposal plan for chemical, hazardous and dangerous goods in all areas of the school system operation. The Superintendent is authorized to develop and maintain a program to ensure the appropriate handling of hazardous material in all areas of the Division's operation including, but not limited to custodial/maintenance, transportation and educational programs.

### **Procedures**

1. At a minimum, the program will ensure that Workplace Hazardous Materials Information System (WHMIS) legislation (federal, provincial and municipal) is followed. This will require:
  - 1.1 Identification of hazardous products;
  - 1.2 Availability of pertinent information using Material Safety Data Sheets (MSDSs) to record the information; and
  - 1.3 Provision of training to staff in the use, handling and transportation of hazardous materials.
  
2. Principals and Supervisors shall:
  - 2.1 Develop a plan and monitor its implementation for the identification, inventory, storage and procedures for reuse, recycle and disposal of hazardous substances.
    - 2.1.1 This plan is to make provisions for recycling, reusing and reducing, whenever possible.
  - 2.2 Ensure that the facility's copy of the WHMIS binder is kept current.
  - 2.3 Review WHMIS requirements with their staffs each September.
  - 2.4 Ensure that yearly inventories of chemicals are conducted.
  - 2.5 Ensure (Material Safety Data Sheet) sheets are current.
  
3. The Secretary-Treasurer shall:
  - 3.1 Develop a program of worker education for Division staff, regarding WHMIS;
  - 3.2 Arrange for implementation of WHMIS programs; and

- 3.3 Keep all Principals and supervisors updated with materials to keep WHMIS current.
4. Certification in the Handling and Transportation of Dangerous Goods shall be a condition of employment for the Supervisor of Maintenance and others as designated by the Secretary-Treasurer.
  5. Only certified personnel will handle or transport goods identified as dangerous goods, under specific procedures developed by the Secretary-Treasurer or designate.
  6. Dangerous goods not properly labelled, placarded or documented will not be handled or transported.

Reference: *Education Act*, SA 2012, c E-0.3, ss. 33, 52, 53, 68, 197, 222, 225  
Dangerous Goods Transportation and Handling Act  
Hazardous Chemicals Act  
Occupational Health and Safety Act