

HAZARDOUS CHEMICAL MANAGEMENT

Background

The Division, in consideration of its responsibility for the safety of its employees and of the environment, directs the development and implementation of a chemical and hazardous wastes management plan which will govern purchase, inventory, use, storage, transport and disposal of all chemical, hazardous and dangerous goods and wastes used and generated in and by this Division. This Administrative Procedure will apply to substances used in all areas of Division operations such as custodial/maintenance, clerical/support, transportation, instruction and others.

The Manager of Risk and Materials is responsible for the administration of this Administrative Procedure.

Procedures

1. All activities related to using chemicals and generating hazardous wastes will be conducted in accordance with Federal, Provincial and Municipal legislation.
2. Approval for the purchase of such substances shall consider appropriate quantities, least toxic alternatives, shelf-life, use of consumer products and use of hazardous substances. The purchaser shall ensure that proper labels and Safety Data Sheets (SDS's) accompany these substances when they are received from suppliers.
3. Principals and Supervisors shall be responsible for maintaining an inventory of chemicals in their area.
4. All users shall adhere to WHMIS regulations.
5. Students shall be adequately instructed and supervised during the handling of these substances.
6. Proper safety equipment shall be maintained and used as required.
7. All workers shall be knowledgeable in handling materials and dealing with incidents and accidents resulting from the use of these substances.
8. Ongoing training and educational programs are available on PSW and shall be established by Principals or Supervisors and made available to all employees as required. SDS and WHMIS training are mandatory for all FSD staff and will be renewed every 2 years. For additional training opportunities available on PSW please contact the Manager of Risk and Materials.

9. Supervisors shall approve the purchase of all substances (supplies) for use in their area of responsibility (e.g. Custodial supervisor shall approve the purchase of all custodial supplies).
10. Principals shall approve all substances and supplies ordered for instructional purposes within their schools.
11. The individual and Division shall ensure that all employees handling these substances understand WHMIS regulations. Each worker shall be responsible for the proper use of these substances in their work.
12. An inventory shall be maintained through the Compliance Task Manager program and will be sent semi-annually to each school and facility through PublicSchoolWorks. The first will be available September 1 and due November 1 and again April 1 and due May 1 of each year. Copies of the most recent inventory shall be maintained in the school or facility office and forwarded to the Manager of Risk and Materials. A copy of the Chemical Inventory sheet is available [here](#).
13. Supervisors and principals shall be responsible for assuring proper storage of these substances in accordance with the applicable regulations.
14. The reuse, recycle and disposal of substances shall be according to proper procedures. An annual chemical roundup for small quantities will be completed in June of each year. Larger quantities can be arranged for pick-up by the divisions Hazardous Waste contractor. Contact the Manager of Risk and Materials for the current contract provider.
15. Transport of these substances shall be carried out only by trained Division personnel or contractors and in accordance with the Transportation of Dangerous Goods (TDG) regulations, and to designated Division site(s).

Reference: Relevant Legislation & Guidelines

Administrative Procedure 545 – Appendix A

School: Completed By: <u>Chemical Inventory</u> Review Date: 												
Chemical Name and Chemical Formula	Alberta Ed Category	Container Type	Container Size	Amount In Stock	Supplier	SDS Mo/Yr	Molecular Weight	Purchase Date	WHMIS / GHS Class	Storage Location	Disposal Method	Disposal Date (Empties)

Administrative Procedure 545 – Appendix B

Waste Inventory					
School: _____		Date: _____			
Completed By: _____					
Chemical Name and Chemical Formula	Alberta Education Category	Container Type	Container Size	Amount for Disposal	SDS Attached (Mandatory)