

Administrative Procedures Manual	Administrative Procedure 545
	Hazardous Chemical Management
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 52, 53, 68, 197, 222, 225 Education Act Dangerous Goods Transportation and Handling Act Hazardous Chemicals Act Occupational Health and Safety Act

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, the 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. The Director of Operations 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. Principals, in consultation with the Safety Coordinator, 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. The Director of Operations or designate shall approve all substances ordered for custodial purposes and shall ensure an inventory of these substances is maintained and placed in an appropriate location.
6. 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.
7. 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.

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8. All employees handling or using these substances will have Workplace Hazardous Materials Information System (WHMIS) training and adhere to the legislation, regulations and procedures.
9. 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.
10. The Director of Operations 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.
11. 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.