

CHEMICAL, DANGEROUS GOODS AND HAZARDOUS MATERIALS MANAGEMENT

Background

The Division recognizes the importance of developing a management and disposal plan for chemicals, dangerous goods and hazardous materials in all areas of the school system operations. Therefore, the Workplace Hazardous Materials Information System (WHMIS) and Transportation of Dangerous Goods (TDG) legislation will be adhered to in all areas within the Division.

Definitions

Chemical Inventory: refers to chemicals purchased and stored in schools or Division-owned or managed facilities.

Hazardous Material: refers to a chemical substance that may harm humans, animals, plants, and /or the environment unless given special handling or treatment. Hazardous materials may include but are not limited to, hazardous waste, carcinogens, toxic agents, reproductive toxins, and agents that may damage the lungs, skin, or eyes.

Personal Protective Equipment (PPE): is the equipment or clothing worn to minimize exposure to hazards that can cause serious workplace injuries and illnesses.

Safety Data Sheet (SDS): a form created by the product manufacturer that contains detailed information on the properties of a chemical product or substance and is intended to provide workers/employees with information on potential hazards and safe storage and handling.

Transportation of Dangerous Goods (TDG): legislation governing the transport of hazardous goods, including regulated chemicals ordered or disposed of by schools, from the point of shipment to the point of reception.

WHMIS: Workplace Hazardous Materials Information System, a Canada-wide system designed to provide workers with the necessary health and safety information about chemicals used in the workplace.

Procedures

1. General

- 1.1 All activities related to the management and disposal of chemicals, dangerous goods, and hazardous materials in all areas of the school system's operations will be conducted in accordance with federal, provincial and municipal legislation, regulations and policies.
- 1.2 This Administrative Procedure applies to all areas of the school system's operations, such as maintenance, custodial, clerical, support, transportation, instructional, and all other areas where chemicals, dangerous goods and hazardous materials are utilized, managed and disposed of.

- 1.3 Herbicides and pesticides may only be applied on non-operation days by certified staff or contractors.
 - 1.4 In school buildings, rodent poisoning shall be limited to areas which are secure from students.
2. Purchasing
 - 2.1 Principals shall approve the purchase of all chemicals, dangerous goods and hazardous materials ordered for instructional purposes within a school.
 - 2.2 The Director of Facilities 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.
 - 2.3 Purchase of chemicals, dangerous goods and hazardous materials used in other areas must be approved by the individual/department supervisor.
 - 2.4 Approval of purchases shall consider appropriate amounts, least toxic alternatives, shelf life, and use, ensuring compatibility with other chemicals/goods/materials on site. In addition, consideration should include what is approved for use in schools through Alberta Education and ensuring that proper labels and SDS accompany these substances when received from suppliers.
3. Inventory, Storage, and Disposal
 - 3.1 All employees handling or using these substances are responsible for proper storage in appropriate designated areas and for the disposal of the substances in accordance with legislation, regulations and procedures.
 - 3.2 Proper inventories shall be maintained for all chemicals, dangerous goods and hazardous materials to ensure that materials are used chronologically and not retained in excessive quantities in inventory.
 - 3.3 All products shall be stored in appropriate containers based on chemical compatibility and according to the SDS.
 - 3.4 All surplus chemicals and hazardous wastes should be considered for removal on a yearly basis. Waste must be disposed of in accordance with current legislation, only through a company registered in Alberta, and in consultation with the Safety Coordinator. Where possible, the collection should occur during the summer months in consultation with the Safety Coordinator.
 - 3.5 Emergent removal of chemicals considered to be life-threatening shall be disposed of in the proper and legal manner immediately in consultation with the Safety Coordinator.
 - 3.6 The Division will not accept donations of chemicals, dangerous goods, hazardous materials, or any other substances of an illegal nature or deemed dangerous by principals or supervisors.
 - 3.7 Each school or division site will be responsible for the costs associated with properly collecting and disposing of chemicals, dangerous goods, and hazardous materials.
4. Staff Training
 - 4.1 The Principal, in conjunction with the Safety Coordinator, shall ensure that all staff receive general and site-specific training appropriate to their position for using and handling chemicals, dangerous goods and hazardous materials and ensure adherence to federal, provincial and municipal legislation, regulations and policy.
 - 4.2 Teachers must review the SDS before using chemicals, dangerous goods and hazardous materials. In addition, teachers must ensure that all required PPE is provided to all students and staff and that emergency equipment (such as a fire blanket, fire extinguisher, or eye wash) is readily available.

5. Use of chemicals, dangerous goods and hazardous materials
 - 5.1 Principals shall ensure that students are adequately supervised and instructed in the proper handling of substances governed by this administrative procedure.
 - 5.2 Principals shall be responsible for ensuring the safe handling of chemicals, dangerous goods and hazardous materials by all staff members in schools.
 - 5.3 The Director of Facilities, or designate, shall be responsible for ensuring the safe handling of chemicals, dangerous goods and hazardous materials by caretakers/custodians.
 - 5.4 The Transportation Supervisor, or designate, shall be responsible for ensuring the safe handling of chemicals, dangerous goods and hazardous materials by mechanics and other shop personnel.
 - 5.5 Teachers shall be responsible for ensuring the safe handling of chemicals, dangerous goods and hazardous materials by students or Educational Assistants.

6. Transportation
 - 6.1 The transportation of hazardous materials shall be according to TDG regulations.
 - 6.2 TDG requirements for training, shipping documents, and placards do not apply to chemicals when they comply with the small-quantity exemption requirements.
 - 6.3 Each worksite shall develop guidelines and procedures to identify receivers, delivery sites, and any other pertinent information.

Reference: Section 33, 197 Education Act
Occupational Health and Safety Regulation, Act, and Code
Workplace Hazardous Materials Information System
Transportation of Dangerous Goods Regulation and Act
Dangerous Goods Transportation and Handling Act
Alberta Education: Health and Safety in the Science Classroom K-12 (2019)