

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP 544
PROCEDURE:	CHEMICAL AND HAZARDOUS WASTE MANAGEMENT IMPLEMENTATION		

BACKGROUND

The Division believes it has a responsibility for the safety and physical protection of its staff members and students.

Principals are expected to ensure that hazardous materials are handled safely by staff members. The Division will implement an effective chemical management plan that meets federal and provincial standards in each of its facilities.

PROCEDURES

1. The Chief Financial Officer is responsible for establishing and maintaining a plan for the proper disposal and storage of chemicals and hazardous waste in all areas of the school system operation, including instructional, custodial/maintenance, clerical support, transportation and others.
2. Principals are responsible for ensuring the appropriate purchase, proper storage and safe usage of chemicals used in instructional activities.
3. Herbicides and pesticides may only be applied on non-operational days. The Principal shall ensure that the public is informed about where and when the application is to be made.
4. Mouse poison shall be limited to areas of the school which are secure from students.
5. The Principal shall provide staff members who are required to handle hazardous materials with instructions and the necessary written materials about health hazards of materials that they may be using in the workplace.
6. All staff members handling chemicals shall be familiar with the use of the chemical and thoroughly read the label on the container.
7. All staff members shall follow recommended procedures in handling chemicals.
8. All staff members handling chemicals shall be familiar with the first aid treatment of an accident as explained on the MATERIAL SAFETY DATA SHEET (MSDS).
9. All staff members handling chemicals shall be familiar with their responsibility regarding the reporting of a chemical related accident.

10. All staff members must be provided with instruction that is to include a description of all the mandatory and performance-oriented aspects of the WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS) and the employer and employee responsibilities.
11. MATERIAL SAFETY DATA SHEETS (MSDS) must be obtained from the supplier with the purchase of each chemical considered to be a controlled product.
12. All chemicals not purchased across the shelf and so called controlled products must have a label which shows brand name, code name, or chemical name, appropriate hazard symbols and precautionary measures. The label must also be contained within a distinctive rectangular border.
13. A chemical transferred from one container to another container must be labelled with a workplace label that is in accordance with procedure 12 above.
14. Containers with damaged labels or labels that are accidentally removed or rendered illegible must be re-labelled with a workplace label.
15. The MATERIAL SAFETY DATA SHEET (MSDS) must match the chemical being used and contain the following information:
 - 15.1 Product identity [name of chemical(s)].
 - 15.2 Product ingredients [hazardous].
 - 15.3 Toxicity data.
 - 15.4 Physical data.
 - 15.5 Boiling/melting point.
 - 15.6 Vapor pressure/density.
 - 15.7 Solubility in water.
 - 15.8 Fire and explosion data.
 - 15.9 Flash point.
 - 15.10 Flammable limits.
 - 15.11 Fire extinguishing substances.
 - 15.12 Special fire fighting procedures.
 - 15.13 Reactivity data.
 - 15.14 Health hazard data.
 - 15.15 Spill, leak, misapplication, or accident procedures.
 - 15.16 Special protection information.
16. The MATERIAL SAFETY DATA SHEETS (MSDS) must be kept at each employer's workplace in easily identified binders which are visible to all staff members.

17. ALL MATERIAL SAFETY DATA SHEETS (MSDS) are to be updated at least every three (3) years or as soon as new information related to the hazardous material becomes available.
18. All obsolete chemicals must be disposed of through a company registered in Saskatchewan on a timely basis.
19. Principals shall be responsible for the safe handling and training of hazardous chemicals by all staff members in the schools.
20. Maintenance person shall be responsible for the safe handling of hazardous chemicals by Maintenance Persons.
21. Teachers shall be responsible for the safe handling of hazardous chemicals by aides or students.

Reference: Sections 85, 87, 108, 109, 110, 116, 175, 231 Education Act
Dangerous Goods Transportation Act
Occupational Health and Safety Act
Public Health Act

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