

HAZARDOUS MATERIALS MANAGEMENT

Background

Risk to students and employees can be significant if appropriate procedures are not used when purchasing, transporting, storing, using or disposing of chemical, hazardous and dangerous goods.

The Division shall establish a management plan which will govern the purchase, inventory, use, storage, transport and disposal of all chemical, hazardous and dangerous goods and wastes. This procedure applies to substances used in all areas of the school system operation such as custodial/maintenance, clerical/support, transportation, instructional and others.

Guidelines

1. All activities related to these substances will be conducted in accordance with federal, provincial and municipal legislation, specifying:
 - 1.1 Occupational Health and Safety Act WHMIS*
 - 1.2 Occupational Health and Safety Amendment Act WHMIS*
 - 1.3 Chemical Hazards Regulations WHMIS*
 - 1.4 Hazardous Chemicals Act (Alberta)
 - 1.5 Hazardous Waste Regulations
 - 1.6 Transportation of Dangerous Goods Act and Regulations (Canada)
 - 1.7 Alberta Fire Code
 - 1.8 Clean Water Act
 - 1.9 Transportation of Dangerous Goods Control Act
 - 1.10 Transportation of Dangerous Goods: Regulations
- * Workplace Hazardous Materials Information System

Procedures

1. Purchasing
 - 1.1 The supervisor of operations services shall approve the purchase of all potentially hazardous custodial supplies.
 - 1.2 Principals shall approve the purchase of all hazardous substances ordered for instructional purposes within the school.

- 1.3 Other supervisors shall approve the purchase of hazardous substances used in their areas.
- 1.4 Approval for purchase of hazardous substances shall consider appropriate amounts, least toxic alternatives, shelf life, use of consumer products and use of hazardous substances. Proper labels and MSDSs* must accompany these substances when received from suppliers.

* Material Safety Data Sheets

2. Inventory

- 2.1 Principals and supervisors shall be responsible for the inventory of hazardous substances in their areas.
- 2.2 Hazardous substances shall be inventoried in accordance with the Alberta Education/Alberta Special Waste Management Corporation publication, "Guidelines for Management of Chemicals and Hazardous Waste in School".
- 2.3 An annual inventory shall be taken at each facility by the responsible Principal or supervisor.

3. Use of Hazardous Substances

- 3.1 Principals or supervisors shall ensure that all workers handling hazardous substances have WHMIS training.
- 3.2 Users must adhere to WHMIS legislation.
- 3.3 Students must be supervised adequately in the proper handling of hazardous substances.
- 3.4 Proper safety equipment shall be maintained in the area and used when hazardous substances are being used.
- 3.5 All workers shall be knowledgeable in dealing with incidents and accidents resulting from the use of hazardous substances.
- 3.6 An ongoing training and educational system will be available to all appropriate employees.

4. Storage

- 4.1 All users are responsible for the proper storage of hazardous substances.
- 4.2 Principals or supervisors shall be responsible for storage of all hazardous substances in accordance with, "Guidelines for Management of Chemicals and Hazardous Waste in Schools".

5. Reuse/Recycle/Disposal: The Division shall develop a plan for the identification, inventory and storage of hazardous substances, and procedures for their reuse, recycle and disposal.

6. Transport: Hazardous substances shall be transported only by trained maintenance personnel following the transportation of dangerous goods regulations.

Reference: Section 53, *Education Act*