



Background

The School recognizes the importance of developing a management and disposal plan for chemical, hazardous and dangerous goods in all areas of the School's operations. The School is concerned for the safety of students and staff, as well as the environment. Therefore, the Workplace Hazardous Materials Information System (WHMIS) shall be implemented within the School.

Procedures

1. All activities related to the management and disposal of chemical, hazardous and dangerous goods shall comply with all requirements and the safety of students and staff will be the highest priority.
2. The Maintenance Supervisor shall assist and monitor the management and disposal of chemical, hazardous and dangerous goods, especially those related to the supplies and materials for cleaning or facility maintenance, to ensure compliance with legal requirements.
3. This administrative procedure applies to all areas of the School where chemicals, hazardous and dangerous goods are utilized, managed and disposed.
4. The Principal, in consultation with appropriate staff and/or the Maintenance Supervisor, shall approve the purchasing of all chemical, hazardous and dangerous goods and shall ensure that an inventory of these substances is maintained in an appropriate location.
5. Approval of such purchases shall take into consideration appropriate amounts, least toxic alternatives, shelf life, and appropriate use of hazardous products. Proper labels and a Safety Data Sheet (SDS) must accompany chemical, hazardous and dangerous goods when received from suppliers.
6. The inventory shall include name of chemical, SDS, purchase date, hazard class or Transportation of Dangerous Goods classes (TDG), storage location, program for disposal and timelines for updating as well as any other pertinent information.
7. All employees handling or using these substances shall have Workplace Hazardous Materials Information System (WHMIS) training.
8. 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 proper procedures.

9. The Principal shall develop a plan for the identification, maintenance of an inventory, appropriate storage, and scheduled procedures for reducing, reusing, recycling and disposing of substances.

10. The transportation of these substances shall be according to TDG regulations. The Principal shall develop guidelines and procedures identifying receivers, delivery sites and any other pertinent information.

Reference:

Education Act, s. 52, 53, 54, 68, 197, 222, 225
Dangerous Goods Transportation and Handling Act
Hazardous Chemicals Act
Occupational Health and Safety Act