

CHEMICAL AND HAZARDOUS WASTE MANAGEMENT

Background

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

Principals or site based Supervisors 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 Safety Data Sheet.
9. All staff members handling chemicals shall be familiar with their responsibility regarding the reporting of a chemical related accident.

10. All appropriate 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 2015 and the employer and employee responsibilities.
11. Safety Data Sheets must be obtained from the supplier with the purchase of each chemical considered to be a controlled product.
12. All controlled products must have a label which shows:
 - 12.1 Product Identifier
 - 12.2 Hazard Pictograms
 - 12.3 Signal Word
 - 12.4 Hazard Statements
 - 12.5 Precautionary statements
 - 12.6 Supplier Identifier
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 Safety Data Sheet must match the chemical being used and contain the following information:
 - 15.1 Identification
 - 15.2 Hazard Identification.
 - 15.3 Compositions/Information on ingredients.
 - 15.4 First-aid measures.
 - 15.5 Fire-fighting measures.
 - 15.6 Accidental release measures.
 - 15.7 Handling and storage.
 - 15.8 Exposure controls/personal protection.
 - 15.9 Physical and chemical properties.
 - 15.10 Stability and reactivity.
 - 15.11 Toxicological information.
 - 15.12 Ecological information.
 - 15.13 Disposal considerations.
 - 15.14 Transport information.

15.15 Regulatory information.

15.16 Other information.

16. The Safety Data Sheets must be kept at each employer's workplace in easily identified binders which are visible to all staff members.
17. All Safety Data Sheets 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 on a timely basis, in consultation with the Supervisor of Facilities, through a company registered in Saskatchewan.
19. Every school or division facility must have a designated staff member responsible for tracking chemical inventory and report by June 30th to the Director or designate.
20. Appropriate teachers shall be responsible for the safe handling of hazardous chemicals by support staff or students.

Reference: Sections 85, 87, 175, 231 Education Act
 The School Division Administration Regulations 45, 48, 49
 Dangerous Goods Transportation Act
 Occupational Health and Safety Regulations
 Public Health Act

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