

CHEMICAL MANAGEMENT

Background

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

A management plan which governs the purchase, inventory, use, storage and transport of all chemical, hazardous and dangerous goods and wastes is an integral part of day to day operations.

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. General

- 1.1 All activities related to chemical, hazardous, and dangerous goods and wastes will be conducted in accordance with federal, provincial and municipal legislation.
- 1.2 Herbicides and pesticides may only be applied on non-operation days by certified staff or contractors.
- 1.3 Rodent poison shall be limited to areas of the school which are secure from students.

2. Purchasing

- 2.1 The Facilities Manager shall approve the purchase of all custodial supplies which are governed under this administrative procedure.
- 2.2 The principal shall approve the purchase of all substances governed under this administrative procedure which are ordered for instructional or administrative supplies within his/her school.
- 2.3 The Facilities Manager or the principal, as the case may be, in approving purchases shall consider appropriate amounts, least toxic alternative, shelf-life, use of consumer products and use of hazardous substances. They shall also ensure that proper labels and manufacturer's data sheets accompany these substances when received from suppliers.

3. Inventory, Storage and Disposal

- 3.1 The Facilities Manager is responsible for establishing and maintaining a plan for the proper storage and disposal of chemicals and hazardous waste in all areas of the school system operation, including instructional, custodial/maintenance, clerical support, transportation and others.
 - 3.2 The Facilities Manager shall maintain an inventory, in the prescribed format, of all substances governed under this administrative procedure which are purchased for use in the Facilities Department. Said inventory will be updated on an annual basis
 - 3.3 The principal shall maintain an inventory, in the prescribed format, of all substances governed under this administrative procedure which are purchased for instructional or administrative use in his/her school. Said inventory will be updated on an annual basis
 - 3.4 The Transportation Manager shall maintain an inventory, in the prescribed format, of all substances governed under this administrative procedure which are purchased for use in the Transportation Department. Said inventory will be updated on an annual basis.
4. The Facilities Manager, Transportation Manager and principals shall be responsible for ensuring that all substances governed under this administrative procedure are stored in accordance with applicable legislation.
 5. Principals, Facilities Manager and Transportation Manager shall develop a plan for their worksites for the identification, inventory, storage, and procedures for reuse, recycle and disposal of substances shall ensure that each of their respective staff members adheres to the plan.
 6. All obsolete chemicals must be disposed of through a company registered in Saskatchewan on a timely basis.
 7. Staff Member Training
 - 7.1 General information will be provided on an annual basis to all staff members handling substances governed under this administrative procedure.
 - 7.2 All new staff members required to handle substances governed under this administrative procedure shall receive appropriate training within three months of commencing employment.
 - 7.3 All staff members handling chemicals shall be familiar with the use of the chemical and thoroughly read the label on the container.
 - 7.4 All staff members shall follow recommended procedures in handling chemicals.
 - 7.5 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).
 - 7.6 All staff members handling chemicals shall be familiar with their responsibility regarding the reporting of a chemical related accident.

- 7.7 All staff members who handle hazardous materials 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.
 - 7.8 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.
8. The Facilities Manager will be designated as the trainer for the Division and as such will coordinate and conduct all training sessions.
9. Use of Substances
- 9.1 Principals shall ensure that students are adequately supervised and instructed in the properly handling of substances governed by this administrative procedure.
 - 9.2 Principals shall be responsible for the safe handling of hazardous chemicals by all staff members in the schools.
 - 9.3 The Caretaker Coordinator shall be responsible for the safe handling of hazardous chemicals by caretakers.
 - 9.4 Teachers shall be responsible for the safe handling of hazardous chemicals by students or assistants.
10. Transport
- 10.1 Only staff members in the Facilities Department who have received the appropriate training will be permitted to transport between facilities goods governed by this administrative procedure.
 - 10.2 Each facility will have a minimum of one staff member trained and designated as a receiver of the goods.
 - 10.3 Principals and the Facilities Manager shall develop plans for their facilities regarding the procedures for receiving goods governed by this administrative procedure. Said plan shall include the designated receiver, the site for delivery, and timings of orders and deliveries where applicable.
11. MATERIAL SAFETY DATA SHEETS (MSDS)
- 11.1 MSDS must be obtained from the supplier with the purchase of each chemical considered to be a controlled product.
 - 11.2 All chemicals not purchased across the shelf and so call 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.
 - 11.3 A chemical transferred from one container to another container must be labelled with a workplace label that is in accordance with procedure 12 above.

- 11.4 Containers with damaged labels or labels that are accidentally removed or rendered illegible must be relabeled with a workplace label.
- 11.5 The MATERIAL SAFETY DATA SHEET(MSDS) must match the chemical being used and contain the following information:
- Product identity [name of chemical(s)]
 - Product ingredients [hazardous].
 - Toxicity data.
 - Physical data.
 - Boiling/melting point.
 - Vapor pressure/density. Solubility in water.
 - Fire and explosion data.
 - Flash point.
 - Flammable limits.
 - Fire extinguishing substances.
 - Special fire fighting procedures.
 - Reactivity data.
 - Health hazard data, spill, leak, misapplication, or accident procedures.
 - Special protection information.
- 11.6 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.
- 11.7 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.

Reference: Section 85, 87, 109, 110, 175, Education Act
Dangerous Goods Transportation Act
Occupational Health and Safety Act
Public Health Act

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