

CHEMICAL MANAGEMENT

Background

The Division believes that chemicals and hazardous wastes must be managed with care. The Division will follow the legislated requirements as outlined in the Occupational Health and Safety (OHS) Act and Code, Workplace Hazardous Materials Information System (WHMIS) 2015 and Transportation of Dangerous Goods (TDG).

Procedures

1. Principals and the Coordinator of Health and Safety are responsible for the management of all chemicals, hazardous and dangerous goods, and wastes.
2. When chemicals are being purchased, the following factors shall be considered:
 - a. appropriate amounts
 - b. least toxic alternatives
 - c. shelf life
 - d. use of consumer products as an alternative
 - e. proper labelling and availability of supply
 - f. safety data sheets (S.D.S.'s) for the product
 - g. compatibility with other chemicals on site ,and
 - h. approved for use in schools through Alberta Education
3. Proper inventories shall be maintained for all chemical products to ensure that materials are used chronologically and are not retained in inventory in excessive quantities. All products shall be stored according to the SDS as well as the guidelines from Alberta Education, "Health and Safety in the Science Classroom".
4. Storage and handling areas shall be maintained in a clean and orderly manner. Teachers shall ensure areas; counters, sinks, floors, beakers, etc.; are cleaned after each class.
5. Each Principal and the Coordinator of Health and Safety shall be responsible for developing a plan for the identification, inventory, storage, procedures for re-use, recycling, and disposal of substances.
6. The publication, "Health and Safety in the Science Classroom" shall be available in each science classroom.
7. Training and education for all employees involved with chemicals and hazardous goods will occur annually or as required.

8. Livingstone Range School Division maintenance staff who transport dangerous chemicals, shall have the required TDG (Transportation of Dangerous Goods) certification.
9. Teachers must review the Safety Data Sheet(s) prior to use and ensure all required PPE (Personal Protective Equipment) is provided to students and staff as well as ensure emergency equipment (such as a fire blanket, fire extinguisher or eye wash) is readily available.
10. Students must be adequately supervised and instructed in the proper use and handling of hazardous substances.
11. Proper safety equipment shall be available and maintained in all work areas and laboratories according to the requirements in the SDS, and used in these places when hazardous substances are being used.
12. All surplus chemicals and hazardous wastes shall be removed from schools once a year and shall be disposed of in a proper and legal manner. Where possible, the collection should occur during the month of July.
13. Emergent removal of chemicals considered to be life threatening shall be disposed of in the proper and legal manner immediately.
14. The Livingstone Range School Division will not accept donations of chemicals, hazardous goods or other substances of a dangerous or illegal nature.
15. The Livingstone Range School Division shall provide central leadership and funding for organizing proper collection and disposal of toxic wastes and surplus materials.

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References

Section 33,52,53,68,196,197,222,225 Education Act
Alberta Occupational Health and Safety Act Part 5
Alberta Occupational Health and Safety Code Part 4
WHMIS 2015 (Workplace Hazardous Materials Information System)
Transportation of Dangerous Goods Regulations
Health and Safety in the Science Classroom – Alberta Education