

536 - WHMIS AND TRANSPORTATION OF DANGEROUS GOODS

Background

School jurisdictions have educational and social responsibilities in ensuring that students and staff are provided proper instruction (and modeling) in matters relating to the management of chemicals and hazardous waste as well as ensuring that actions taken are in the best interests of all members of society, both now and in the future. The actions of Wild Rose School Division will be consistent with the "Guidelines for Management of Chemical and Hazardous Waste in Schools", and with the provincial legislation outlined in the reference section at the end of this administrative procedure.

Principles

1. This management plan provides guidelines with respect to chemicals used in all areas of the school system operation such as instructional, custodial/maintenance, clerical/support, transportation and others.
2. Familiarity and compliance by users with pertinent Alberta legislation governing chemicals and hazardous waste as it applies to schools and school jurisdictions is necessary.
3. The Maintenance Supervisor will be designated as contact person having the responsibility in this area.

Procedures

1. Principals and/or Supervisors shall:
 - 1.1 Be familiar with WHMIS and Transportation of Dangerous Goods regulations that apply to their operation;
 - 1.2 Ensure that copies of the yellow WHMIS binder is kept current, in accordance with WHMIS regulations;
 - 1.3 Review WHMIS and Transportation of Dangerous Goods requirements with their staff each September;
 - 1.4 Ensure that yearly inventories of chemicals are conducted;
 - 1.5 Ensure that Material Safety Data Sheet (MSDS) sheets are current; and
 - 1.6 Promote the safety of staff and students by ensuring proper storage, and reasonable security of access to hazardous materials.
2. Appropriate Divisional staff shall participate in WHMIS and Transportation of Dangerous Goods training or informational programs provided by the Division.

3. Principals and/or supervisors with questions regarding WHMIS and Transportation of Dangerous Goods should contact the appropriately trained staff. Other staff should contact their Principal or supervisor.
4. In the approval for purchase of chemicals the following shall be considered:
 - ◆ Appropriate amounts
 - ◆ Shelf-life
 - ◆ Use of least hazardous material
 - ◆ Storage
5. It is the responsibility of any teacher involved in handling chemicals and hazardous material to inform students of the proper handling, use and disposal of the substance.
 - 5.1 Users of chemicals must adhere to WHMIS and Transportation of Dangerous Goods regulations.
 - 5.2 Training opportunities will be provided from time to time to ensure that each school has personnel in-serviced on the handling of materials regulated by Transportation of Dangerous Goods legislation.
 - 5.3 In-service will be provided for staff from time to time regarding WHMIS regulations.
 - 5.4 Students must be properly supervised during their use of chemicals.
 - 5.5 Substitute teachers who are required, as part of their assignment, to conduct labs/activities involving chemicals must have proper training as required by this procedure. Otherwise the labs / activities are not to be carried out.
 - 5.6 Reporting of accidents / incidents involving chemicals and hazardous waste shall be reported in accordance with current School Division practice.
 - 5.7 Teaching areas in which chemicals are used must be provided with proper equipment such as fire extinguishers, first aid and safety equipment, fume hoods and ventilation in accordance with the danger or hazard involved.

Reference: Section 60, School Act
Guidelines for Management of Chemicals and Hazardous Waste in Schools (Alberta Education/Alberta Special Waste Management Corporation 1991)
Dangerous Goods Transportation and Handling Act, RSA 2000, D.4
Hazardous Products Act 1985
Occupational Health and Safety Act, RSA 2000, O.2
Controlled Products Regulations 1988
Hazardous Products Regulations
Safety Glass Regulations
Science Education Sets Regulations
Consumer Chemicals and Containers Regulations 2001