

## **AP 542– Chemical and Hazardous Waste Management**

### **Background:**

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

Principals are expected to ensure that hazardous materials are handled safely by staff members. The District will implement an effective chemical management plan that meets federal and provincial standards in each of its facilities.

### **Procedures:**

1. The Secretary Treasurer 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. The Principal shall provide for training for staff members who are required to handle hazardous materials. The staff members will be provided with instructions and the necessary written materials about health hazards of materials that they may be using in the workplace.
4. All staff members handling chemicals shall be familiar with the use of the chemical and thoroughly read the label on the container.
5. All staff members shall follow recommended procedures in handling chemicals.
6. 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. All staff members handling chemicals shall be familiar with their responsibility regarding the reporting of a chemical related accident.
8. All 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 (WHMIS) and the employer and employee responsibilities.
9. MATERIAL SAFETY DATA SHEETS (MSDS) must be obtained from the supplier with the purchase of each chemical considered to be a controlled product.
10. All chemicals not purchased across the shelf and so called 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. A chemical transferred from one container to another container must be labelled with a workplace label that is in accordance with procedure 10 above.
12. Containers with damaged labels or labels that are accidentally removed or rendered illegible must be re-labelled with a workplace label.
13. The MATERIAL SAFETY DATA SHEET (MSDS) must match the chemical being used and contain the following information:
  - 13.1 Product identity [name of chemical(s)].
  - 13.2 Product ingredients [hazardous].
  - 13.3 Toxicity data.
  - 13.4 Physical data.
  - 13.5 Boiling/melting point.
  - 13.6 Vapor pressure/density.
  - 13.7 Solubility in water.
  - 13.8 Fire and explosion data.
  - 13.9 Flash point.
  - 13.10 Flammable limits.
  - 13.11 Fire extinguishing substances.
  - 13.12 Special fire fighting procedures.
  - 13.13 Reactivity data.
  - 13.14 Health hazard data.
  - 13.15 Spill, leak, misapplication or accident procedures.
  - 13.16 Special protection information.
14. 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.
15. 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.
16. All obsolete chemicals must be disposed of in accordance all current legislation with regards to Transportation of Dangerous Goods and only through a company registered in British Columbia on a timely basis.
17. Principals shall be responsible for the safe handling of hazardous chemicals by all staff members in the schools.
18. Teachers shall be responsible for the safe handling of hazardous chemicals by aides or students.
19. Facilities are not authorized to transport chemical and hazardous waste materials between sites or the transport of hazardous waste to the recycler. The District will engage the services of an approved and licenced Hazardous Waste removal contractor.