

HANDLING OF HAZARDOUS MATERIALS

Background

Reasonable measures shall be employed to ensure that the practices of those acquiring, using and disposing of hazardous chemicals are consistent with approaches to safeguard health.

Definitions

Controlled product means a product that meets the criteria of one or more of the six hazard classes, divisions, or subdivisions of WHMIS.

Hazardous chemical means any substance, class of substance, or mixture of substances that is entering or is capable of entering the environment in a quantity or concentration or under conditions that may constitute a danger to the environment, plant or animal life, or human health.

Hazardous waste means a hazardous chemical disposed of or to be disposed of as waste

Procedures

1. It is expected that employees handle hazardous chemicals safely and that the employees are made aware of and are encouraged to make use of resource materials that will allow them to be informed users of hazardous chemicals as follows:
 - 1.1 Employees that are required to handle hazardous materials shall obtain the necessary written material about health hazards of materials that they may be using in the employer's workplace.
 - 1.2 Employees handling hazardous chemicals shall be familiar with the use of the chemical and thoroughly read the label on the container.
 - 1.3 Employees shall follow recommended procedures in handling hazardous chemicals.
 - 1.4 Employees handling chemicals shall be familiar with the first aid treatment of an accident as explained on the Material Safety Data Sheet.
 - 1.5 Employees handling chemicals shall be familiar with their responsibility regarding the reporting of a hazardous chemical related accident.
 - 1.6 Instruction shall be provided that is to include a description of all the mandatory and performance-oriented aspects of the Workplace Hazardous Materials Information System (WHMIS) which includes the employer and employee responsibilities.
 - 1.7 Materials acquired for use in elementary school classes shall be those classed as consumer products, or those that present no hazard when handled as carefully as can be expected by young children.

2. If students are expected to handle hazardous chemicals, they shall be instructed in the safe handling and use of the hazardous chemicals they will be handling and shall be provided with the mandatory and performance-oriented aspects of WHMIS.
3. Procedures for the maintenance of hazardous chemicals shall be established by site based administrators, such procedures to include provisions for:
 - 3.1 Obtaining Material Safety Data Sheets from the supplier with the purchase of each hazardous chemical.
 - 3.2 Controlled products must have a label which shows the brand name, code name, or chemical name, appropriate hazard symbols and precautionary measures.
 - 3.3 Chemicals transferred from one container to another container must be labeled with a workplace label.
 - 3.4 Containers with labels that are damaged or removed must be relabeled with a workplace label.
 - 3.5 The Material Safety Data Sheets (MSDS) must be kept at each employer's workplace in easily identified binders which are visible to all employees.
 - 3.6 The Material Safety Data Sheet (MSDS) must match the chemical being used.
 - 3.7 Material Safety Data Sheets are to be kept up to date as new information related to hazardous chemicals becomes available.
 - 3.8 Hazardous waste must be disposed of in an appropriate manner once per year. In preparation for disposal of hazardous waste, the quantity remaining in the container is to be clearly marked on the container.
 - 3.9 Acquisition
 - 3.9.1 Hazardous chemicals are to be acquired in amounts that are appropriate considering the expected amount of use and the shelf life of the chemical. In addition, where possible, the least toxic alternative is to be given priority for acquisition and use.
 - 3.9.2 The following hazardous chemicals shall not be acquired for use in schools:
 - 3.9.2.1 Radioactive material;
 - 3.9.2.2 Carcinogenic materials;
 - 3.9.2.3 Explosive materials;
 - 3.9.2.4 Other materials for which the hazard is rated as "extreme" or "very high".
 - 3.9.3 When employees that are responsible for hazardous chemicals leave their position, they shall ensure that the site based administrator is fully briefed on the nature of the chemicals that they were responsible for and ensure that all containers are appropriately labeled as set out in this Administrative Procedure and provincial legislation.
 - 3.9.4 A current inventory is to be maintained, such inventory to include the name of the substance (as listed on the container), amount of substance and date of acquisition.

4. Site based administrators are to review current legislation regarding the handling and disposal of hazardous chemicals annually to ensure that their procedures for hazardous chemicals are appropriate.
5. Hazardous materials (as labeled pursuant to this Administrative Procedure) which are destined for disposal shall be:
 - 5.1 Held at the school until arrangements are made for disposal.
 - 5.2 Disposed of in an appropriate manner, either through the Alberta Special Waste Services organization or other agency approved for the disposal or recycling of hazardous materials.
6. The Facility Services Manager will survey schools once per year to determine if any hazardous materials exist.
7. Costs for disposal will be charged back to the school generating the waste.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 33, 52, 53, 68, 197, 222, 225 Education Act
Dangerous Goods Transportation and Handling Act
Hazardous Chemicals Act
Occupational Health and Safety Act