

CHEMICAL AND HAZARDOUS MATERIALS MANAGEMENT

Background:

The Division is committed to ensuring a system for chemical management is in place that meets the requirements of the Workplace Hazardous Materials Information System (WHMIS) and provides a safe and healthy working and learning environment for staff, students and visitors. This procedure applies to chemicals and chemical-controlled products used in all areas of school system operation including, but not limited to, instruction, custodial/maintenance, clerical/support, career and technology studies, science and art programs.

Definitions:

Canada SDS:

is the online platform used by the Division to store current chemical safety data sheets (SDS) and for printing of workplace labels.

Chemical Inventory:

is a written document used to manage and track chemical purchases, ensure SDS compliance, reduce health and safety risks, and reduce costs associated with excess chemicals.

Hazardous Material:

is a chemical or substance that may cause harm to humans, animals, plants and/or the environment unless given special handling or treatment. Chemicals and chemical waste by this definition include flammable or reactive materials, , carcinogens, toxic agents, and agents that may damage the lungs, skin, eyes or environment.

Hazardous Waste:

is chemical waste that poses a potential health and safety hazard to staff, students, public health or the environment.

Safety Data Sheet (SDS):

is a form created by the product manufacturer that contains detailed information on the properties of a chemical product or substance and is intended to provide workers with information on potential hazards, exposure controls, safe storage and handling, and first aid measures.

Supplier Label:

is a label applied to a chemical-controlled product by the product manufacturer or supplier that contains specific hazard information.

Transportation Of Dangerous Goods (TDG):

is legislation governing the transport of hazardous goods, from point of generation, throughout shipment to reception.

WHMIS:

means the Workplace Hazardous Materials Information System, a Canada-wide system designed to give workers the necessary health and safety information about chemicals used in the workplace.

Workplace Label:

is a label applied to a portable or secondary container after a chemical product has been transferred from its original container or if a supplier label becomes damaged. The workplace label must contain three categories of information: product identifier, safe handling phrase and reference to the safety data sheet (SDS). WHMIS pictograms are optional.

Procedures:

1. Principals/directors shall implement the following chemical management practices to control/monitor the purchase, inventory, use, storage, transport and disposal of chemical products and hazardous wastes.
 - 1.1. Chemical Management Practices
 - 1.1.1. Facility Services
 - 1.1.1.1. The Director of Facility Services shall approve substances ordered for custodial purposes and ensure an inventory is maintained, materials are stored in appropriate locations, and materials have the appropriate labels and safety data sheets (SDS).
 - 1.1.1.2. Custodial contractors shall use only those products approved by the Director of Facility Services.
 - 1.1.1.3. The Director of Facility Services shall assist with and monitor the management, recycling and disposal of chemicals and hazardous wastes to ensure compliance with legal requirements.
 - 1.1.2. Principals and directors
 - 1.1.2.1. A [Chemical Inventory](#) (Form 544-1) of chemical products used at the worksite, shall be maintained by each department/instructional program, and submitted annually to Occupational Health and Safety (OHS) in Human Resources on or before April 30. The inventory must include the product name and manufacturer.
 - 1.1.2.2. Chemical products shall be purchased from vendors approved by the Division.
 - 1.1.2.3. Chemical products shall be purchased in quantities that will be used during the current school year or that can be fully consumed under normal conditions within the shelf life of

the product (i.e., “just in time” purchasing in which chemicals are purchased as needed throughout the school year to reduce the costs and management needs associated with excess and expired chemicals). It is recommended that liquid chemicals be purchased in amounts that will be used within one or two years and dry and powdered materials be purchased in amounts that will be used in three years.

- 1.1.2.4. Purchasing decisions regarding chemical products shall first consider curriculum needs, appropriate amounts, least toxic alternatives, available storage facilities, shelf-life and disposal requirements.
- 1.1.2.5. Used, surplus, recycled or donated chemicals shall not be brought into the workplace from homes or other sources without the approval of the site/department administrator in consultation with the OHS Specialist.
- 1.1.2.6. Where feasible, strategies for reducing the volume of hazardous waste shall be used. Strategies include using micro-scale experiments, recycling chemicals for reuse and converting hazardous materials to non-hazardous products using precipitation and neutralization methods.
- 1.1.2.7. Good housekeeping and organization shall be always maintained in areas where chemicals are used and stored.
- 1.1.2.8. Staff and students shall be provided with and utilize the appropriate personal protective equipment (PPE) when working with hazardous materials.
- 1.1.2.9. Chemical spill kits, eyewash stations and first aid kits shall be maintained and located in areas where hazardous materials are used.
- 1.1.2.10. Areas where hazardous materials are stored (e.g., chemical prep rooms, custodial closets, etc.) shall be kept locked and secured from students and unauthorized persons.
- 1.1.2.11. All chemicals shall be stored in proper containers on sturdy shelves based on chemical compatibility schemes as described in the Alberta Education resource [Health and Safety in the Science Classroom K-12](#).
- 1.1.2.12. Food shall not be stored or consumed in areas where chemicals are used or stored.
- 1.1.2.13. Hazardous wastes generated at the worksite shall be documented on the [Hazardous Waste Disposal Form](#) (Form 544-3) and disposed of at least once annually—by May 31—for pick up and disposal using the Division’s chemical roundup service. This includes unnecessary, outdated, unknown, contaminated or degraded chemicals.

1.2. Workplace Hazardous Materials Information System (WHMIS)

1.2.1. Principals and directors

- 1.2.1.1. All staff and students using or handling chemical-controlled products shall receive appropriate generic and site-specific training in the Workplace Hazardous Materials Information System (WHMIS). Staff training shall be refreshed every three years or when new products or processes are introduced to the worksite.
- 1.2.1.2. All chemical products received, used and stored at the worksite shall have appropriate and legible supplier labels attached to them.
- 1.2.1.3. Workplace labels that include the product name, hazard statement and reference to the safety data sheet (SDS) shall be applied to all containers of chemical products dispensed into portable containers, or products with damaged supplier labels.
- 1.2.1.4. An inventory of existing and new chemical purchases is submitted to OHS, Human Resources for inclusion on the Canada SDS platform and updated annually by April 30.
- 1.2.1.5. Ensure staff know how to access current safety data sheets (SDS) for all chemical products found on the [Canada SDS](#) platform.

1.3. Transportation of Dangerous Goods (TDG)

- 1.3.1. Dangerous goods shall be handled and transported in accordance with Transportation of Dangerous Goods legislation and provincial [Transportation of Chemical Waste from School Laboratories](#) guidelines. TDG requirements for training, shipping documents and placards does not apply to chemicals when compliant with the small-quantity exemption requirements.

Reference:

Environmental Protection and Enhancement Act

Occupational Health and Safety Act, Regulation and Code

Hazardous Products Act

Transportation of Dangerous Goods Act

Alberta Education: Health and Safety in the Science Classroom K-12 (2019)