

## Administrative Procedure 546

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### CHEMICAL/HAZARDOUS MATERIALS MANAGEMENT

#### Background

The Division recognizes the importance of developing a management and disposal plan of chemical, hazardous and dangerous goods in all areas of the school system operation. Therefore, the Workplace Hazardous Materials Information System (WHMIS) will be present in all areas within the Division.

#### Procedures

1. All Division schools/worksites must control and monitor the purchase, inventory, use, storage, transport and disposal of chemicals and hazardous wastes in a safe manner. This must be done in accordance with federal, provincial and municipal legislation. Administrators/Managers shall ensure:
  - 1.1 Chemical supplies are purchased from vendors approved by BGSD;
  - 1.2 Purchasing decisions regarding chemical products should consider appropriate amounts, least toxic alternatives and shelf-life;
  - 1.3 The amount of chemicals and chemical wastes used, generated and stored on site is minimized;<sup>1</sup>
  - 1.4 Used or surplus chemicals from homes or other sources are not permitted on the worksite;
  - 1.5 All chemical products are properly stored<sup>2</sup> in approved cabinets or rooms and secured from access by students or untrained staff;
  - 1.6 High hazard chemicals such as lead compounds or acid bowl cleaners are eliminated and replaced with less hazardous alternatives;
  - 1.7 An **inventory** of chemical products used at the worksite is developed and maintained;
  - 1.8 All chemical and WHMIS controlled products used or stored at the worksite have appropriate and legible **supplier labels** attached to them;
  - 1.9 **Workplace labels** that include the product name, hazard statement and reference to the Safety Data Sheet (SDS) are applied to all portable containers of controlled products;

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<sup>1</sup> Schools should avoid stockpiling chemicals for future use as their quality may deteriorate and they can become hazardous due to decomposition.

<sup>2</sup> Information on the safe storage and handling of chemicals is located in the AB Education *Safety in the Science Classroom* manual

- 1.10 **Safety Data Sheets** (SDS)<sup>3</sup> for all controlled products are obtained and kept current at the worksite and are readily accessible to all employees;
- 1.11 All employees using or handling chemical controlled products receive appropriate **training** in the Workplace Hazardous Materials Information System (WHMIS);
- 1.12 All staff that receive, transport or prepare chemicals for transport are trained and certified in the Transportation of Dangerous Goods (TDG); and
- 1.13 An inventory of hazardous wastes generated at the worksite is maintained and that hazardous wastes are properly stored and disposed of on an annual basis using a licensed hazardous waste broker approved by the BGSD Occupational Health and Safety Advisor.

Reference: Section 52, 53(1), 68, 197 222(1), 225 Education Act  
Dangerous Goods Transportation and Handling Act  
Hazardous Chemicals Act  
Occupational Health and Safety Act

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<sup>3</sup> Safety Data Sheets can be obtained from the chemical supplier or contact the OH&S Advisor at 780-955-6113 for assistance.