

Fort McMurray Catholic Schools Operating Policies and Procedures

OP 107 - Chemical Management

Policy

Chemical management procedures will be established which will facilitate the safe handling, use and storage of chemicals.

Procedures:

1. All activities related to the use of chemical substances will be conducted in accordance with federal, provincial and municipal legislation specifically:
 - 1.1 Occupational Health and Safety Act WHMIS,
 - 1.2 Occupational Health and Safety Amendment Act WHMIS,
 - 1.3 Chemical Hazards Regulations WHMIS,
 - 1.4 Hazardous Chemicals Act - Alberta,
 - 1.5 Hazardous Waste Regulations,
 - 1.6 Transportation of Dangerous Goods Act and Regulations - Canada,
 - 1.7 Alberta Fire Code,
 - 1.8 Clean Water Act,
 - 1.9 Clean Air Act,
 - 1.10 Transportation of Dangerous Goods Control Act, and
 - 1.11 Transportation of Dangerous Goods - Regulations
2. The Supervisor of Plant Operations shall serve as the central resource person for all matters related to the purchase, control and usage of Workplace Hazardous Materials Information Systems (W.H.M.I.S.) products within the District. The approval authority for ordering supplies, materials or substances will be as follows:
 - 2.1 The principal for all school materials, and

- 2.2 The Supervisor of Plant Operations for custodial supplies.
3. The Supervisor of Plant Operations shall be responsible for:
 - 3.1 Developing and maintaining a master copy of the MSDS for all controlled products as identified under the W.H.M.I.S. legislation;
 - 3.2 Ensuring that all products contain proper labels and the MSDS's (Materials Safety Data Sheets) accompany these substances;
 - 3.3 Developing procedures for receiving chemical substances at each Worksite;
 - 3.4 Ensuring that the transportation of these substances shall be only carried out by trained personnel according to TDG regulations;
 - 3.5 The reuse/recycle/disposal of all chemical substances; and
 - 3.6 Ensuring that the purchase of chemical substances consider appropriate amounts, least toxic alternatives, shelf life, use of consumer products and use of hazardous substances.
4. Principals and the Supervisor of Plant Operations are to ensure that all employees handling hazardous chemical substances have WHMIS training. Each employee responsible for the use of these substances is subject to the following:
 - 4.1 Users must adhere to WHMIS legislation;
 - 4.2 Students must be adequately supervised during their use of these substances and instructed in the proper handling of these substances;
 - 4.3 Proper safety equipment shall be maintained in the area and used when these substances are being used;
 - 4.4 All workers shall be knowledgeable in handling materials and dealing with incidents and accidents resulting from the use of these substances; and
 - 4.5 An ongoing training and educational system will be available to all appropriate employees and the Supervisor of Plant Operations will maintain an inventory of staff attendance.

August 2002