

Administrative Procedure 545

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 Director of Facilities, Transportation and Capital Projects is responsible for establishing and maintaining a plan for the proper disposal and storage of chemicals and hazardous waste in all areas of District operation, including instructional, custodial/maintenance, clerical support, transportation and others.
2. Principals and managers are responsible for ensuring the appropriate purchase, proper storage and safe usage of chemicals used in instructional activities.
3. The principal or manager shall provide 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 [Occupational Health and Safety](#) regulations and guidelines in handling chemicals.
6. All staff members shall be aware of how to electronically access Safety Data Sheets (SDS).
7. All staff members handling chemicals shall be familiar with the first aid treatment of an accident as explained on the SDS.
8. All staff members handling chemicals shall be familiar with their responsibility regarding the reporting of a chemical-related accident.

9. All staff members that handle chemicals 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.
10. All obsolete chemicals must be disposed of in accordance with all current legislation with regards to Transportation of Dangerous Goods and only through a company registered in British Columbia on a timely basis.
11. Principals and managers shall be responsible for the safe handling of hazardous chemicals by all staff members in the schools.
12. Teachers shall be responsible for the safe handling of hazardous chemicals by aides or students.
13. 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 licensed Hazardous Waste removal contractor.

Reference: Sections 17, 20, 22, 23, 65, 85 School Act
Transportation of Dangerous Goods Act
Health Act
Occupational Health and Safety Regulation

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