



## EQUIPMENT & FACILITIES MANAGEMENT 3 – Hazardous Materials

Date: June 3, 2005

Revised: Apr. 10, 2013

Responsible Administrator: Superintendent

### 1.0 RATIONALE

All employees who are required to handle hazardous materials as part of their duties need to be provided with the necessary education about these materials.

### 2.0 PROCESS

The Superintendent is responsible for ensuring the necessary guidelines for hazardous materials are established and adhered to.

### 3.0 GUIDELINES

- 3.1 All employees handling chemicals shall be familiar with the use of the chemical and thoroughly read the label on the container.
- 3.2 All employees shall follow recommended procedures in handling chemicals.
- 3.3 All employees handling chemicals shall be familiar with the first aid treatment of an accident as explained on the Material Safety Data Sheet (MSDS).
- 3.4 All employees handling chemicals shall be familiar with their responsibility regarding the reporting of a chemical related accident.
- 3.5 All chemicals not purchased “across the counter” and so called “controlled products” must have a label which shows brand name, code name or chemical name, appropriate hazard symbols, risk phrases and precautionary measures. The label must also be contained within a distinctive rectangular border.
- 3.6 A chemical transferred from one container to another container, must be labeled with a workplace label that is in accordance with 3.1.
- 3.7 Containers with damaged labels or labels that are accidentally removed or rendered illegible must be re-labeled with a workplace label.

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References: *Board Policy: H/2 – Hazardous Materials Policy*



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- 3.8 Material Safety Data Sheets (MSDS) must be obtained from the supplier with the purchase of each chemical considered to be a controlled product.
- 3.9 The Material Safety Data Sheet (MSDS) must match the chemical being used and contain the following information:
  - 3.9.1 Product identity [name of chemical(s)]
  - 3.9.2 Product ingredients [hazardous]
  - 3.9.3 Toxicity data
  - 3.9.4 Physical data
    - 3.9.4.1 Boiling/melting point
    - 3.9.4.2 Vapor pressure/density
    - 3.9.4.3 Solubility in water
  - 3.9.5 Fire and explosion data
    - 3.9.5.1 Flash point
    - 3.9.5.2 Flammable limits in air
    - 3.9.5.3 Fire extinguisher substances
    - 3.9.5.4 Special firefighting procedures
  - 3.9.6 Reactivity data
  - 3.9.7 Health hazard data
  - 3.9.8 Spill or leak procedures
  - 3.9.9 Special protection information
- 3.10 Material Safety Data Sheets (MSDS) must be kept at each employer's workplace in easily identified binders which are visible to all employees.
- 3.11 All Material Safety Data Sheets (MSDS) are to be updated at least every three (3) years or as soon as new information related to the hazardous material becomes available.

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- 3.12 At least once a year, all obsolete chemicals must be disposed of through a company registered by the Alberta Special Waste Services Association. Associated costs are the responsibility of the school.
- 3.13 All employees must be provided with instruction that should 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.
- 3.14 Principals shall be responsible for the safe handling of hazardous chemicals by all employees in the schools.
  - 3.14.1 Custodians shall be responsible for the safe handling of hazardous chemicals by caretakers.
  - 3.14.2 Teachers shall be responsible for the safe handling of hazardous chemicals by aides or students.

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References:    *Board Policy: H/2 – Hazardous Materials Policy*