



AP 572 – HAZARDOUS MATERIALS

BACKGROUND

Saskatoon Public Schools recognizes the hazards and risks associated with chemicals used as part of educational instruction and/or in the workplace. All division employees and contractors will comply with all with applicable provincial and federal legislation pertaining to handling, storing or transporting chemicals. Non-compliance may be subject to discipline.

PROCEDURES

1. Saskatoon Public Schools will implement and maintain a WHMIS/GHS (Workplace Hazardous Materials Information System/Globally Harmonized System) procedure in accordance with current WHMIS/GHS legislation and best practice standards. This includes:
 - 1.1. Each school/worksite will complete an annual inventory identifying all chemicals at each worksite/school.
 - 1.2. Current acceptable MSDS/SDS (Material Safety Data Sheet/Safety Data Sheet) must be obtained and maintained for all controlled products at every workplace.
 - 1.3. Correct WHMIS/GHS labeling must be attached to each controlled product in the workplace
 - 1.4. Safe work practices, including procedures in the event of a spill, must be in place to prevent exposure to workers. This includes wearing of PPE (personal protective equipment) as outlined in each MSDS/SDS.
 - 1.5. All staff members who use or may be exposed to hazardous chemicals must successfully complete both the online training and jobsite training, and if required, chemical specific training to ensure employees handling specific chemicals understand the hazards and use all the safe work practice required for each chemical.
 - 1.6. Chemical exposure must be reported to the supervisor/administrator immediately and an Employee Incident Report must be completed. Incidents involving injury due to must have an insurance form completed and submitted to the principal.
 - 1.7. Chemicals must be safely and securely stored in accordance with guidelines outlined in the MSDS/SDS for each chemical.
 - 1.8. All expired chemicals must be disposed in accordance with both Transportation of Dangerous Goods legislation and provincial Environmental laws.
2. All students in laboratory courses and staff members shall have safety training sessions pertaining to specific hazards of the products they are handling and related safe work practices. Laboratory work involving hazardous chemicals shall not be conducted in elementary schools.
3. The Division is responsible to:
 - 3.1. Ensure employees successfully complete a training program that is in compliance with current WHMIS/GHS and TDG (Transportation of Dangerous Goods) legislation as coordinated by Coordinator, Curriculum and Instruction or designate.



- 3.2. Ensure all direct reports adhere to and are in compliance with all current WHMIS/GHS and related legislation.
4. Principals/Managers/Supervisors are responsible to:
 - 4.1. Ensure their site WHMIS MSDS/SDS binder is current and readily available to staff. All staff must know the location of the MSDS/SDS binder and/or digital resources.
 - 4.2. Ensure the worksite online database is current and readily available to staff. Website information should be posted in all areas where chemicals are stored or used.
 - 4.3. Ensure that each controlled product (chemical) has a current MSDS/SDS on file in their WHMIS MSDS/SDS binder. The staff member purchasing the controlled product is responsible for obtaining the MSDS/SDS from the purchasing vendor.
 - 4.4. Ensure that all WHMIS/GHS products are properly labeled in accordance with WHMIS/GHS legislation.
 - 4.5. Ensure that all staff under their charge have completed the WHMIS/GHS training and any other specific chemical safety training necessary to ensure that worker's health and safety.
 - 4.6. Ensure employees follow safe work procedures to prevent injury and /or exposure.
 - 4.7. Ensure employees review the MSDS/SDS of any new product brought on site before they handle or use it.
 - 4.8. Confiscate any controlled product with no MSDS/SDS on record and ensures it is not used until an MSDS/SDS is obtained or it is disposed of in accordance with both Transportation of Dangerous Goods and environmental legislation.
 - 4.9. Ensure an annual chemical inventory is completed at their worksite as coordinated by Science Safety Officer.
 - 4.10. Ensure all chemicals are disposed of in safe manner and in compliance with both TDG (Transportations or Dangerous goods) and Environment legislation.
5. Employees are responsible to:
 - 5.1. Participate and successfully complete all WHMIS/GHS safety training including participating in the annual inventory.
 - 5.2. Report any hazard, exposure and/or injury to their immediate supervisor and completing an Employee Incident Report.
 - 5.3. Follow all safe work procedures as identified by the employer.
 - 5.4. Ensure all chemicals they use are labeled and have a current MSDS/SDS on file in their sites WHMIS MSDS/SDS binder.
 - 5.5. Review current MSDS/SDS of all controlled products they handle to ensure they are knowledgeable of the hazards associated with the product and understand how to safely handle, use and store it.
 - 5.6. Coordinate the disposal of all controlled products and chemicals with Science Safety Officer.



Administrative Procedures Manual ♦ Section 500 ♦ AP 572 – Hazardous Materials

Reference:

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