



AP 1 – 26 WHMIS / Chemical Management

Related Policies:	Initial Approval: 2011 February 14
Related Procedures:	Last Amended:
Exhibits:	Last Reviewed: 2019 November 25

PURPOSE

To ensure that all chemical handling will be conducted with the Alberta Occupational Health and Safety Codes, Workplace Hazardous Materials Information Systems (WHMIS) and the Hazardous Products Act.

SCOPE

This procedure applies to all staff.

DEFINITIONS

None

PROCEDURES

1. This procedure applies to all staff members working with, or in proximity to chemicals. This includes Chemistry teachers, Shop teachers and Custodians.
2. Safety Data Sheets (SDS)
 - 2.1 Every site holding chemicals shall have Safety Data Sheets (SDS) for everyone working with or in proximity to chemicals, and the SDS stored in a readily available and easily located location.
 - 2.2 Every school shall maintain a current SDS which reflects the actual onsite chemical inventory.
 - 2.3 When a hazardous product is brought into the facility a safety data sheet must be present in the facility.
3. Labelling
 - 3.1 All WHMIS materials shall be properly labelled and properly stored
 - 3.2 All chemicals must have a legible workplace or supplier label attached to the container
 - 3.3 The workplace label must contain;
 - 3.3.1 Product Identification
 - 3.3.2 Precautionary statements (Safe use and handling precautions)
 - 3.3.3 Reference to the Safety Data Sheet (SDS).
 - 3.4 Supplier labels must not be modified or altered in any way, if product remains in the container
 - 3.5 Appropriate TDG class signs shall be applied to the door of the Chemical Preparation room.
4. Use and Storage of Chemicals
 - 4.1 Users must adhere to WHMIS legislation
 - 4.2 Students must be instructed in the proper handling of these substances. Instructions must be documented.
 - 4.3 Students must be adequately supervised during their use of these substances
 - 4.4 Proper safety equipment, appropriate to the hazards present, shall be maintained in the area and used in accordance with the SDS when the chemicals are used
 - 4.5 WHMIS training will be conducted by the CESD Safety Manager annually for all staff members whose Certification has expired (older than 3 years)
 - 4.6 Chemicals shall not be stored in the fume hood

- 4.7 When a chemical is decanted, or a new solution is made, the new container must have the proper Workplace label affixed
- 4.8 All chemicals not in their original container must be stored in a ULC, or equivalent container
- 4.9 All rooms in which chemicals are stored must remain locked at all times and students must not enter this room unescorted. Rooms with chemicals shall have proper signage on the door appropriate to the hazard.

5. WHMIS Training

- 5.1 Principals shall, at the beginning of each school year, provide the CESD Safety Manager with a list of all staff who require WHMIS training
- 5.2 All staff members working with or in proximity to chemicals shall, every three years or less, enrol in a general WHMIS course provided by the CESD Safety Manager
- 5.3 In addition to the general WHMIS course, all teachers who teach in chemistry labs, or industrial arts shops and all custodians must take a site-specific WHMIS training session, offered by the CESD Safety Manager every three years or less
- 5.4 The CESD Safety Manager shall, on an annual basis, develop a schedule to offer WHMIS training for:
 - 5.4.1 Chemistry teachers
 - 5.4.2 Shop teachers
 - 5.4.3 Custodians.

6. Disposal

- 6.1 When possible chemicals shall be neutralized and disposed of into the garbage or down drains. Safety in the Science Classroom (K-12) 2006, Pages 97 -119, and page 129 describe how to neutralize the chemicals
- 6.2 When neutralization is not possible the chemicals must be stored with a date and label on the container until the annual chemical round-up is conducted
- 6.3 Chemical waste will be collected every June. Cost of this will be borne by the CESD Safety Department
- 6.4 Schools that have chemicals which require identification prior to being removed from the site will bear the cost of the identification
- 6.5 Chemicals which have not been used in the past three (3) years must be disposed of.

7. General

- 7.1 All chemicals must be purchased in quantities, not exceeding three years requirements
- 7.2 Each location shall maintain a current inventory list
- 7.3 Current inventory lists must be submitted to the Safety Manager by September 15 every year
- 7.4 All Schools with a Chemistry Lab shall maintain a chemical spill kit as identified in the "Safety in the Science Classroom" manual
- 7.5 All Schools with a Chemistry Lab shall assign a teacher to be responsible for the Lab, including:
 - 7.5.1 conducting and submitting annual inspections
 - 7.5.2 requesting chemical waste pick-up
 - 7.5.3 neutralizing all possible chemicals prior to disposal
 - 7.5.4 reviewing chemical storage practices
 - 7.5.5 reviewing and ensure all chemicals are labelled in accordance with this procedure and
 - 7.5.6 ensuring that all necessary Personal Protective equipment is available and in good condition; appropriate to the hazards encountered, and sufficient for the largest class.
- 7.6 The CESD Safety Manager will report any concerns regarding compliance of this procedure to the Principal, the Liaison Superintendent, and the Associate Superintendent Corporate Services. The Principal with the assistance of the Liaison Superintendent will develop a compliance plan within two weeks of receiving that report.

- 7.7 The CESD Safety Manager will follow-up and ensure that the compliance plan is completed, in place at the school and staff are complying with the compliance plan.

REFERENCE AND LINKS

Hazardous Products Act

Controlled Products Act

Hazardous Materials Review Regulations

Occupational Health and Safety Code

Chemical Hazards Regulations

Transportation of Dangerous Goods Control Act

Administrative Regulation

Alberta Education – Safety in the Science Classroom 2006

HISTORY

Reviewed: 2013 Feb 22

Reviewed: 2017 Oct 04

Reviewed: 2018 Jan 21

Reviewed: 2018 March 02

Reviewed: 2019 Aug 23

Reviewed: 2019 Nov 25