

Administrative Procedure 160-1 Appendix A - Chemical and Hazardous Waste Management

Background

The Division will endeavor to ensure that an effective chemical and hazardous waste management plan which meets federal and provincial standards is in place and operational in each facility. The Division endorses activities consistent with the *Guidelines for Management of Chemical and Hazardous Waste in Schools* in ensuring the safety of its students and employees.

This management plan provides guidelines with respect to chemicals and hazardous waste used in all areas of the school system, instructional, custodial/maintenance, clerical/support, transportation and others.

When questions or concerns arise regarding specific requirements, appropriate documents and/or legislation will be referred to. These documents will be available from the Division Office.

Procedures

1. The Assistant Superintendent of Human Services shall be responsible for ensuring:
 - 1.1. Familiarity with W.H.M.I.S. and Transportation of Dangerous Goods regulations that apply to school jurisdictions.
 - 1.2. That copies of the W.H.M.I.S. binder are kept current.
 - 1.3. That W.H.M.I.S. and Transportation of Dangerous Goods requirements are reviewed with appropriate staff as required.
 - 1.4. That yearly inventories and round ups of chemicals are conducted.
 - 1.5. That Material Safety Data Sheets (M.S.D.S.) are current.
 - 1.6. Promotion of the safety of staff and students by ensuring proper storage, and reasonable security of access to its hazardous materials.
 - 1.7. In-servicing appropriate staff, as required, regarding W.H.M.I.S. and related regulations.
2. Principals and/or supervisors with questions regarding W.H.M.I.S. and Transportation of Dangerous Goods are to contact the Assistant Superintendent of Human Services.

3. In the purchase of chemicals, the following shall be considered:
 - 3.1. appropriate amounts
 - 3.2. shelf-life
 - 3.3. use of least hazardous material
 - 3.4. storage
4. It is the responsibility of any teacher involved in handling chemicals and hazardous material to inform students of the proper handling, use and disposal of the substance.
5. Users of chemicals must adhere to current federal and provincial regulations.
6. Students must be properly supervised during their use of chemicals.
7. Substitute teachers who are required, as part of their assignment, to conduct labs/activities involving chemicals must have proper training as required by this Administrative Procedure. Otherwise the labs/activities are not to be carried out.
8. Reporting of accidents/incidents involving chemicals and hazardous waste shall be in accordance with Occupational Health and Safety Regulations and Division administrative procedures.
9. Teaching areas in which chemicals are used must be provided with proper equipment such as fire extinguishers, first aid and safety equipment, fume hoods and ventilation in accordance with the danger or hazard involved.

Reference: Section 33, 52, 53, 68, 197, 222, 225 Education Act
Dangerous Goods Transportation and Handling Act
Environmental Protection and Enhancement Act
Hazardous Products Act
Occupational Health and Safety Act
Occupational Health and Safety Code
Potentially Hazardous Chemicals Information Guide (1981)
Safety in the Science Classroom
Alberta Users Guide for Waste Management

Effective: 1998-02-12
Amended: 2022-01-01