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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

**Policy Code:** FH  
**Policy Title:** Hazardous Materials  
**Cross Reference:**  
**Legal Reference:**  
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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT IS HAS A RESPONSIBILITY TO ENSURE THAT HAZARDOUS MATERIALS ARE SAFELY USED BY ITS EMPLOYEES. THE BOARD ALSO BELIEVES THAT THE USE OF HAZARDOUS MATERIALS USED BY ITS EMPLOYEES SHALL BE IN ACCORDANCE WITH THE ALBERTA CHEMICAL HAZARDS REGULATION.

**GUIDELINES**

1. It is the Board's intention that all employees who are required to handle hazardous materials will be provided with instructions and the necessary written materials about health hazards of materials that they may be using in the employer's work place.
2. All employees handling chemicals shall be familiar with the use of the chemical and thoroughly read the label on the container.
3. The Principal shall ensure that the MATERIAL SAFETY DATA SHEET (MSDS) for each hazardous material in the school is conspicuously available.
4. All employees shall follow recommended procedures in handling materials as explained on the MSDS.
5. All employees handling chemicals shall be familiar with the first aid treatment of an accident as explained on the MSDS.
6. All employees handling chemicals shall be familiar with their responsibility regarding the reporting of a chemical related accident.

**REGULATIONS**

1. The Facilities Manager and/or a Principal shall approve of potentially hazardous materials. Approval for purchases of such substances shall consider appropriate amounts, least toxic alternatives, shelf life, use of consumer products and use of hazardous substances.
2. All chemicals not purchased across the shelf 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. A chemical transferred from one container to another must be labeled with a work place label that is in accordance with regulation #2.

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4. Containers with damaged labels or labels that are accidentally removed or rendered illegible must be re-labeled with work place label.
5. MATERIAL SAFETY DATA SHEET (MSDS) must be obtained from the supplier with the purchase of each chemical considered to be a controlled product.
6. The MATERIAL SAFETY DATA SHEET (MSDS) must match the chemical being used and contain the following information
  - 6.1 Product identity (name of chemical(s))
  - 6.2 Product ingredients (hazardous)
  - 6.3 Toxicity data
  - 6.4 Physical data
    - 6.4.1 boiling/melting point
    - 6.4.2 vapor pressure/density
    - 6.4.3 solubility in water
  - 6.5 Fire and explosion data
    - 6.5.1 flash point
    - 6.5.2 flammable limits in air
    - 6.5.3 fire extinguishing substances
    - 6.5.4 special fire fighting procedures
  - 6.6 Reactivity data
  - 6.7 Health hazard data
  - 6.8 Spill or leak procedures
  - 6.9 Special protection information
7. MATERIAL SAFETY DATA SHEETS (MSDS) must be kept at each employer's work place in easily identified binders which are visible to all employees.
8. 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.
9. At least once a year, all obsolete chemicals must be disposed of through a company registered by the Alberta Special Waste Services Association.
10. The Facilities Manager shall ensure that all maintenance and caretaking staff are provided with instruction that should include a description of all the mandatory and performance oriented aspects of the WORK PLACE HAZARDOUS INFORMATION SYSTEM (WHMIS) and the employer and employee responsibilities.
11. The Principal shall ensure that all school staff are provided with instruction that should include a description of all the mandatory and performance oriented aspects of the WORK PLACE HAZARDOUS

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INFORMATION SYSTEM (WHMIS) and the employer and employee responsibilities.

12. Principals shall be responsible for the safe handling of hazardous chemicals by all employees in the schools:
  - 12.1 Head custodians shall be responsible for the safe handling and storage of hazardous chemicals by caretaking staff.
  - 12.2 Teachers shall be responsible for the safe handling of hazardous chemicals by aides or students.
13. Transportation and disposal of hazardous materials will be the responsibility of the school maintenance department. Transportation shall be in accordance with TDG regulations and shall be undertaken only by trained personnel as approved by the Facilities Manager. Disposal shall be arranged through a company registered by the Alberta Special Waste Services Association.
14. Related information, regulations and legislation may be found in the following publications:
  - 14.1. Occupational Health and Safety Act – WHMIS
  - 14.2. Occupational Health and Safety Amendment Act – WHMIS
  - 14.3. Chemical Hazards Regulations – WHMIS
  - 14.4. Hazardous Chemicals Act – Alberta
  - 14.5. Hazardous Waste Regulations
  - 14.6. Transportation of Dangerous Goods Act and Regulations – Canada
  - 14.7. Alberta Fire Code
  - 14.8. Clean Water Act
  - 14.9. Transportation of Dangerous Goods Control Act
  - 14.10. Transportation of Dangerous Goods - Regulations