

## Administrative Procedure 543

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### CHEMICAL MANAGEMENT

#### Background

A management plan which governs the purchase, inventory, use, storage and transport of all chemical, hazardous and dangerous goods and wastes is an integral part of day to day operations.

#### Procedures

##### 1. General

All activities related to chemical, hazardous, and dangerous goods and wastes will be conducted in accordance with federal, provincial and municipal legislation.

##### 2. Purchasing

- 2.1 The Director, Business Services or designate shall approve the purchase of all custodial supplies which are governed under this administrative procedure.
- 2.2 The principal shall approve the purchase of all substances governed under this administrative procedure which are ordered for instructional or administrative supplies within his/her school.
- 2.3 The Director, Business Services or designate or the principal, as the case may be, in approving purchases shall consider appropriate amounts, least toxic alternative, shelf-life, use of consumer products and use of hazardous substances. They shall also ensure that proper labels and manufacturer's data sheets accompany these substances when received from suppliers.

##### 3. Inventory, Storage and Disposal

- 3.1 The Director, Business Services or designate shall maintain an inventory, in the prescribed format, of all substances governed under this administrative procedure which are purchased for use in the Facilities Department. Said inventory will be updated on an annual basis.
- 3.2 The principal shall maintain an inventory, in the prescribed format, of all substances governed under this administrative procedure which are purchased for instructional or administrative use in his/her school. Said inventory will be updated on an annual basis. A copy of the updated inventory will be submitted to the Director, Business Services and the principal shall retain the original.
- 3.3 The Director, Business Services or designate and principals shall be responsible for ensuring that all substances governed under this administrative procedure, as identified in 3.1 and 3.2 above, are stored in accordance with applicable legislation.

3.4 Principals and the Director, Business Services or designate shall develop a plan for their worksites for the identification, inventory, storage, and procedures for reuse, recycle and disposal of substances, as identified in 3.1 and 3.2 above. Principals and the Director, Business Services or designate shall ensure that each of their respective staff members adheres to the plan.

#### 4. Staff Member Training

4.1 General information will be provided on an annual basis to all staff members handling substances governed under this administrative procedure.

4.2 All new staff members required to handle substances governed under this administrative procedure shall receive appropriate training within three months of commencing employment.

4.3 The Director, Business Services or designate will be designated as the trainer for the Division and as such will coordinate and conduct all training sessions.

#### 5. Use of Substances

5.1 Principals shall ensure that students are adequately supervised and instructed in the properly handling of substances governed by this administrative procedure.

5.2 Principals and the Director, Business Services or designate shall ensure that staff members and students adhere to WHMIS legislation when handling products governed by this administrative procedure.

#### 6. Transport

6.1 Only staff members in the Facilities Department who have received the appropriate training will be permitted to transport between facilities goods governed by this administrative procedure.

6.2 Each facility will have a minimum of one staff member trained and designated as a receiver of the goods.

6.3 Principals and the Director, Business Services or designate shall develop plans for their facilities regarding the procedures for receiving goods governed by this administrative procedure. Said plan shall include the designated receiver, the site for delivery, and timings of orders and deliveries where applicable.

Reference: Section 20, 60, 61, 113, 116, 117, School Act  
Dangerous Goods Transportation and Handling Act  
Hazardous Chemicals Act  
Occupational Health and Safety Act