

CHEMICAL MANAGEMENT

Background

The Division believes that chemicals and hazardous wastes must be managed with care.

Procedures

1. Principals and the coordinator of facility services are responsible for the management of all chemicals, hazardous and dangerous goods, and wastes.
2. When chemicals are being purchased, the following factors shall be considered:
 - a. appropriate amounts
 - b. least toxic alternatives
 - c. shelf life
 - d. use of consumer products as an alternative
 - e. proper labelling and availability of supply
 - f. material safety data sheets (M.S.D.S.'s) for the product
3. Proper inventories shall be maintained for all chemical products to ensure that materials are used chronologically, and are not retained in inventory in excessive quantities.
4. Proper storage facilities shall be maintained in a clean and orderly manner.
5. Each Principal and the coordinator of facility services shall be responsible for developing a plan for the identification, inventory, storage, procedures for re-use, recycling, and disposal of substances.
6. The publication, "*Guidelines for Management of Chemicals and Hazardous Waste in Schools*" shall be available in each school and supervisor's office.
7. Every effort shall be made to provide on-going training and education for all employees involved with hazardous goods.
8. Livingstone Range School Division maintenance staff, transporting dangerous chemicals, shall have the required certification.
9. Students must be adequately supervised while using hazardous substances.

10. Students must be instructed in the proper handling of hazardous substances.
11. Users shall adhere to Work Place Hazardous Material Information System (W.H.M.I.S.) regulations.
12. Proper safety equipment shall be maintained in all work areas and laboratories, and used in these places when hazardous substances are being used.
13. All surplus chemicals and hazardous wastes shall be removed from schools once a year and shall be disposed of in a proper and legal manner. Where possible, the collection should occur during the month of May.
14. Emergent removal of chemicals considered to be life threatening shall be effected immediately.
15. The Livingstone Range School Division No. 68 will not accept donations of chemicals, hazardous goods or other substances of a dangerous or illegal nature.
16. The Livingstone Range School Division No. 68 shall provide central leadership and funding for organizing proper collection and disposal of toxic wastes and surplus materials.

References