

## Chemical Management and Hazardous Materials Information System (WHMIS)



**Adopted:** June 28, 2011

**Amended:** March 3, 2023

### External References

- Education Act: Sections 85, 87, 116, 175, 231
- Dangerous Goods Transportation Act
- Saskatchewan Employment Act
- Public Health Act

### Internal References

## Background

The Division believes it has a responsibility for the safety and physical protection of its staff members and students.

Principals are expected to ensure that hazardous materials are handled safely by staff members. The Division will implement an effective chemical management plan that meets federal and provincial standards in each of its facilities. All Safety Data Sheet (SDS) information is stored online with VelocityEHS (formerly MSDSONline). The SDS/Chemical Management app can be downloaded for tablets and smartphones.

## Procedures

1. The Superintendent of Business or designate is responsible for establishing and maintaining a plan for the proper disposal and storage of chemicals and hazardous waste in all areas of the Division, including instructional, custodial/maintenance, clerical support, transportation and others.
2. Principals are responsible for ensuring the appropriate purchase, proper storage and safe usage of chemicals used in instructional activities.
3. Pest control products shall be limited to areas of the school which are secure from students.
4. The Principal shall provide staff members who are required to handle hazardous materials with instructions and the necessary written materials about health hazards of materials that they may be using in the workplace.
5. All staff members handling chemicals shall be familiar with the use of the chemical and thoroughly read the label on the container.
6. All staff members shall follow recommended procedures in handling chemicals.
7. All staff members handling chemicals shall be familiar with the first aid treatment of an accident as explained on the Safety Data Sheet (SDS).
8. All staff members handling chemicals shall be familiar with their responsibility regarding the reporting of a chemical related accident.
9. All staff members working with chemicals must be provided with instruction that is to include a description of all the mandatory and performance-oriented aspects of the WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS) and the employer and employee responsibilities.

10. Safety Data Sheets (SDS) must be obtained from the supplier with the purchase of each chemical considered to be a controlled product.
11. 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 and precautionary measures. The label must also be contained within a distinctive rectangular border.
12. A chemical transferred from one container to another container must be labelled with a workplace label that is in accordance with procedure 11 above.
13. Containers with damaged labels or labels that are accidentally removed or rendered illegible must be re-labelled with a workplace label.
14. Safety Data Sheets (SDS) must be readily accessible at each employer's workplace. Staff must demonstrate the ability to use the online system. In the event a binder is used, it must be current, easily identified, and visible to all staff members.
15. All Safety Data Sheet (SDS) are to be updated at least every three (3) years or as soon as new information related to the hazardous material becomes available.
16. Assetplanner requests are to be submitted for disposal of all obsolete chemicals.
17. Principals shall be responsible for the safe handling of hazardous chemicals by all staff members in the schools.
18. Caretakers shall be responsible for the safe handling of caretaking chemicals.
19. Teachers shall be responsible for the safe handling of hazardous chemicals by educational assistants or students.