
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: FH
Policy Title: Hazardous Materials
Cross Reference:
Legal Reference: Hazardous Products Act,
Hazardous Products Regulation,
Controlled Products Regulation,
OHS Code
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**Amendment or Re-
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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 PROVINCIAL LEGISLATION AND REGULATIONS.

GUIDELINES

1. All employees who are required to handle hazardous materials should:
 - 1.1. be provided with and participate in WHMIS and chemical safety training;
 - 1.2. be provided instructions on hazards and safe use of the hazardous products;
 - 1.3. take necessary steps to protect themselves and others;
 - 1.4. participate in identifying and controlling hazards; and
 - 1.5. know where the safety data sheet are located.
2. The principal and site supervisor shall ensure that:
 - 2.1. workers are educated and trained on the hazards and safe use of hazardous materials in the workplace;
 - 2.2. hazardous products are properly labelled;
 - 2.3. safety data sheets are readily available at the worksite to workers who may be exposed to the hazardous product and the joint health and safety committee if there is one; and
 - 2.4. appropriate control measures are in place to protect the health and safety of others.

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3. The facilities manager shall ensure that all maintenance and caretaking staff are aware of and comply with this policy.
4. The facilities manager shall ensure that all caretaking contractors are aware of this policy.
 - 4.1. Caretaking contractors shall ensure that their staff and subcontractors are aware of and comply with this policy.
 - 4.2. The division reserves the right for the facilities manager to request verification of WHMIS certification from contractors, their employees, and/or subcontractors.
5. The principal shall ensure that all school staff are aware of and comply with this policy.
 - 5.1. Teachers shall ensure that all support staff and students in their classrooms are aware of and comply with this policy.
 - 5.2. Staff are required to be WHMIS certified to access school janitorial rooms.

REGULATIONS

1. The principal or site supervisor shall approve all hazardous materials prior to their use in their respective facility.
2. All hazardous materials must have proper supplier labels as per the Hazardous Products Act (Canada).
 - 2.1. Containers with damaged labels or labels that are accidentally removed or rendered illegible must be re-labeled with workplace label that includes the information required for a supplier safety data sheet.
3. A chemical transferred from one container to another must be labeled with a workplace label that includes the information required for a supplier safety data sheet.
4. Safety data sheets (SDS) must be obtained from the supplier with the purchase of each chemical considered to be a hazardous product unless the supplier is exempted from the requirement to provide a safety data sheet by the Hazardous Products Regulations (Canada).
 - 4.1. An employer may store a hazardous product for which there is no supplier safety data sheet for not more than 120 days if the employer is actively seeking a supplier safety data sheet.
5. If significant new data are provided to the employer from the supplier regarding the safety data sheet content, the employer must update the safety data sheet:
 - 5.1. as soon as reasonably practicable, and, in any case; and
 - 5.2. not more than 90 days after significant new data are provided to the employer.
6. Principals of schools and supervisors of other work sites other than schools are responsible for appropriate storage and arranging for disposal of hazardous wastes.
 - 6.1. Hazardous materials must be disposed of through a company registered by the Alberta Special

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Waste Services Association.

- 6.2. Transportation and disposal of hazardous materials will be the responsibility of the school maintenance department.
 - 6.2.1. Schools should contact the facilities manager to arrange for proper disposal of hazardous material.
 - 6.2.2. Transportation shall be in accordance with provincial regulations and shall be undertaken only by trained personnel as approved by the facilities manager.