

Hazardous Materials and Chemical Management



April 2026

Background

The Division believes it has a responsibility for the safety and physical protection of its staff, children and students. The Division, therefore, expects administrators and supervisors to ensure that hazardous materials are handled safely by staff.

Procedures

1. The Director of Plant will be directly responsible for implementation of materials and chemical management Procedures.
2. The Director of Plant will be the resource person who will implement the Procedures throughout the Division.
3. Herbicides and pesticides may only be applied on non–operational days. The Director of Plant will ensure that the public is informed about where and when the application is to be made.
4. Rodent poison will be limited to areas of the school which are secure from students and areas of other buildings that are secure from staff.
5. Administrators and supervisors will provide staff 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 employer’s workplace.
6. All staff handling chemicals will be familiar with the use of the chemical and thoroughly read the label on the container.
7. All staff will follow recommended procedures in handling chemicals.
8. All staff handling chemicals will be familiar with the first aid treatment of an accident as explained on the *Safety Data Sheets (SDS)*.
9. All staff handling chemicals will be familiar with their responsibility regarding the reporting of a chemical related accident.
10. All staff must be provided with instructions that include a description of all the mandatory and performance–oriented aspects of the *Workplace Hazardous Materials Information System (WHMIS)* and the employer and staff responsibilities.
11. Principals will be responsible for the safe handling of hazardous chemicals by all staff members in the schools.
 - 11.1 Custodians will be responsible for the safe handling of hazardous chemicals used in their job.
 - 11.2 Teachers will be responsible for the safe handling of hazardous chemicals by

aides or children or students.

12. The *Safety Data Sheets (SDS)* must be obtained from the supplier with the purchase of each chemical considered to be a controlled product.
13. 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.
14. A chemical transferred from one container to another container must be labeled with a workplace label that is in accordance with Procedure 13.
15. Containers with damaged labels or labels that are accidentally removed or rendered illegible must be re-labeled with a workplace label.
16. The *Safety Data Sheets (SDS)* must match the chemical being used and contain the following information:
 - 16.1 Product Identity [(Name of Chemical(s))].
 - 16.2 Product Ingredients (Hazardous).
 - 16.3 Toxicity Data.
 - 16.4 Physical Data:
 - 16.4.1 Boiling/Melting Point.
 - 16.4.2 Vapour Pressure/Density.
 - 16.4.3 Solubility in Water.
 - 16.5 Fire and Explosion Data:
 - 16.5.1 Flash Point.
 - 16.5.2 Flammable Limits.
 - 16.5.3 Special Firefighting Procedures.
 - 16.6 Reactivity Data.
 - 16.7 Health Hazard Data.
 - 16.8 Spill, Leak, Misapplication, or Accident Procedures.
 - 16.9 Special Protection Information.
17. The *Safety Data Sheets (SDS)* must be kept at each Division workplace in easily identified binders which are visible to all staff members.
18. All *Safety Data Sheets (SDS)* are to be updated at least every three (3) years or as soon as new information related to the hazardous material becomes available.
19. At least once a year, all obsolete chemicals as identified by Science Teachers/Custodians must be disposed of through the maintenance department.

Reference: Sections 52 and 53 *Education Act*
Occupational Health and Safety Act
Occupational Health and Safety Regulation (184/2021)
Workplace Hazardous Materials Information System (WHIMIS)

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