

WHMIS AND HAZARDOUS MATERIALS

Background

In order to protect staff and students from the risks associated with hazardous materials, the School District will identify all potentially hazardous materials in accordance with Workplace Hazardous Materials Information System (WHMIS 2015) regulations. A general description of WHMIS regulations is included in the Appendix to this Administrative Procedure.

Standards and procedures for the safe handling, storage, and use of hazardous materials will be developed and applied where needed.

Procedures

1. Safety Data Sheets

- 1.1. A Safety Data Sheet (SDS) must be available on site for each hazardous material kept at that site.
- 1.2. All SDS's for each site shall be kept online and accessible through the SD71 "MSDSOnline" system. Sites which incorporate areas such as science labs or shops that contain large stores of materials may have additional Safety Information Stations containing hard copies the SDS's for those areas.
- 1.3. Workers who do not have ready access to the "MSDSOnline" system through either a computer or smartphone will be provided with hard copies of the SDS for the chemicals that they work with or in hazardous proximity to.
- 1.4. The "MSDSOnline" system will be maintained by the School District Safety Manager.

2. WHMIS Requirements

- 2.1. The Administrator or Supervisor responsible for a site will ensure that:
 - 2.1.1. An inventory of all hazardous materials used at that site is developed and maintained;
 - 2.1.2. A SDS is kept online for each hazardous material;
 - 2.1.3. Each container of hazardous materials is properly labelled;
 - 2.1.4. An SDS is obtained for every hazardous material that is purchased;
 - 2.1.5. All staff at each site who work with or in proximity to someone who works with a controlled substance receives WHMIS 2016 training.

3. Purchasing

- 3.1. Each hazardous or potentially hazardous material purchased must, in accordance with School District purchasing protocols, be preceded or accompanied by an appropriate SDS. It is the responsibility of the person placing the order to ensure that an SDS is

received and that a copy of the SDS is forwarded to the School District Safety Manager.

Labelling

- 3.2. All containers of hazardous materials must be labelled as to their contents. All containers received from suppliers must have a supplier label. If a container does not have a supplier label, it is to either be returned to the supplier or stored and unused until a proper label is received.
- 3.3. Any container filled on site must be labelled or otherwise identified by the person handling the material. Workplace labels, containing the required WHMIS information, must be prepared onsite by the user. Pre-printed WHMIS workplace labels can be provided, upon request through the Safety Manager.

4. Materials Inventory

- 4.1. It is the responsibility of each site administrator or supervisor to ensure that an initial inventory of the hazardous materials used at their site is compiled. The inventory must include all hazardous or potentially hazardous materials kept on the site and must specify the following:
 - 4.1.1. Product name or description;
 - 4.1.2. Location stored;
 - 4.1.3. Location used;
 - 4.1.4. Name and address of manufacturer or supplier;
 - 4.1.5. Whether or not an SDS is available.
- 4.2. This information shall be forwarded to the Safety Manager so that the online School District inventory can be updated.
- 4.3. Follow-up inventories must be conducted periodically to identify new materials and dispose of materials which are no longer being used.

5. Education and Orientation

- 5.1. All School District employees, upon commencing employment or as soon as practicable thereafter, shall receive orientation in general WHMIS 2016 requirements and responsibilities. All employees shall receive site-specific orientation in the properties and handling of hazardous materials used or stored at the site at which they work. Employees exposed to hazardous materials through the course of their jobs will receive specific orientation related to those materials.
- 5.2. The Safety Manger will review the School District's education and orientation program annually in consultation with the Joint Occupational Health and Safety Committee and will develop and provide WHMIS orientation programs as required.
- 5.3. It is the responsibility of each employee's supervisor or manager to ensure that the employee receives the required safety education and orientation.

6. Storage and Handling of Hazardous Materials

- 6.1. Hazardous materials shall be stored and handled in accordance with the requirements of the WorksafeBC Occupational Health and Safety Regulations and the BC Fire Code.
- 6.2. Hazardous materials must be safely stored. Large quantities of controlled substances or smaller quantities of particularly dangerous materials shall be stored only in unoccupied areas that are well ventilated. If unsure about storage requirements review the SDS and consult with the School District Safety Manager.
- 6.3. Under no circumstances shall materials be stored in electrical, mechanical, or furnace rooms.
- 6.4. Materials which are incompatible, or which produce violent reactions when combined shall not be stored in proximity to one another. Science teachers will conform with chemical compatibility storage requirements.
- 6.5. Containers of hazardous materials stored on shelves shall be stored below eye level and be secured or restrained to prevent them from falling.
- 6.6. Flammable liquids stored indoors shall be kept only in closed containers and stored in storage cabinets designed for flammable liquids.
- 6.7. Only working quantities of hazardous materials shall be kept outside storage areas.
- 6.8. Containers for hazardous materials must be inert to their contents and securely sealed.
- 6.9. Laboratory fume hoods are not to be used for the storage of chemicals.
- 6.10. Cylinders of compressed gas shall be stored with non-combustible restraints and in such a manner that they are secure from falling. Only working quantities of compressed gases may be stored indoors.
- 6.11. Emergency eyewash stations shall be maintained in all areas where hazardous materials are handled or used.
- 6.12. Suitable personal protective equipment (PPE) shall be worn when working with or handling hazardous materials.
- 6.13. Eating and drinking are not permitted in areas where hazardous materials are stored, handled, or used.

7. Emergency Procedures - Hazardous Materials

7.1. Containing Hazardous Material Spills

- 7.1.1. Methods for dealing with spills of hazardous materials will vary widely depending on the characteristics of the material spilled or released. The SDS shall be consulted for information on how to deal with any particular substance. In every event the primary concern is the safety of the person handling the material and any other persons in the vicinity. If the spill presents any sort of hazard, the area must be evacuated until the spill is properly dealt with.
- 7.1.2. Science and shop areas will have spill kits suitable for the types of chemicals and materials being handled.

7.2. First Aid

7.2.1. Injuries involving hazardous materials involve either inhalation, skin contact, or ingestion of the material. The following actions are recommended in each case:

7.2.1.1. Inhalation. Get the victim to fresh air and administer oxygen, if available. Seek medical aid.

7.2.1.2. Skin contact. Immediately wash the area of contact with copious amounts of water. Remove any contaminated clothing.

7.2.1.3. Ingestion. Do not induce vomiting. Seek medical aid.

7.2.2. In each case consult the MSDS for further information and, if necessary, seek further aid from the following agencies:

7.2.2.1. Poison Control 1-800-567-8911

7.2.2.2. Ambulance 911

7.3. Reporting Hazardous Material Spills

7.3.1. Any incident involving a chemical spill or release of a hazardous material shall be reported to the appropriate Supervisor as soon as possible after occurrence. Any spill of 25 litres (5 gallons) or more or a spill of a lesser amount of any immediately dangerous or particularly toxic substance must be reported to the Safety Manager immediately.

7.4. Hazardous Materials Fires

7.4.1. In the event of a fire involving hazardous materials, regardless of whether or not the materials are the source of the fire, the following actions must be taken in the order of priority listed:

7.4.1.1. Ensure personal safety. At all times ensure that you have a clear route of escape. If at any time there is any risk to your personal safety, leave the area immediately.

7.4.1.2. Activate the fire alarm. This action must not be delayed any longer than is absolutely necessary in order to ensure your personal safety.

7.4.1.3. Warn other people in the area. Notify anyone working in your vicinity who is or may be affected by the fire.

7.4.1.4. Attempt to extinguish the fire. If you have received training in extinguishing minor fires and if you feel that you can safely deal with the fire, attempt to extinguish it with a fire extinguisher.

7.4.1.4.1. No staff member shall put themselves at risk in order to extinguish a fire. Do not fight a fire if there is smoke compromising your ability to breathe fresh air or if your route of exit is in anyway compromised. Do not fight fires in science chemical storage areas.

7.4.1.5. Contain the fire. If you cannot extinguish the fire, contain it by closing the doors of the room in which the fire is located.

7.5. Gas Leaks

7.5.1. A natural gas or propane leak will be quickly noted by the distinctive smell. In the event of a known or suspected leak, immediately notify the following:

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| 7.5.1.1. Fire Department | 911 |
| 7.5.1.2. Maintenance Department | 250-338-7475 |
| 7.5.1.3. Gas Emergencies | 1-800-663-9911 |
| 7.5.1.4. School District Office | 250-338-5500 |

7.5.2. Evacuation of the area or building may be initiated at the discretion of the Administrator or Supervisor.

7.5.3. Staff and students are to be evacuated up wind and/or to the point that there is no discernible smell.

7.5.4. Do not attempt to repair gas equipment yourself and, other than in the event of an earthquake, do not attempt to turn off a gas supply line to a building. In the event of a gas leak in the science area of a school, the local shutoff valve may be utilized.

8. Contact Lenses

8.1. Staff must check the SDS for the products that they work with prior to working with the material and refrain from wearing contact lenses so advised by the manufacturer.

9. Asbestos

9.1. Only School District maintenance staff and contractors who have been properly trained may work with or near materials containing friable asbestos or work with manufactured products containing asbestos. All such work must be performed in accordance with the School District's procedures for working with asbestos and must have the written authorization of the Safety Manager.

9.2. All staff are to report to the School District Safety Manager any observed damage or substandard condition involving asbestos containing materials.

10. PCB's

10.1. Fluorescent light ballasts which contain or may contain PCB's shall only be removed or installed by properly trained electricians.

10.2. All handling and storage of ballasts containing PCB's shall be in accordance with the School District's procedures and in consultation with the School District Safety Manager.

11. Potentially Infectious Materials

11.1. Any bodily fluids or wastes such as blood, vomit, urine, faeces, or saliva are potential sources of infection. Such materials shall be handled only by staff members who have received proper training and only in accordance with the School District's procedures for working with potentially infectious materials.

Reference: Sections 17, 20, 22, 23, 65, 85 School Act
Fire Code
Health Act
Transportation of Dangerous Goods Act
Occupational Health and Safety Regulation

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