

REGULATION 5141.11

WORKPLACE HAZARDOUS MATERIALS

1. DEFINITION

Hazardous materials are defined as any product, material or substance which, by application of the criteria in the Controlled Products Regulations, is included in any of the six classes listed within the Hazardous Products Act. For the purpose of this regulation, hazardous materials are identified within WHMIS Core Material Resource Manual.

2. ACQUISITION OF PRODUCTS SO DEFINED AS HAZARDOUS AND CONTROLLED.

A. Requisitioning of Hazardous Materials

- i) All acquisitions shall be processed through the Purchasing Department.
- ii) All requisitions for such products will stipulate that the Materials Safety Data Sheet (MSDS) accompany the order and identify the correct mailing address.

B. Receiving of Hazardous Materials

- i) All hazardous products will be received by the District at the Central Receiving Depot.
- ii) Products received but not accompanied by an MSDS shall be quarantined in an appropriate manner until such time as the MSDS has been received.
- iii) The Central Receiving Depot will ensure that all products are properly labeled prior to internal delivery.

- iv) The Central Receiving Depot will be responsible for the appropriate circulation of the MSDS and maintenance of the district data file.

3. INTERNAL DELIVERY OF HAZARDOUS MATERIALS

- A. The district shall ensure compliance with Transportation of Dangerous Goods Act (TDG)
 - i) Board transport vehicles shall be appropriately licensed. ii) Board transport vehicles shall be appropriately identified in accordance with the TDG Act respecting each delivery. iii) Hazardous materials shall be delivered only to authorized drop sites specifically designated as such. iv) No deliveries of hazardous material acquired for instructional purposes will be delivered to school during periods of school closures.

4. INTERNAL RECEIVING OF HAZARDOUS MATERIALS

- A. Maintenance & Operations
 - i) The foreman and custodians shall be responsible for the following procedures associated with hazardous materials destined for their department.
 - a) Receiving of products and ensuring that such products are correctly labeled (including decanting) and are accompanied by the MSDS.
 - b) Ensuring the safe storage of products.
 - c) The department's MSDS log is updated on a current basis or in the case of janitorial products, the school's MSDS log is updated.
- B. Schools
 - i) The Principal or their delegate shall be responsible for the following procedure associated with hazardous materials destined for educational use. When the Principal has delegated such authority, the Principal shall ensure that the delegated person(s) is properly trained.

- a) Receiving of products and ensuring that such products are correctly labeled (including decanting) and are accompanied by the MSDS.
- b) Ensuring the safe storage of products.
- c) The school MSDS log is updated on a current basis.

5. DISPOSAL OF HAZARDOUS MATERIALS

The disposal of hazardous materials shall be carried out in accordance with the Waste Management Act, Special Waste Regulations and Transportation of Dangerous Goods Regulations. Schools or departments requiring the removal of hazardous materials must contact the Operations Department who will coordinate the removal with the appropriate agencies.

NOTE: These Acts and Regulations are subject to change, however current information will be maintained by both the Operations Department and the Secretary-Treasurer's office.

Greater Victoria School District

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