

CHEMICAL SAFETY PROCEDURE

Introduction:

A Workplace Hazardous Materials Information System (WHMIS) Program shall be established at each worksite to provide information about hazardous materials that may be produced, handled, stored, used, or disposed of in the workplace. WHMIS aims to reduce accidents and health hazards in the workplace.

Turtle Mountain School Division (The Division) shall ensure that employees who work with or in the proximity of controlled products are informed about the safe use, storage, handling, and disposal of controlled products.

Definitions:

Controlled Product – Any product, material, or substance that fits into any of the following WHMIS categories:

- Class A: Compressed Gas
- Class B: Flammable and Combustible Material
- Class C: Oxidizing Material
- Class D: Poisonous & Infectious Material
 - Division 1: Immediate and Serious Toxic Effects
 - Division 2: Other Toxic Effects
 - Division 3: Bio hazardous infectious material
- Class E: Corrosive Material
- Class F: Dangerously Reactive Material.

1. Principals/Supervisors are expected to maintain chemical inventories and Material Safety Data Sheets (MSDS).
2. Each of the chemicals must have a corresponding MSDS that is not older than three years. MSDS forms are to be evaluated to ensure that adequate safety equipment is available for the safe use of eth chemical or controlled product.
3. A master list of the MSDS sheets will be online through the Divisions master MSDS Binder, and each school shall have access to the master list. Copies of chemical inventories will be forwarded to the facility's central office and to the Division Office. Inventories shall detail the maximum amount of chemical on site at any given time. New chemicals that arrive on site shall be added to the inventory list immediately and a current MSDS form obtained.
4. The School Workplace Safety and Health Committee shall ensure the MSDS binders from each building correspond to the Divisional master Binder each year in February.
5. Staff shall review the MSDS for any new products prior to utilizing the product.
6. Approved personal protective equipment, i.e. goggles, gloves, and masks, shall be available and worn by staff in each school/program.

Education

1. General WHMIS education shall be included in the orientation for all new employees online through Well Net solutions. The Division shall provide WHMIS information that is specific to the employee's or students work setting. Additional WHMIS education shall be provided as required by changes in products, work conditions, or available hazard information.
2. WHMIS education shall include instruction on:
 - 2.1 Material safety data sheets;
 - 2.2 Supplier and workplace labels;
 - 2.3 Safe use, storage, handling, and disposal of controlled products;
 - 2.4 Emergency procedures.
3. Employees working with chemicals regularly shall review the WHMIS training program and complete a WHMIS Self Learning Test annually. All other employees shall review the WHMIS training program every three years.
4. The WHMIS review shall take place in September of each year.
5. The Workplace Safety and Health Committee in each school may be asked to designate a committee member(s) to assist in coordination of the Chemical inventory review for that school or program.
6. The Supervisor or designate and the local Workplace Safety and Health Committee shall ensure the mandatory WHMIS inventory review occurs annually.
7. The Health and Safety Officer shall complete a compliance report in April of every year regarding WHMIS training. This report will identify any staff that still requires WHMIS training.
8. The Workplace Safety and Health Committee is responsible to:
 - 8.1 Assist in the maintenance of all Chemical Inventories.
 - 8.2 Assist staff in completing the WHMIS online training program.
9. The Health and Safety Officer or Designate is responsible to:
 - 9.1 Provide consultation to the local Workplace Safety and Health Committee regarding WHMIS education.
 - 9.2 Monitor compliance to the annual WHMIS education review process.

Conclusion/Review

The Divisional Workplace Safety & Health committee will formally review the Safety & Health program every three years. The Chemical Safety Program shall be a part of this review. A review of the program will commence if there are changes in the workplace that may affect the safety and health of the employees.