



Administrative Regulations

ADMINISTRATION

1580

HAZARDOUS MATERIALS

A. Responsibilities

1. The Director of Facilities is responsible for the district's Hazardous Materials Program and for maintaining a set of material safety data sheets (MSDS).
2. Each site supervisor is responsible for complying with the district's program.
3. Each staff member is responsible for assisting to identify hazardous waste/substance and to review procedures.

B. Tracking, Inventory, and Material Safety Data Sheets (MSDS)

1. Site supervisors are responsible for ensuring receipt, proper labeling and storage of hazardous materials. Inventory lists shall be maintained and may be made available to the appropriate police, fire and emergency service authorities.
2. The Director of Facilities and principals shall maintain a set of MSDS for hazardous materials used at their locations for review by employees, community members and appropriate police, fire, health and emergency service authorities.

C. Purchase of Hazardous Materials

1. Site supervisors shall maintain a list of acceptable hazardous materials for use at/within their areas. This list shall be updated annually and a copy furnished to the Director of Facilities.
2. Purchase orders for hazardous materials shall include a requirement that the shipment of any such materials include MSDS with any order or portion of the order. Purchase orders also shall note that failure to provide MSDS with the shipment may result in either refusal to accept the shipment or refusal to pay for it until the MSDS are provided. These procedures also apply to donated hazardous materials.

Date approved:

Reference:

Date revised:

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HAZARDOUS MATERIALS (continued)

D. Hazardous Materials Which Have Been Declared Waste and Are Being Held for Disposal

1. The Director of Facilities shall establish a central storage area and may, if deemed appropriate, designate storage areas at each separate location.
2. When a site has a substance qualifying as hazardous material for disposal, the Director of Facilities shall be contacted to arrange for storage, transfer or disposal. Materials no longer needed at one location may be available for transfer within the district to other programs or locations.
3. Storage of hazardous materials shall be in compliance with provincial and federal laws. Hazardous materials shall be separated and labeled according to hazardous characteristics and stored safely in storage areas appropriate to the risk posed by the materials. Where appropriate, storage cabinets may be locked and access to students or non-authorized staff limited.
4. Containers for hazardous material shall be labeled to show date of receipt, shelf life and expiry date. Where space permits, materials shall be stored so that the oldest materials are used first.
5. Transfer of hazardous materials within the district shall be accomplished in compliance with the transportation of hazardous materials section of these regulations (Section F).

E. Disposal of Hazardous Materials

1. When a site supervisor believes that he/she has materials which may qualify as hazardous and there is no immediate need, he/she shall contact the Director of Facilities regarding disposal.
2. Only the Director shall be authorized to declare materials to be waste, excess or surplus, and to order their disposal.
3. When materials are determined to be ready for disposal, they will be disposed of in a manner that complies with applicable provincial and federal legislation.

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HAZARDOUS MATERIALS (continued)

F. Transportation of Hazardous Materials

1. Transportation of hazardous materials shall meet provincial and federal requirements and shall be coordinated by the Director of Facilities. Once a hazardous material is under district control, each location controlling the material shall be responsible for the material until it is passed to the control of another district location. The Director shall verify that the transportation used meets district, provincial and federal requirements.
2. Students shall not be permitted to transport hazardous material owned by or attributed to the district.

G. Emergency Response Plan

1. The Director of Facilities shall develop an emergency response plan for enabling employees to take appropriate action to protect students, staff, the general public and property when there is an incident involving hazardous material. This plan shall comply with applicable laws and regulations and shall be coordinated with the district's emergency plans.
2. In addition, a plan to handle spills and leaks shall be developed and maintained for hazardous materials. The plan shall address immediate emergency procedures, required notification and clean-up procedure and shall comply with applicable legislation.
3. Information regarding a hazardous material incident shall be released only by the Superintendent or designate.

H. Evacuation Plan

1. The Director of Facilities, in consultation with site supervisors, the fire department, RCMP and the district's transportation services, shall develop an evacuation plan for each location. In developing the evacuation plan, consideration shall be given to the location and the types of hazardous materials present.

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School District No. 46 (Sunshine Coast)

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2. The Director shall arrange to hold an evacuation drill at least once each calendar year at each location. Where possible, this plan shall be coordinated with existing emergency drills and may be conducted in conjunction with any other drill. Written records of the drill shall be maintained by each location.
3. Copies of the evacuation plan shall be maintained by the site supervisor and posted within the building.

I. Training of Staff and Students

1. Staff members and volunteers handling hazardous materials shall receive training in responding to hazardous materials emergency incidents.
2. When hazardous materials are used in the classroom, both staff and students shall be trained in the techniques of handling, storage and use appropriate to the materials used as part of the curriculum. Staff shall also be instructed in emergency procedures, including evacuation.

J. Proscribed Substances

1. Lead glazes and asbestos shall not be used in any art program.
2. Herbicides shall not be used on school properties.

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Date approved: January 1996

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Date revised:

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