

107837

EBB-1

MANAGING HAZARDOUS/CHEMICAL MATERIALS

Purpose:

Activities within the St. James-Assiniboia School Division include the use, storage, and disposal of chemicals. This regulation is designed to identify, eliminate and/or control chemical hazards.

Scope:

This regulation applies to all staff that may be required to handle hazardous chemicals.

Definitions:

W.H.M.I.S.

Workplace Hazardous Materials Information System

P.P.E.

Personal Protective Equipment

M.S.D.S.

Materials Safety Data Sheet

Procedures:

Use, Storage, and Disposal of Chemicals

All staff who use, store, or dispose of chemicals must be trained using the St. James-Assiniboia School Division W.H.M.I.S. handbook. Instructions provided on MSDS must be followed including the proper storage of chemicals, the use of controls such as PPE, fume hoods and other engineering controls and disposal instructions.

Chemical Inventory

All division facilities must maintain an up-to-date inventory of chemicals using the division database. Each chemical recorded on that inventory will be provided with an MSDS using the on-line MSDS retrieval system. Staff who are required to use the on-line MSDS database must be trained to use the system and must have access to a computer terminal. Staff who do not have computer access shall be provided with a binder containing MSDS for the chemicals they use by their supervisor.

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Teaching staff wishing to introduce new chemicals must obtain approval from the Division Science Coordinator and Division Safety Officer who will ensure that the chemical is approved for use in the Division. Custodial staff, painters, and groundskeepers wishing to introduce new chemicals must obtain approval from the Manager, Maintenance and Safety who will ensure that the chemical is approved for use in the Division.

Under no circumstances shall the following chemicals be permitted in a school:

Acetamide	Aniline compounds	Aromatic amines
Arsenic compounds	Asbestos fire blankets	Wire gauzes, pads, etc.
Benzene	Benzidine	Beryllium compounds
Beryllium dust	Cadmium chloride	Cadmium dust
Cadmium sulfate	Carbon disulfide	Carbon tetrachloride
Chloroform	Chromic acetate	Chromic acid
Chromium dust	Chromium (VI) salts	Cobalt dust
Cupric acid	Cyanides	Cyclohexene
Dioxin	Ethylene dibromide	Fuming sulfuric acid
Fluorine	Mercury	Phosphine
Hydrobromic acid	Hydrocyanic acid	Hydrofluoric acid
Hydroiodic acid	Lead acetate	Lead chromate
Lead powders	Methyl ethyl ketone	Nickel acetate
Nickel carbonyl	Nickel dust	Nickel powders
Nitriles	Orthotoluene	Perchloric acid
Organic peroxides		
Phenol	Phosphorus –white	Picric acid
Potassium perchlorate	Sodium peroxide	Strychnine
Sodium metal	Cesium metal	Lithium metal
Tannic acid	Toluene	1,1,2-trichloro ethane
Xylene	Fuming nitric acid	Potassium metal

Spill response

TRAINED INDIVIDUALS WITH THE KNOWLEDGE OF THE SPILLED CHEMICAL'S HAZARDS AND THE PRECAUTIONS THAT MUST BE TAKEN SHOULD ONLY HANDLE CHEMICAL SPILLS.

For small spills that can be safely handled:

- Check the chemical's MSDS for specific spill procedures
- Immediately notify all personnel in the area of the spill

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- Adequate PPE must be worn
- If the spill is flammable remove all sources of ignition
- Ensure that ventilation in the room is isolated from the rest of the building. Open windows and doors to the outside
- Remove other materials, equipment, or containers that are in the path of the spill
 - Absorption – contain the spread of the spill by using appropriate compatible material to absorb or block the flow of the spill
 - Dilution – the addition of an inert, compatible substance (sometimes water) to the spill.
 - Neutralization – another chemical is added to the spill and reacts with the spilled material to inactivate it. NOTE: *Mixing chemicals should only be attempted if you are absolutely certain what will result.*
 - Vacuuming – a specially made or modified vacuum may be necessary (HEPA filter vacuum). This is the preferred method of cleanup for toxic solids, such as lead, to avoid generating airborne dusts that may be inhaled. Be aware that an electric vacuum may act as an ignition source for flammable liquids.
- All spilled material must be disposed of as hazardous waste.

For large spills or extremely hazardous materials where emergency assistance is necessary:

- Close all windows and doors and evacuate the area. If appropriate, sound the fire alarm.
- From a safe location, contact the fire department and inform them of the location and the substances spilled.
- Contact Manitoba Conservation's emergency spill line at 944-4888.
- Do not re-enter the room until the fire department or other authorities have determined that it is safe.
- All spilled material must be disposed of as hazardous waste.

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