

ADMINISTRATIVE REGULATIONS

TITLE: HAZARDOUS MATERIALS
CATEGORY: FACILITIES
NUMBER: 4070

I. **Rationale:**

The Board of Education of School District No. 46 (Sunshine Coast) recognizes the need to ensure the safety and wellbeing of its staff and students with respect to hazardous materials in its schools and work sites.

II. **General:**

A. Responsibilities

1. The Manager of Facilities is responsible for the district's Hazardous Materials Program.
2. Each site supervisor is responsible for ensuring compliance with the district's program at their respective sites.
3. Each staff member is responsible for assisting to identify hazardous waste/substance and to review and follow procedures.

B. Tracking, Inventory, and Safety Data Sheets (SDS)

1. Safety Data Sheets (SDS) are maintained and updated through use of the MSDSFetch system. Login information can be found in the Employee Handbook.
2. Purchase orders for hazardous materials shall include a requirement that the shipment of any such materials include SDS with any order or portion of the order. Purchase orders also shall note that failure to provide SDS with the shipment may result in either refusal to accept the shipment or refusal to pay for it until the SDS are provided.
3. The District does not accept donated hazardous materials, unless approved in writing in advance by the Manager of Facilities.

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

1. The Manager 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 Manager 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.

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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, along with SDS requirements. Where space permits, materials shall be stored so that the oldest materials are used first.

D. 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 Manager of Facilities regarding disposal.

2. Only the Manager of Facilities 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.

E. Transportation of Hazardous Materials

1. Transportation of hazardous materials shall meet provincial and federal requirements and shall be coordinated by the Manager 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 Manager of Facilities 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.

F. Emergency Response Plan

1. The District will maintain an emergency response plan to be followed in the event there is an incident involving hazardous materials. This plan shall comply with applicable laws and regulations and shall be coordinated with the district's emergency plans.

2. External communications must be coordinated through the Office of the

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Superintendent, per Board Policy #11 (Role of the Superintendent).

3. If an evacuation is required, the Staff Emergency Procedures document will be followed.

G. Training of Staff and Students

1. Staff members and volunteers handling hazardous materials shall receive training in responding to hazardous materials 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.

H. Prohibited Substances

1. Lead glazes, mercury and asbestos shall not be used in any program, including fine arts.

2. Herbicides shall not be used on school properties.

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References: