

## **Section 9: Hazardous Materials and Substances**

(2010.06.16 version)

### **9.1 Introduction**

This section describes the hazardous materials which may be found or apply to your school/site and which governs work to be performed by School District #6's employees. Health & Safety laws and regulation, applicable to all of School District #6's work, can be complex. It is however, important that all employees know and understand their safety responsibilities in the workplace.

Full compliance with all applicable safety and health statutory requirements is the minimum acceptable standard for all facilities and operations within the School District. School District #6 recognizes that work activities vary considerably in dynamics and hazard potential from site to site. The information, practices and procedures contained in this manual may be applicable to work being performed in all departments, areas and sites at your school; however, circumstances or situations may require the need for the development of "site specific procedures". These procedures must comply with provincial legislation and be approved by management in consultation with the District Health & Safety Committee.

#### **Purpose**

The purpose of this section is to provide:

- a) A consistent approach to hazardous material knowledge throughout the district;
- b) A practical system of information, procedures and practices for the prevention and elimination of hazards to:
  - Equipment and property;
  - Machinery;
  - People (workers, students and the public)
  - The Environment
- c) A safe workplace throughout; including the right/duty to report/refuse unsafe work (Sect. 3.12);
- d) Situations which will assist and enable all workers to work at minimal risk to themselves, fellow workers, students and the public.

### **9.2 Incident Prevention for Hazardous Materials and Substances**

#### **1. Determine Hazardous Chemicals:**

In order to evaluate the level of safety to our employees, a determination will have to be made regarding what hazardous chemicals are at the school/site and who has access to these chemicals.

2. **Determine Potential for Harm:**

Is there potential for harm from a gas, solid, or liquid? Can it be contained if released?

3. **Implement Safe Work Procedures:**

If there are hazardous chemicals and they present a potential for harm, a Safe Work Procedure(s) must be developed and staff must be trained on how to follow the Safe Work Procedure(s).

*A Workplace Assessment Form can be found on the Health & Safety Website under: "Forms".*

### 9.3 Workplace Hazardous Materials Information System (WHMIS)

Under WHMIS, employers need to establish education and training programs for workers. The program of instruction will include:

- a) Education on how WHMIS works;
- b) Education on the hazards of controlled products; and
- c) Training in procedures for the safe storage, handling, use and disposal of a controlled product, as well as procedures to be followed in case of an emergency with the product and when airborne or other emissions form.
- d) Workers will need to be educated if they:
  1. Store, handle, use or dispose of a controlled product or supervise workers performing those duties; or
  2. Work near the controlled product such that their health and safety could be at risk during normal storage, handling, use or disposal, during maintenance operations or emergencies.

The objective of the program of instruction must be to ensure that the workers are able to apply the information to protect their health and safety. The program of instruction will be reviewed at least once a year or more often if conditions at the workplace or information on the product, changes the risk to workers.

### 9.3 Material Safety Data Sheets

The Rocky Mountain School District #6 uses an electronic system called MSDS Fetch for up to date information on the products that we use. To obtain a Material Safety Data Sheet for a product that you are about to use or are currently using, please go to:

<http://msdsfetch.vsb.bc.ca>  
click on the: *“On Line Search”*.  
User Name: *sd6*  
Password: *whmis*

*NB. Principals and supervisors can connect to MSDS Fetch on our Health & Safety Website under: “Links”.*

Once into the program, you can search for your product by *ID#*, by *Description*, or by *Company*.

If you have a problem in finding the product(s) you are looking for, you can phone:

**604.713.5272/ 604.713.5273/ or 604.713.5275**

Feel free to print off any material safety data sheet(s) and put them in a binder in your workplace. However, keep in mind that updates to the MSDS data will be in the MSDS Fetch on line program.

For other questions about our Workplace Hazardous Materials Information System (WHMIS) please contact Wayne Pelter at: 250.427.2245 or email him at [wayne.pelter@sd6.bc.ca](mailto:wayne.pelter@sd6.bc.ca).

