

Storage and Disposal of Chemicals

Category	Facilities		
Subject	Storage and Disposal of Chemicals		
Adopted		Revised	March 2021
Policies Used / Referenced			

Policy Statement

Anglophone South School District shall ensure safe storage and disposal of chemicals. The procedures under this policy provide for the systematic disposal and safe storage of chemicals.

For the purpose of this policy, reference to “chemicals” means all chemicals, cleaning products and solvents.

This policy applies to all chemicals in schools including those used in science labs, classrooms, custodial rooms and other rooms of the school.

Procedures

1. The Principal or designate shall ensure that the only chemicals used are those approved by the Department of Education and Early Childhood Development to support curriculum outcomes. Chemicals used for cleaning are to be ordered through the School District (Facilities Department).
2. The Principal or designate shall ensure that all approved chemicals for curriculum are stored in the original containers in a cabinet designed for chemical storage. All chemicals are to be correctly labeled using the WHMIS (Workplace Hazardous Material Information System) 2015. The Safety Data Sheets (SDS) are to be kept in both the storage area and the school binder of WHMIS Safety Data Sheets. In the event of an incident, applicable SDS must accompany the person to the hospital.
3. The Principal or designate shall ensure that all approved cleaning products and solvents are stored neatly in the original containers in a secured area identified for storage. All cleaning products are to be correctly labeled using the WHMIS (Workplace Hazardous Material Information System) 2015. The Safety Data Sheets (SDS) are to be kept in both the storage area and in the school binder of WHMIS Safety Data Sheets. In the event of an incident, applicable SDS must accompany the person to the hospital.

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4. The Principal or designate shall ensure that all chemicals are inventoried by name, supplier, quantity, expiry date and location and the list kept both in the storage area and in the Comprehensive School Safety Plan. Inventory will be completed semi-annually and a copy sent to the Facilities Department.
5. The Principal or designate shall ensure proper disposal of all chemicals upon their expiry date or when the chemicals are surplus to the school.
6. The Principal or designate shall place a request for proper disposal to the Facilities Department by forwarding a Maintenance Requisition form with an attached listing of the chemicals for disposal, which is to include the name and quantity of each chemical. The chemicals are to be stored in an appropriate storage cabinet until they are picked up for disposal.
7. The Facilities Department will make arrangements with a Department of Environment approved contractor for removal and disposal of the chemicals upon receipt of the Maintenance Requisition from the Principal or designate.
8. At the end of the school year each school will be required to report on the status of storage and disposal of chemicals to the Joint Health and Safety Committee, as applicable.

Reference

- [Education Act](#) 28(2)(c)
- [WHMIS](#) – Workplace Hazardous Material Information System
- [SDS](#) – Safety Data Sheets
- Department of Environment [National Building Code](#)
- [EECD – Inventory PMIS](#)