



# 801.2AP Accident Prevention – Chemical & Hazardous Product Management

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## LEGAL REFERENCE:

- Hazardous Products Act,
- Occupational Health and Safety Act,
- Transportation of Dangerous Goods Act
- WHMIS

## CROSS REFERENCE:

- [801BP Facilities Operations](#)
  - BTPS Occupational Health and Safety Manual
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## PROCEDURES:

1. The Supervisor of each operational area or building shall be given instructions and written materials regarding the safe handling and remedial action to be taken in handling hazardous materials.
2. The Supervisor of each operational area or building shall provide instruction to all employees and students handling hazardous wastes about:
  - 2.1 procedures for handling;
  - 2.2 first aid treatment in case of accidents; and
  - 2.3 procedures for reporting of a chemical related accident.
3. All chemicals not purchased across the shelf and so called controlled products must have a label which shows brand name, code name or chemical name, appropriate hazard

symbols, risk phrases and precautionary measures. The label must also be contained within a distinctive rectangular border.

4. A chemical transferred from one container to another container, must be labeled with a workplace label that is in accordance with procedure 3.
5. Containers with damaged labels or labels that are accidentally removed or rendered illegible must be re-labeled with a workplace label.
6. MATERIAL SAFETY DATA SHEETS (MSDS) must be obtained from the supplier with the purchase of each chemical considered to be a controlled product.
7. THE MATERIAL SAFETY DATA SHEET (MSDS) must match the chemical being used and contain the following information:
  - 7.1 Product identity [name of chemical(s)]
  - 7.2 Product ingredients [hazardous]
  - 7.3 Toxicity data
  - 7.4 Physical data
    - 7.4.1 boiling/melting point
    - 7.4.2 vapor pressure/density
    - 7.4.3 solubility in water
  - 7.5 Fire and explosion data
    - 7.5.1 flash point
    - 7.5.2 flammable limits in air
    - 7.5.3 fire extinguishing substances
    - 7.5.4 special fire-fighting procedures
  - 7.6 Reactivity data
  - 7.7 Health hazard data
  - 7.8 Spill or leak procedures
  - 7.9 Special protection information
8. MATERIAL SAFETY DATA SHEETS (MSDS) must be kept at each employer's workplace in easily identified binders which are visible to all employees.
9. ALL MATERIAL SAFETY DATA SHEETS (MSDS) are to be updated at least every three (3) years or as soon as new information related to the hazardous material becomes available.
10. At least once a year, all obsolete chemicals must be disposed of through a company registered by the Alberta Special Waste Services Association.
11. All employees must be provided with instruction that should include a description of all the mandatory and performance-oriented aspects of the WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS) and the employer and employee responsibilities.
12. Principals shall be responsible for the safe handling of hazardous materials by all staff and students in the schools
  - 12.1 Custodians shall be responsible for the safe handling and storage of custodial supplies.
  - 12.2 Teachers shall be responsible for the safe handling of hazardous materials in the classroom.