



POLICY STATEMENT 456

SUBJECT: CHEMICALS STORAGE AND DISPOSAL

AUTHORITY: Education Act 28(2)(c), Department of Environment, National Building Code **EFFECTIVE:** September 1, 2004

RESPONSIBILITY: Department of Environment **REVISED:** September 1, 2018

REFERENCE: **PAGE:** 1 of 1

Statement:

The Superintency shall ensure safe storage and disposal of chemicals.

- 456.1 The Principal and Building Operators shall ensure that only chemicals approved by the Department of Education for curriculum.
- 456.2 The Principal shall ensure that all approved chemicals are correctly labeled, stored in a cabinet designed for chemical storage and the WHMIS data sheets are in both the storage areas and the school binder of WHMIS data sheets. The appropriate data sheets must accompany the injured person to the hospital.
- 456.3 The Principal shall ensure that all chemicals are inventoried by name, quantity, expiry date and location and the list kept both in the storage area and in the School Fire Safety Manual.
- 456.4 The Principal shall ensure proper disposal of all chemicals upon their expiry date or when the chemicals are surplus to the school.
- 456.5 The Principal 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 chemical storage cabinet until they are picked up for disposal. The Facilities Department will contact a Department of Environment approved contractor to make a site visit to inspect the chemicals and to provide a cost estimate for disposal to the Facilities Department. When the expenditure has been approved, the Facilities Department will engage an approved contractor to pick up the chemicals for disposal.