

School District 50: Haida Gwaii/Queen Charlotte

Policy Subject: WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

Date Passed: October 1999

Date Amended: NA

Policy: WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

Policy No. 6500

Date Approved: November, 1999

Date Amended:

PROCEDURE

1. All employees shall be instructed in Workplace Hazardous Materials Information System. Specific employees shall be instructed in the ability to identify the safe use of, precautionary measures and labelling of controlled products in their workplace. It is the responsibility of the supervisor to provide in-service on Workplace Hazardous Materials Information System (WHMIS).

2. All locations shall properly identify materials, with appropriate labelling, should materials be transferred from an original container or labels are no longer readable or identifiable.

3. All purchase orders for controlled products shall request the supplier to:

- a. Provide containers properly labelled.
- b. Provide Material Safety Data sheets.

4. All locations shall examine materials currently in store rooms to determine whether such materials are required to meet educational, maintenance or specific needs of their organization.

5. Disposal of controlled products:

These products shall be disposed in a proper and safe manner.

Procedure:

- a. Identify the product; name and weight of material.
- b. Inform the Maintenance Department of the material to be disposed.
- c. Maintenance will remove the product from the work site for safe storage or disposal.