



POLICY:

REGULATION: EDB WHMIS

EXHIBIT:

The federal and provincial laws dealing with waste and hazardous materials require that all chemicals utilized in the workplace must be properly identified and a data sheet maintained on each of these chemicals.

1. Upon receipt of the chemical, if a data sheet is not enclosed, the goods must be returned to the supplier and re-ordered from a supplier who does provide data sheets.
2. Make two copies of the data sheet. The original to remain in a binder in the science lab; one copy in a binder in the principal's office and the second copy being sent to the Division Office, who must also maintain a WHMIS file for all schools.
3. We suggest an index be maintained and the sheets filed alphabetically. It is imperative that all personnel having to utilize these chemicals become familiar with the meaning of the labels and have quick access to their WHMIS binder.

The Maintenance Supervisor must be contacted regarding the disposal of hazardous materials.

APPROVED:

REVISED:

SOURCE:

OTHER REFERENCE: