



## SCHOOL DISTRICT NO. 54 (Bulkley Valley)

### Occupational Health & Safety Program

#### SECTION 10

#### HAZARDOUS MATERIALS AND SUBSTANCES

	<b>PAGE</b>
<b>10.1 General Description/Purpose</b>	<b>1</b>
<b>10.2 Workplace Monitoring</b>	
<b>10.3 Methods of Compliance</b>	
<b>10.3.1 Hazardous Materials Binder – Site Specific</b>	
<b>10.3.2 WHIMIS Training Requirements</b>	
<b>10.3.3 Material Safety Data Sheets – FETCH System</b>	
<b>10.3.4 Science Materials</b>	
<b>10.3.5 Stable Asbestos Materials</b>	
<b>10.3.6 Other Hazardous Materials</b>	
<b>10.3.6.1 Mercury Clean-up Procedures</b>	
<b>10.3.6.2 PCB's in Light Ballasts</b>	
<b>10.3.6.3 Biohazardous Materials</b>	



## SCHOOL DISTRICT NO. 54 (Bulkley Valley)

### 10.1 GENERAL DESCRIPTION/PURPOSE

#### 10.2 INTRODUCTION

This section describes the hazardous materials which may be found or apply to your school and which governs work to be performed by School District No. 54 employees. Health and Safety laws and regulation, applicable to all of School District No. 54's work, can be complex. It is however, important that all employees know and understand his/her safety responsibilities in the workplace.

Full compliance with all applicable safety and health statutory requirements is the minimum acceptable standard for all facilities and operations within the School District. School District No. 54 recognizes that work activities vary considerably in dynamics and hazard potential from site to site. The information, practices and procedures contained in this manual may be applicable to work being performed in all departments, areas and sites at your school.

The type of work will determine the portions of this manual, which will apply to the department(s) activities. Safety and health needs will be utilized and developed into the particular area(s). School District No. 54 also recognizes that circumstances or situations may require the need for the development of "site specific procedures". These procedures must comply with provincial legislation and be approved by management in consultation with the Joint OH&S Committee.

In each department, every reasonable and practicable effort will be made to sustain the integrity of the School District's Health and Safety Program with a focus on maintaining the integrity of the School District's Safety and Health policy statement and well being of all employees.

#### PURPOSE

Purpose of this section is to provide:

1. A safe workplace throughout;
2. A practical system of information, procedures and practices for the prevention and elimination of hazards to:
  - a) People (workers, students and the public),
  - b) Equipment and property damage,
  - c) Machinery,
  - d) Environment.
3. Situations which will assist and enable all workers to work at minimal risk to themselves, fellow workers and public;
4. Provide Principals and Managers with reliable information to successfully accomplish their safety and health responsibilities;
5. A consistent approach to Hazardous material knowledge throughout the schools;
6. Health and Safety information pertinent to your work place.

Expectations for this section are for staff to:

1. Have the opportunity to familiarize themselves with the information contained within the section;
2. Implement and comply with the safety and health practices and procedures;



## SCHOOL DISTRICT NO. 54 (Bulkley Valley)

3. Provide input and feedback to improve the School District's Health and Safety program on a continuous basis.

### **Incident Prevention**

By definition, incident prevention is the process of reducing or eliminating behaviors and/or conditions having an accident potential within a system or organization. Again, no one has the perfect solution except that it is certainly worth reviewing the things we currently do and analyze them. Three important items to focus on are:

1. **Determine Hazardous Chemicals:**

In order to evaluate the level of safety to our staff you will need to determine what hazardous chemicals you have at your school. Who has access to these chemicals? Teachers only? A Teacher and students? Custodian?

2. **Potential for Harm:**

Is there potential for harm from a gas, solid, or liquid? Can it be contained if released?

3. **Emergency Procedures:**

Do you have a Spill Kit available (i.e.: Mercury Release)? Are staff trained to use the kit? Would you need to evacuate the school? Are procedures in place so that the Administrative Officer is made aware of a chemical release immediately?

### **Summary**

Simply adding to the constantly growing list of safety solutions or complying with Regulations has its limitations. Reviewing how well we do things with a mind to continuous improvement from all employees is vital to reducing workplace injuries and to the overall success of the School District No. 54 Occupational Health & Safety Program.



## SCHOOL DISTRICT NO. 54 (Bulkley Valley)

### **Right/ Duty to Report/ Refuse Unsafe Work (3.12)**

Whenever a person observes (or is requested to do) what appears to be an unsafe or harmful condition or act that person must report it to the Supervisor or Principal, and the person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary action is taken without delay. **Worksafe BC OH&SR 3.10**

A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undo hazard to the health and safety of any person. **Worksafe BC OH&SR 3.12(1)**

### **REFUSAL OF UNSAFE WORK**

1. Work refusal (and reason) must be immediately reported to your Supervisor or Principal. The Supervisor or Principal must immediately investigate the matter and ensure that any unsafe condition is remedied without delay, **or** if in their opinion the matter is not valid, must so inform the person who made the report.
2. If the procedure under subsection (1) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance, or equipment, the Supervisor or Principal must investigate the matter in the presence of a worker member of the Union from which the initial person belongs to.
3. If the procedure under subsection (2) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the worker and the Supervisor or Principal must notify the District Health & Safety Manager.
4. If the District Health & Safety Manager is unable to resolve the issue or is unavailable both the worker refusing the work process and the Supervisor or Principal will contact the Workers and Employers Services of WorksafeBC (Terrace Office 1 800 663 3871 ext 6605 or (250) 717 – 4313) to request the presence of a Workers and Employers Services Safety Officer.
5. No District employee will be subject to discriminatory action as defined in Section 150 of Part 3 of the Workers' Compensation Act because the employee has acted in compliance with Section 11 of the District Health & Safety Program or with an order made by a Workers and Employers Services Safety Officer.



## SCHOOL DISTRICT NO. 54 (Bulkley Valley)

### TEMPORARY ASSIGNMENT

Temporary assignment to alternative work, at no loss of pay to the worker, until the matter is resolved is deemed not to constitute discriminatory action.

## WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

### PURPOSE and Scope

Purpose of this section is to provide a safe workplace throughout and a practical system of information, procedures and practices for the prevention and elimination of hazards to:

- a) People (workers, clients and the public),
- b) Equipment and property damage,
- c) Machinery,
- d) Environment.

Understanding WHMIS and how it works at our workplace will provide Managers with reliable information to successfully accomplish their health and safety responsibilities and ensure a consistent approach to Hazardous material knowledge throughout the workplace by providing information pertinent to your work place.

Expectations for this section is for employees to familiarize themselves with the information contained within the section and;

1. Implement and comply with the safety and health practices and procedures;
2. Provide input and feedback to the District's Health and Safety Program.

The type of work conducted will determine which portions of this program which will apply to you. Health and safety needs will be utilized and developed into the particular area(s). We also recognize that circumstances or situations may require the need for the development of "site specific procedures". These procedures must comply with provincial legislation and be approved by management in consultation with the Joint OH&S Committee.

### Incident Prevention

**By definition, incident prevention is "the process of reducing or eliminating behaviors and/or conditions having an accident potential within a system or organization".**

Incident prevention techniques have become the focus of attention in the 1990's and will continue well into the next century for good reason. Workers' Compensation (injury) costs have led to the creation of a multi-billion dollar industry in North America. Although these costs appear to be staggering, what is significantly more important is the fact that these expenditures represent a substantial number of workers being injured on the job. Therefore, incident prevention is of great importance. The costs are avoidable.



## SCHOOL DISTRICT NO. 54 (Bulkley Valley)

### What can or should we do?

Again, no one has the perfect solution except that it is certainly worth reviewing the things we currently do and analyze them. Three important items to focus on are:

#### 3. **Determine Hazardous Chemicals:**

In order to evaluate the level of safety to our staff you will need to determine what hazardous chemicals you have at your site. Who has access to these chemicals?

#### 4. **Potential for Harm:**

Is there potential for harm from a gas, solid, or liquid? Can it be contained if released?

#### 3. **Emergency Procedures:**

Do you have a Spill Kit available (i.e.: Mercury Release)? Is staff trained to use the kit? Would you need to evacuate the workplace? Are procedures in place so that the Manager is made aware of a chemical release immediately?

## WORKPLACE MONITORING

### 10.2 WORKPLACE MONITORING

WorksafeBC Regulation 5.53 requires a “walkthrough survey” to assess the potential for overexposure taking into account all routes of exposure, including inhalation, ingestion and skin contact. If a worker is or may be exposed to a hazardous substance, the employer must ensure a walkthrough survey is conducted to assess the potential for overexposure taking into account all routes of exposure, including inhalation, ingestion, and skin contact. A reassessment is conducted when there is a change in work conditions which may increase the exposure, such as a change in production rate, process or equipment.

If the walkthrough survey required by subsection (1) reveals that a worker may be at risk of overexposure to an airborne contaminant, the employer must ensure that air sampling is conducted to assess the potential for overexposure. Additional workplace monitoring to reliably determine worker exposure is required if the assessment under subsection (2) reveals that a worker may be exposed to an air contaminant in excess of 50% of its exposure limit, or a measurement is not possible at 50% of the applicable exposure limit.

A workplace exposure monitoring and assessment must be conducted using occupational hygiene methods acceptable to the board. The results of workplace exposure monitoring and assessment, or a summary of the results, must be provided to workers at their request without undue delay. Each department should be surveyed. For example: chemical storage/prep areas, woodworking shops, metal working shops, vehicle/motor repair shops, painting rooms, and storage areas.

#### 5.53

#### *Workplace*

#### *monitoring*

In order to comply with Section 5.53 of the WorksafeBC Regulation, School District No. 54...



## SCHOOL DISTRICT NO. 54 (Bulkley Valley)

**PLANNING IN PROGRESS / District Health & Safety Committee:**  
Occupational Health and Safety Regulation 5.53 requires a “walkthrough survey” to assess the potential for overexposure taking into account all routes of exposure, including inhalation, ingestion and skin contact.

### **Material Safety Data Sheets**

These documents must be obtained from the supplier and the Material Safety Data Sheets (MSDS) must be dated within the past 3 years, for all chemical materials purchased for use in the office or on the project, regardless of whether or not the material is classified as hazardous. Keep a master file of MSDSs in the engineering office or field office, as appropriate. Provide all employees with ready access to copies of the MSDSs in the workplace.

### **Labels**

Label all hazardous materials in their original container with a supplier label including the name of the material, hazard classification, health hazards, personal protective equipment, handling precautions, first aid measures, reference to the appropriate MSDS and supplier’s name.

Label hazardous materials stored in a container other than the original container with a workplace label including the name of the material, hazards and reference to the appropriate MSDS.

### **Training**

All employees who may come into contact with hazardous materials shall be trained on MSDS’s, labelling, use, handling, storage and disposal of the materials. Keep a record of training in the appropriate office.

### **Storage**

Store all hazardous materials in compliance with precautions listed on the respective MSDS. Store all flammable and explosive materials in compliance with appropriate legislation.

### **Disposal**

1. Collect and store all hazardous wastes in compliance with the appropriate original material MSDS.
2. Remove all hazardous wastes from the project site at set intervals to avoid a hazardous accumulation and completely remove them at the completion of project activities.
3. Dispose of all hazardous wastes in compliance with applicable legislation and through a licensed hazardous waste disposal company.

### **Summary**

Simply adding to the constantly growing list of safety solutions or complying with Provincial or Federal Regulations has its limitations. Reviewing how well we do things with a mind to continuous improvement from all employees is vital to reducing workplace injuries and to the overall success of our Occupational Health & Safety Program.

### **Forms**

- Workplace Hazard Assessment (*Form 11.1, Pages 1 and 2*)



# SCHOOL DISTRICT NO. 54 (Bulkley Valley)

➤ Workplace Hazard Corrective Action (Form 11.2) & Job Hazard Analysis (Form 11.

## WORKPLACE HAZARD ASSESSMENT

<b>Department:</b>		<b>Immediate Supervisor:</b>	<b>DATE/TIME:</b>
<b>LOCATION:</b>		<b>TYPE OF OPERATION:</b>	<b>CREW SIZE:</b>
<b>Hazard Priority (Status):</b> #1 Imminent Life or Limb #2 Major #3 Serious #4 Minor #5 N/A			
ITEM #	STATUS (1-2-3-4-5)	HAZARDOUS ITEMS	
1		Waste Disposal/Housekeeping	
2		Material Storage/Handling	
3		Protection to Public	
4		Shoring/Sloping/Excavation	
5		Water/Vibration/Erosion	
6		Confined Space Entry	
7		Traffic Control, Flashers, Barricades/Restrictions	
8		Overhead Hazards	
9		Power Pole Support	
10		Underground Hazards	
11		Flammables (Fire/Explosion)	
12		Hazardous Chemicals (WHMIS)	
13		Dangerous Pressure	
14		Work at Heights	
15		High Risk Positioning	
16		Work Over Water	
17		Scaffolds	
18		Hoisting/Lifting	
19		Cables/Ropes/chains/Slings	
20		Vehicles/Machine Condition	
21		Gas (Toxic or Non-life Supporting)	
22		Electrical Wiring & Guards	
23		Weather Conditions	
24		Hot Work	
25		Cold Work	
26		Night Lighting	
27		Pipe Handling	
28		PPE: Basic/Specialized	

6.0 Hazard Identification Process



20		Tie-in/Test Purge
30		Other:

*(Please complete reverse side)*

*(Form 11.1, Page 1)*

**Assessment Team Names:**

_____	_____
_____	_____
_____	_____

Item #	Priority	Comments

Note: For Corrective Action, transfer information by Hazard Priority Number to "Work Place Hazard Assessment Corrective Action" form.

(Form 11.1, Page 2)



