

Workplace Hazardous Material Information System ("WHMIS") Chemical Management Program

GENERAL



Introduction



Duties and Responsibilities



Personal Protective Equipment (PPE)



Workplace Hazardous Material Information System ("WHMIS")



General Prevention and Mitigation

JOB SPECIFIC PREVENTION (SELECT THE GROUP YOU BELONG TO FROM BELOW AND COMPLETE ONLY THAT LESSON)



Science Teachers



Technological Education



Custodians

.



Conclusion

Introduction



Click the  play button to listen. As you listen, continue scrolling to follow along with the content the speaker is discussing

This Workplace Hazardous Materials Information System (“WHMIS”) Chemical Management Program is for the exclusive use of the Greater Essex County District School Board (“GECDSB”) hereby referred to as the “Board”.

This Management Program has been developed under the Board’s combined **Health & Safety, Workplace Violence, and Workplace Harassment/ Workplace Sexual Harassment Policy and Regulation BA-06.**

This Management Program is aligned with:

- *Workplace Hazardous Materials Information System: A Guide to the Legislation*
- *Global Harmonized System (GHS)*
- *Ontario WHMIS Regulation 860*
- *Occupational Health & Safety Act*

as outlined by the Ontario Ministry of Labour, Immigration, Training, and Skills Development.

Program Overview

This management program was designed to help protect the health and safety of the Board's Workers and Students from the 1,400+ Board-approved chemical products spanning the following categories:

- Arts Chemical Products
- Facility Services Operations Chemical Products
- Facility Services Maintenance Chemical Products
- Science Chemical Products
- Technological Education Chemical Products
- Miscellaneous Chemical Products

This management program contains assigned duties, responsibilities, prevention and mitigation to help ensure good chemical management practices are applied and maintained.

Application

It must be noted that this Management Program applies to every chemical product that is present at every Board Site.

Some generally basic good chemical management safety and prevention tips that applies to all Staff are:

- All chemical products/ containers must be properly labelled. Any faded, damaged Manufacturer/ Supplier labels should be replaced with a workplace label.

- Banned chemical products must not be present at any Board site.
- Chemical products that are unknown, unlabeled, in poor physical condition, unsealed, leaking, damaged or open to atmosphere must be immediately addressed, made safe, secured and removed/ disposed of depending on the scenario.
- Staff may only purchase and utilize Board approved chemical products. Refer to Appendixes B through G for more specifics.

CONTINUE

Duties and Responsibilities



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Employer Duties

The Board, as the Employer, is responsible for establishing and maintaining this Management Program as prescribed:

- Development and implementation of measures within this Management Program that include controls and procedures to safely manage, handle, store and utilize chemicals, prescribing PPE equipment, proper labelling, spills process including reporting, training, records, audits, and waste disposal of chemical products.
- Maintain in good condition its known inventory of chemicals in the workplace. This includes having a system in place for reporting any observed or known chemical hazards as well as auditing systems.
- A system to maintain and to make Safety Data Sheets readily available/accessible to all Staff.

Program Administrator

The **Employer** has appointed the **Superintendent of Business and Treasurer** to be the Program Administrator for the Board's Workplace Hazardous Materials Information System ("WHMIS") Chemical Management Program.

The **Superintendent of Business and Treasurer** has the responsibility to assign resources for ensuring the implementation of and compliance with this management program.

Health and Safety Officer

The Board's **Health & Safety Officer** shall be a resource to the **Employer, Supervisors, Program Department Consultants, Purchasing Department** and **Workers** with respect to this management program.



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Principals/ Supervisors Duties

All **Principals/ Supervisors** are required to implement and enforce this Management Program as prescribed:

- Ensure all Workers are aware of this Program and understand their duties.
- Ensure Workers follow all measures for safe handling, storage, and use of chemicals; use required PPE; label decanted or faded containers; access and use SDSs; follow spill cleanup and reporting procedures; complete required training; and participate in bi-annual chemical waste disposal.
- Ensure all chemical products at the site are properly maintained.
- Participate in and assist with chemical audits.
- Maintain the **Internal Responsibility System (IRS)** and address any Worker concerns related to chemical safety.
- Ensure Workers and Students are provided with and correctly use all required PPE.
- Ensure training is provided on PPE donning, doffing, care, use, limitations, laundering, and disposal.
- Ensure **Restricted Chemicals** under the *Explosives Act & Regulation* are safely stored, secured, and only used under supervision.
- Ensure **no Banned Chemical Products** are present on site.
- Ensure all chemical products are properly labelled. Replace damaged or illegible supplier labels with workplace labels and make Workers aware of this requirement.
- Provide blank workplace labels to Workers as needed (available from the Health & Safety Department).
- Ensure Secondary Staff are aware of and help coordinate **bi-annual chemical waste pickups**.

- Ensure only **Board-approved chemical products** (Appendices B–G) are purchased through Webstock or per Board purchasing procedures.

Worker Duties

All Workers are required to adhere to this Management Program as prescribed:

- Be familiar with this Management Program and understand their duties.
- Follow all prescribed measures to safely manage, handle, store, and use chemicals; wear and launder PPE as directed; ensure products are labelled; know how to access SDSs; follow spill cleanup and reporting procedures; complete required training; and participate in bi-annual chemical waste disposal.
- Ensure all chemical products under their control are properly maintained, labelled, safely stored, and handled.
- Ensure all chemical containers are clearly labelled. Replace any damaged, faded, or missing supplier labels with a properly completed workplace WHMIS label.
- Obtain blank workplace labels from the site Supervisor.
- Maintain chemical containers and equipment in good condition. Report any damaged or leaking containers immediately to the Supervisor.
- Report any chemical-related health and safety concerns to the Supervisor for resolution.
- Participate and assist in chemical audits as required.
- Correctly wear and use all PPE provided by the Supervisor.
- Workers must properly don, doff, launder, maintain, and dispose of PPE, understanding its limitations.

- Workers (teachers) must provide required PPE to Students and ensure they are trained in its correct use, care, and disposal.
- Help ensure no Banned Chemical Products are present on site.
- Use only Board-approved chemical products (Appendices B–G) purchased through WebStock or as per Board purchasing procedures.
- Secondary Staff shall participate in bi-annual chemical waste pickups as scheduled.



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Program Department Consultant(s) Duties

The Board's **Program Department Consultants** are required to adhere to this Management Program as prescribed and will help afford assistance to **Supervisors** "School Principal(s)", **Department Heads** and **Worker(s)** "Teachers (supporting students)" with respect to such items listed below but not limited to:

- Controls and procedures to safely manage, handle, store and utilize chemicals, proper labelling, spills process and reporting, training, audits, and records.
- PPE/ Webstock.

- The Board's Introduction of new Chemical Products process.
- Afford assistance to the Board's Energy and Environmental Officer regarding the bi-annual chemical and biological waste pickups and disposal.

School Department Head Duties

School **Department Heads** are required to adhere to this Management Program as prescribed and will help afford assistance to **Supervisors** "school Principal(s)", and **Worker(s)** "Teachers (supporting students)" with respect to such items listed below but not limited to:

- Controls and procedures to safely manage, handle, store, utilize, proper labelling, spills process and reporting, training, audits, and records.
- PPE/ Webstock.
- The Board's Introduction of new Chemical Products process.
- Afford assistance to the Board's Energy and Environmental Officer regarding the bi-annual chemical and biological waste pickups and disposal.

Purchasing Department

The Board's **Purchasing and Supply Supervisor** will direct their staff accordingly respecting adherence to this Management Program as prescribed including:

- Ensuring the application process of new chemical products is followed.

- Ensuring compliance with related Board purchasing policies and processes involving the purchase of chemical products to further help prevent non-approved chemical products from being purchased.
- Maintaining chemical products on WebStock.

Facility Services Duties

The **Manager of Facility Services** will direct their staff accordingly respecting adherence to this Management Program as prescribed including:

- Maintaining and flushing mechanical eyewash stations and deluge showers as prescribed.
- Affording assistance for audits of chemical products as may be applicable.
- Ensuring the application process of new chemical products is followed.
- Affording assistance to the Board's Energy and Environmental Officer regarding the bi-annual chemical and biological waste pickups and disposal.

Contractor and Supplier/ Manufacturer Duties

Contractor Duties:

All Contractors are required to adhere to this Management Program as prescribed including but not limited to:

- Ensuring all chemical products brought on site or utilized by the contractor are safely managed, handled, stored, utilized, labelled and controlled in the workplace based on

identified health and safety risks from the supplier / manufacturer labels and Safety Data Sheets.

Supplier/ Manufacturer Duties:

- Ensure all chemical products sold or provided to the Board are properly labelled utilizing supplier labels.
- Furnish updated SDSs to the Board as prescribed or upon request.

CONTINUE

Personal Protective Equipment (PPE)



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The use of PPE by Supervisors, Workers, and Students, as prescribed by the Employer, is required to reduce the risk of personal injury when engineering controls are not reasonable or practical.

The level of PPE required depends on factors such as the task, scope of work, exposure time, volume, and type or classification of the chemical. **Always refer to the chemical product label and Safety Data Sheet (SDS)** for specific PPE requirements.

- Gloves(s) such as Nitrile, Rubber, Plastic, etc., must be worn whenever any person is working with, handling or utilizing chemicals/ chemical products.
- Avoid utilizing latex gloves as well as talcum powdered gloves due to possible allergic reactions.

Ordering Personal Protective Equipment (“PPE”)

When ordering Board approved PPE, utilize the Board’s WebStock system. This contains numerous types of PPE specific to protecting Workers and Students from chemical product hazards. These include but are not limited to:

- Chemical Safety Eye Wear Protection:
 - Glasses
 - Goggles
 - Face Shields

- Chemical Safety Gloves:
 - Nitrile
 - Vinyl

- Chemical Safety Clothing:
 - Chemical resistant Aprons, Armguards and Sleeves
 - Lab Coats and Shop Coats
 - Coveralls
 - Rubber Boots and Galoshes.

- Other:
 - Blast Shields

All such wearable PPE is unisex and comes in various sizes ranging from small, medium, large, extra large, 2XL and up to 3XL.



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Personal Protective Equipment (“PPE”) Care and Usage

The Workers and Students must check the PPE prior to usage/ donning for any damage, defects or excess wear and tear. Upon finding any damages, issues or concerns, report them immediately to the Supervisor/ Teacher to address/ resolve (replace all damaged PPE).

Touch Contamination: —

Workers and Students wearing gloves need to be aware of and avoid any chance of touch contamination:

- Don’t touch your face, clothing, other PPE or any other person if working with contaminated gloves (chemical/ biologicals, etc.).
- Only touch necessary surfaces, objects.
- Workers should discard and avoid re-using some types of PPE such as disposable gloves (Nitrile, etc.).

Launder and Care of Shared PPE: —

Any shared PPE amongst Workers and Students must be laundered between shared usages. More specifically:

- Reusable or shared PPE (if worn next to the skin) such as safety glasses, goggles, face shield, etc. must be laundered (cleaned and disinfected utilizing soap and water, air dry) prior to being worn by another person.
- Other types of reusable or shared PPE (not worn next to the skin) such as lab and shop coats must be laundered on a regular basis.

Storing PPE: —

All such PPE should be stored in a clean area. Avoid storing PPE in excessively hot or cold environments and avoid storing in direct sunlight.

Donning (putting on) PPE: —

The donning of PPE prior to safely handling chemical products needs to occur in a chronological order:

- **Perform hand hygiene.**
- If the task requires usage/ wearing of a chemical apron as prescribed, then put on, tie neck, and wait ties securely.
- If the task requires usage/ wearing of protective eyewear such as safety glasses, goggles, face shield, etc., then put on eye protection and adjust to fit. Face shield should fit over brow.
- **Put on gloves**, taking care not to tear or puncture glove.

Doffing (taking off) PPE: —

The doffing of PPE after handling chemical products must occur in the correct order:

1. **Remove gloves** using the *glove-to-glove/skin-to-skin* technique. Grasp the outside edge near the wrist, peel away turning inside out, reach under the second glove, peel away, and discard immediately in a waste receptacle.
2. **Remove chemical apron** (if used) without contaminating clothing or skin. Untie at the waist, then neck; pull forward, roll the contaminated side inward, remove from arms, and discard immediately to minimize air disturbance.
3. **Perform hand hygiene.**
4. **Remove eye protection** by touching only the ear loops, sides, or back. The front is considered contaminated. Discard if disposable, or clean, disinfect, and store safely if reusable.

5. **Perform hand hygiene** again.

Records

The Employer shall ensure that it maintains online systems (available to all staff) that house our Board's chemical products inventory, access to SDSs, a PPE ordering system, and a learning management system including all applicable records as prescribed.

Prohibition

No Board Staff shall:

- Personally purchase or bring chemical products into the workplace from home.
- Utilize Board purchasing credit cards to purchase chemical products.
- Bring any non-board approved chemical products into Board worksites, this includes all Banned Chemicals.
- See Appendices A through G for more specifics

CONTINUE

Workplace Hazardous Material Information System (“WHMIS”)



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WHMIS Chemical Hazard Classes

These are chemical products that are regulated under WHMIS or any product that can be included in any one of the following three major hazard classes:

Health Hazards Classes

- Acute toxicity
- Skin corrosion/ irritation
- Serious eye damage/ eye irritation
- Respiratory sensation/ skin sensitization
- Carcinogenicity

Physical Hazards Classes

- Explosives
- Flammable gases, aerosols, liquids, solids
- Oxidizing gases, liquids, solids

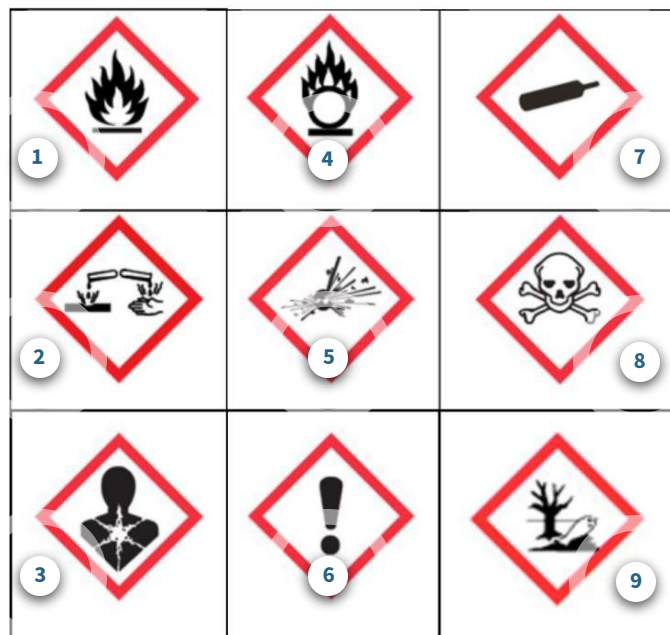
Environmental Hazards Classes

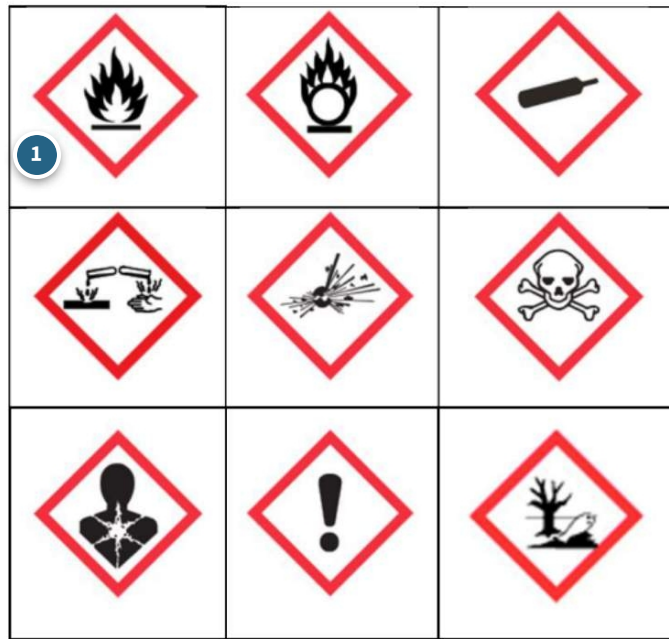
Hazardous to aquatic environment

WHMIS Pictograms

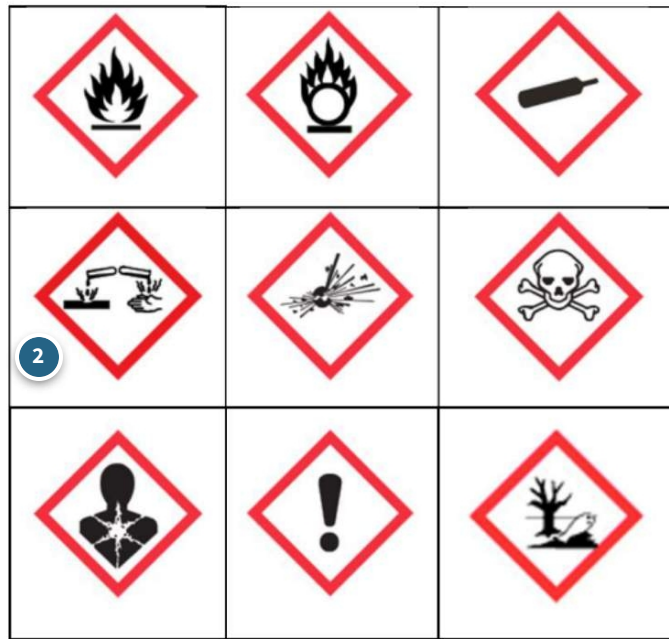


Click on the markers to learn about the symbol and hazard!

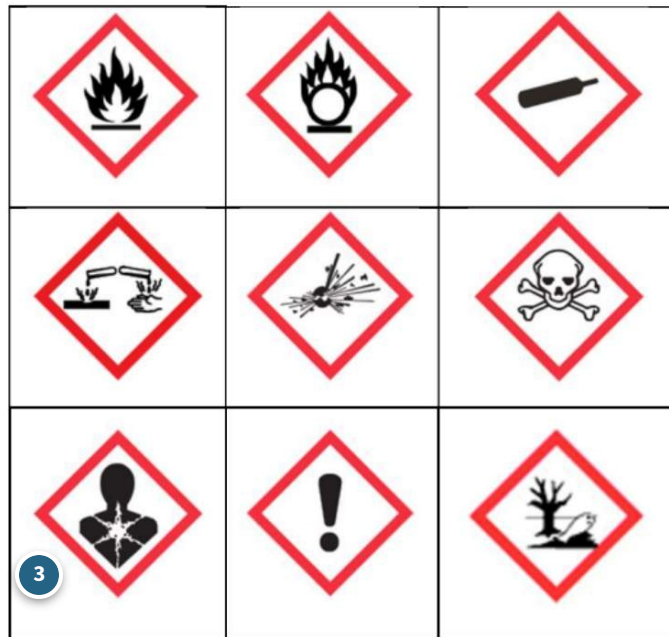




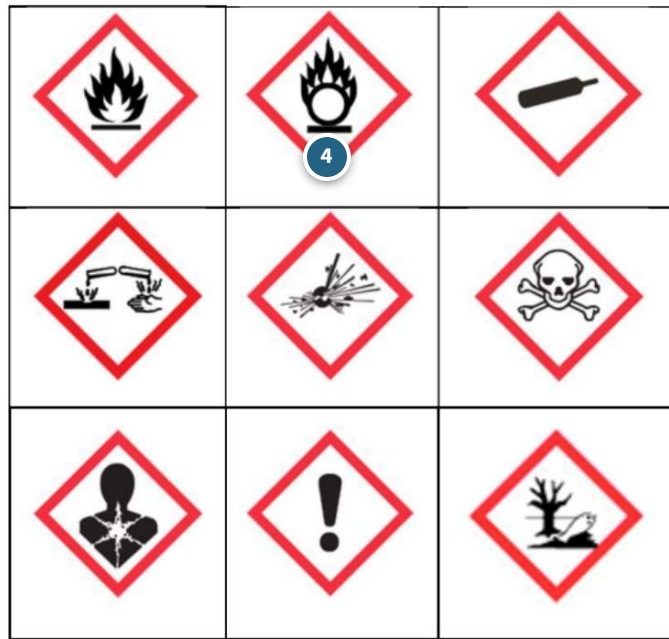
Flammable (for fire hazard)



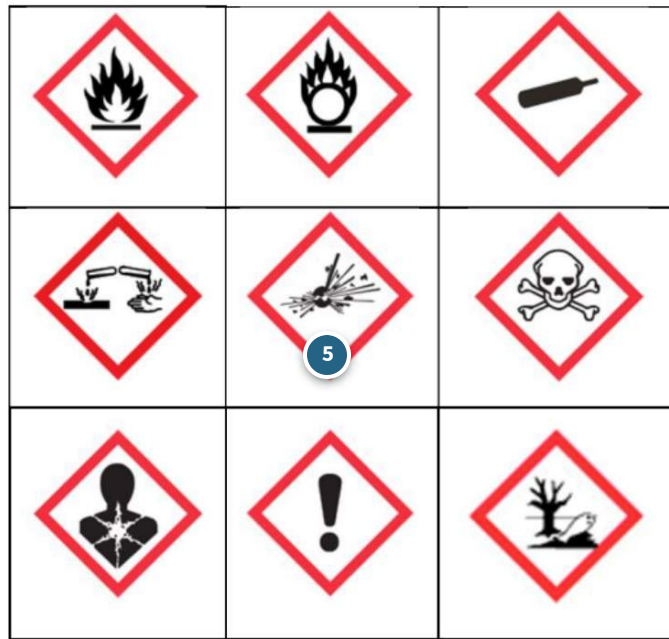
Corrosive (for corrosive damage to metals, skin, eyes)



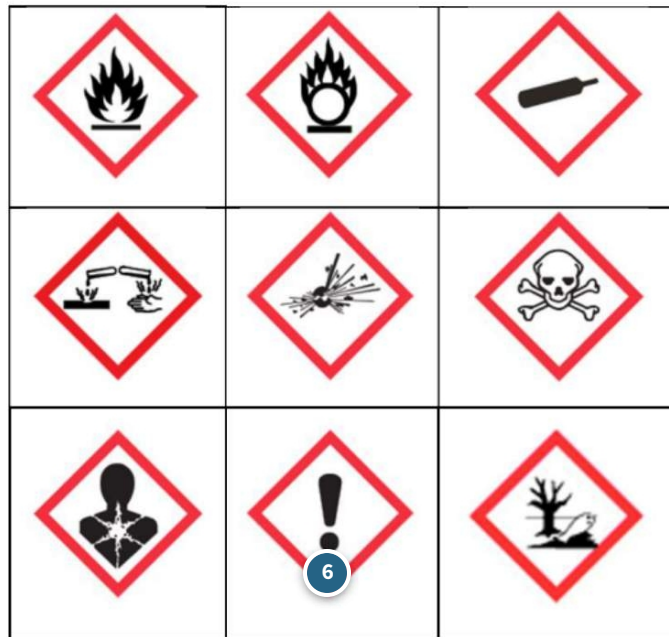
Health hazard (may cause or suspected of causing serious health effects)



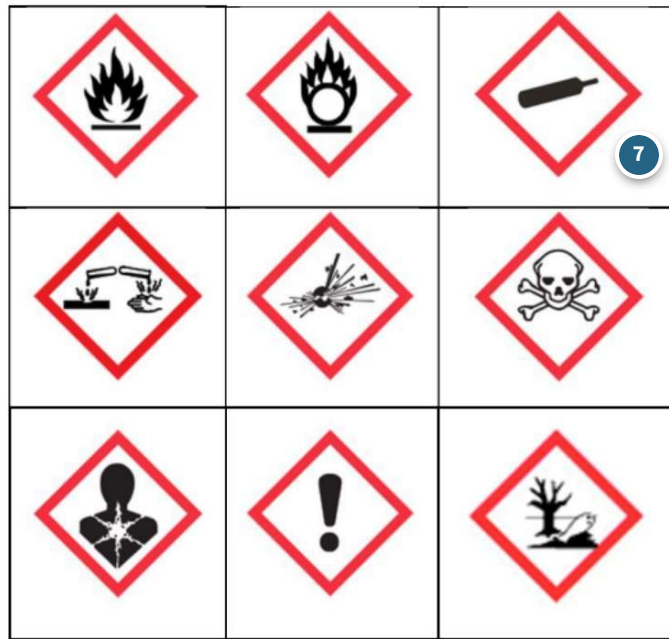
Oxidizing (for oxidizing hazards)



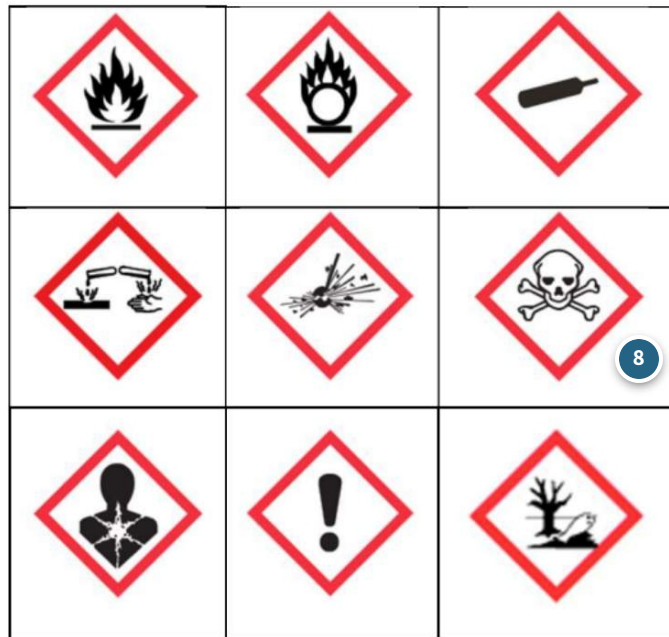
Explosive (for explosion or reactivity hazards)



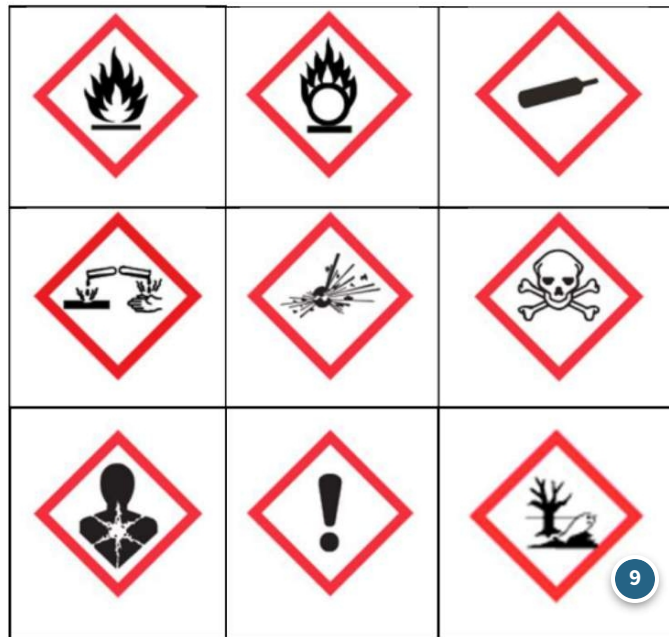
Harmful/ Irritant (may cause less serious health effects or damage to ozone layer)



Compressed Gas (for gases under pressure)



Toxic (can cause death or toxicity with short exposure to small amounts)



Environmental Hazard (may cause damage to the aquatic environment)

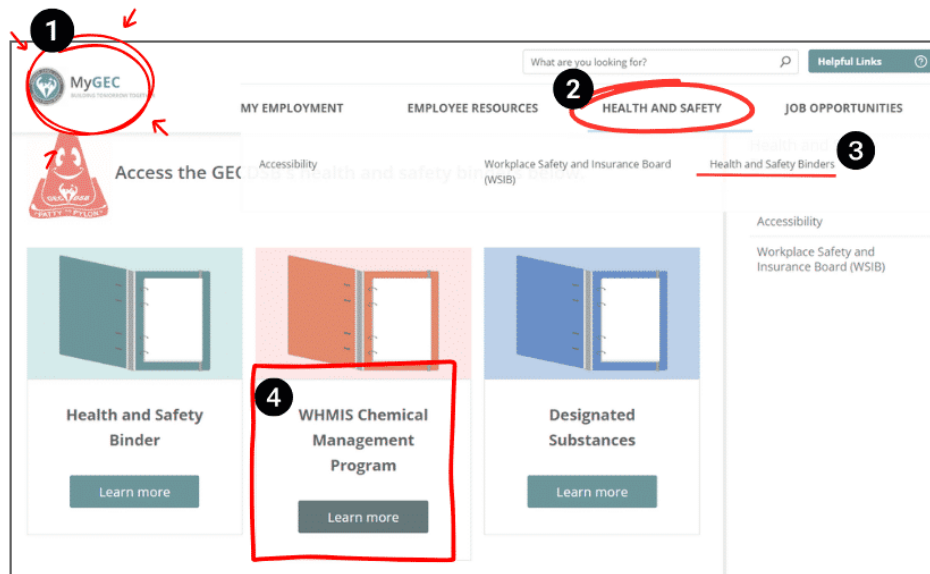


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Safety Data Sheets (SDSs) Management

The Employer must obtain and make accessible SDSs for all chemical products classified as "WHMIS Controlled" (hazardous). Chemical Products that are "Non-WHMIS Controlled" do not require SDSs, as they are not covered under WHMIS legislation.

Current SDSs for all Board-approved WHMIS Controlled products (Appendices B–G) are available electronically on the Board's Staff Intranet (MyGEC) under Health & Safety and are accessible to all Board Staff.



My GEC > Health and Safety > Health and Safety Binders > WHMIS Chemical Management Program

The screenshot shows the 'WHMIS Chemical Management Program Safety Data Sheets' search interface. It features a search bar labeled 'Search by Keywords' and a dropdown menu labeled 'Category'. Below the search bar, there is a text input field with the placeholder 'Search by Keywords'. To the right of the search bar, there is a 'Category' dropdown menu. At the bottom right, there are 'Search' and 'Clear' buttons. An arrow points from the search bar to the text below, and another arrow points from the category dropdown to the text below.

You can type the name of the chemical directly into the search bar and click Search. Ensure the spelling is correct for more accurate results.

You can also search by simply selecting a category.

Labels

WHMIS WORKPLACE LABEL

PRODUCT IDENTIFIER

See SAFETY DATA SHEET

HAZARD RATING FOR UNDILUTED PRODUCT					
Mark correct boxes	Safe		Dangerous		
	0	1	2	3	4
HEALTH	☐	☐	☐	☐	☐
FLAMMABILITY	☐	☐	☐	☐	☐
REACTIVITY	☐	☐	☐	☐	☐

SAFE HANDLING/PERSONAL PROTECTION

GOGGLES	GLOVES	BOOTS	APRON
☐	☐	☐	☐

OTHER:

WHMIS WORKPLACE LABEL

PRODUCT IDENTIFIER

**HAZARD RATING
FOR UNDILUTED PRODUCT**

Mark boxes:
0 (Safe) to 5 (Dangerous)

HEALTH	☐
FLAMMABILITY	☐
REACTIVITY	☐

SAFE HANDLING/PERSONAL PROTECTION

GOGGLES	GLOVES	BOOTS	APRON
☐	☐	☐	☐

OTHER INFORMATION:

See SAFETY DATA SHEET

All chemical products regardless of being WHMIS controlled products or not must be properly labelled. If decanting from the original container or the original supplier/ manufacturer label has been damaged, faded or become illegible then it must be replaced with a WHMIS workplace label that is filled in.

All Workers are responsible for ensuring that any decanted chemical products are properly labelled utilizing workplace labels. When utilizing a blank workplace label properly fill in the blanks as required including but not limited to:

- The product name/ identifier.
- Information for the safe handling.
- Information on required PPE.
- Reference to a SDS is available and/ or applicable.
- Any other relevant safety information.

CONTINUE

General Prevention and Mitigation



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The Board's General Prevention and Mitigation requirements apply to all Staff to help reduce the risk of chemical hazards and exposures to Staff and Students. Additional requirements for moderate to high-risk Workers such as Teachers (Science, Technological Education) and Facility Services Staff (Custodians) are outlined in **Job-Specific Prevention** and Mitigation of this Management Program.

Introduction of New Chemical Products to the Board

This Management Program requires any new chemicals/ chemical products being considered for purchase be authorized by the Health & Safety Department prior to being introduced or present on site. The pre-approval process is as follows:

Step One: —

Worker(s) can make a request to their Supervisor for the introduction of a new chemical product provided for which they have first done the following checks:

- The new chemical is not on the Banned chemical products Appendix A including the content ingredient(s). If this chemical product or any content ingredient(s) is on the banned list, then this request is denied and should not move forward.

- Check the existing Board approved chemical products for possible equivalents or substitutes, in Appendices B through G. If a similar chemical is already on the approved list or a substitute is available, then this request is denied and should not move forward.
- See if this chemical product is on **WebStock** as may be applicable. If it is already approved and/ or listed in **WebStock** you can then proceed with the purchasing per Board Purchasing policies.

Upon the completion of these **3 checks** noted above in which the new chemical product request has not been addressed or eliminated, then proceed as follows: Forward the new chemical product request to the site Supervisor with:

- Curriculum justification for the product, and
- A copy of the Safety Data Sheet (SDS).

The Supervisor may deny or forward the request to the Board's Health & Safety Department for approval.

Step Two: —

The site Supervisor shall forward the new chemical product request and SDS to the Board's Health & Safety Department for review and approval.

The Department will review the request and either approve or deny it.

If approved:

- The Health & Safety Department will email written confirmation to the Supervisor, copying the requester, Purchasing Department, Program Consultant (if applicable), and site OJH&SC.
- The Department will update the relevant Appendix to include the new product and post it on the Board's Staff Intranet under *Health & Safety*.
- If the product is WHMIS Controlled, its SDS will be added to the Board's SDS electronic system on the Staff Intranet.
- The Department will coordinate with Purchasing to list the product in WebStock for future purchase.

If not approved:

- The Health & Safety Department will email written notification to the Supervisor, copying the same parties, explaining why the request was not approved.

Time Frame

Requests for new chemical products can be made anytime during the school year. The review process for new chemical products is typically scheduled for May through July each school year. If approved the introduction is typically scheduled for September each school year.



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Working with Chemicals and Biologicals

The four main routes of exposure by which chemicals can contact and/or enter our bodies are:

- Ingestion.
- Absorption (skin/ eye).
- Injection.
- Inhalation.

The effects of chemical contact on or in the human body can range from a minor chemical burn or irritation to harmful and possible fatal effect on body systems like blood, liver, other organs, or the bodies nervous system.

General Safety and Prevention Tips for Working with Chemicals and Biologicals:

- Always wear required PPE (nitrile gloves, safety glasses, face shields, etc.) as directed by the Safety Data Sheet (SDS).
- Wash hands after using chemical products.
- Do not eat, drink, or smoke while handling chemicals.
- Avoid skin and eye contact with chemical or biological products.
- Ensure proper ventilation (natural or mechanical) when using chemicals.
- Avoid as much as possible the hand dispensing of chemical products. If you have to decant chemical products by hand, ensure that:
 - Follow instructions on product for proper dilution measures.
 - When diluting, always add the concentrated liquid to water, not the water to the concentrate. Do not under or over dilute chemical products.
 - Avoid lifting and pouring from heavy or awkward containers.
 - Handle with caution to avoid splashing or spillage.
 - Seal concentrated product when finished.
 - Ensure proper labeling.



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PAINTING PROCEDURES

EYEWASH STATIONS & DELUGE SHOWERS

DRAMA THEATER ARTS TEACHERS/ SCHOOL PLAYS

During the school year and summer months the potential for painting operations can arise. Before any painting during the school year, Facility Services must communicate with the site Supervisor and Workers to ensure health and safety protections, especially for anyone with allergies or environmental sensitivities.

Before painting begins:

- Facility Services will share the scope of work and obtain pre-approval from the site Supervisor.
- The site Supervisor will inform all Workers, collect feedback on allergies or sensitivities, and communicate this to Facility Services.
 - Consider any Students' environmental sensitivities as applicable.
- Once approved, a painting schedule will be developed.
- Facility Services Painters or Contractors must keep Safety Data Sheets (SDSs) on site.
- Ventilation systems will be adjusted to support curing and off-gassing.
- Whenever possible, painting shall occur after hours or in low-occupancy areas.

School Painting Projects such as murals

Before any mural or school-based painting project:

- The site Supervisor shall follow the Board's "Alterations to School Building Grounds and/or Change of Use of Space Approval Process" (AP-PL-1).
- Include details on the paints to be used and their SDSs with the submission.

Where a Worker or Student could be potentially exposed to a hazard of injury to the eye due to contact with a chemical or biological product, an eyewash fountain shall be provided. The Board has mechanical eyewash stations in designated areas where such risks exist.

Elementary Schools/ Other Board Owned Sites

For Elementary Schools and other Board owned sites mechanical eyewash stations are present and maintained as follows:

- All Custodial slop sinks where cleaning chemicals are stored, dispensed, handled and utilized.
- All Boiler rooms where boiler chemicals are dispensed, handled and utilized.
- In the main staff room as a back up and for Workers and Students.
- In newer elementary schools' Mechanical eyewash stations may also be present in some art and science classes as may be applicable.

NOTE – Mechanical eyewash stations do not prevent eye injuries. It is the wearing of eye safety PPE by staff and students such as safety glasses, goggles, and face shields, etc. that are the key to prevention.

Secondary Schools

For Secondary Schools mechanical eyewash stations are present and maintained as follows:

- All Custodial slop sinks where cleaning chemicals are stored, dispensed, handled and utilized.
- All Boiler rooms where boiler chemicals are dispensed, handled and utilized.
- All science labs and applicable prep rooms where science chemicals are stored, dispensed, handled and utilized.
- Deluge showers are located in all wet science labs and applicable chemical storage areas.
- All technology shops where the potential for an eye injury could occur due to a chemical or particulate.
- Mechanical eyewash stations may also be present in some art classrooms as may be applicable.

Maintaining Eyewash Stations and Deluge Showers

All mechanical eyewash stations and deluge showers are maintained by Facility Services through the work order system. This includes the monthly flushing requirements for mechanical eyewash stations and deluge showers conducted by Custodians. This monthly task is generally performed on or prior to the 20th of each month.

PAINTING PROCEDURES	EYEWASH STATIONS & DELUGE SHOWERS	DRAMA THEATER ARTS TEACHERS/ SCHOOL PLAYS
While the fire risk for most schools with respect to stage props and scenery is low it is important to know that such items must be chemically treated with a fire retardant. The site Supervisor must ensure that all stage props and scenery utilized for school plays and productions are treated with fire retardant coatings. There are two Board approved fire retardant products “Fire Block” and “FX Paint guard” available in WebStock for purchase and usage. Permanently installed stage curtains are up to fire code and are tested/ inspected at regular intervals. Any new stage curtains installed are made from material that has been treated with a flame retardant or are fabricated using inherently flame-retardant fibers and meet code.		

CONTINUE

Science Teachers



Click the  play button to listen. As you listen, continue scrolling to follow along with the content the speaker is discussing



If you do not belong to **Science Teachers** Group, please skip this lesson and click "**Continue**" at the bottom.

1

Flammable and Combustible Liquid Chemical Products

What are flammable and combustible types of liquid chemical products?

- Flammable liquids are those that will easily ignite and burn at normal working temperatures. Examples are Petroleum, Ethanol, Isopropyl Alcohol, Acetone, Toluene, etc.
- Combustibles liquids are less volatile and required higher than normal working temperatures to ignite and burn. Examples are Diesel, Lube Oil, Paint thinner, Vegetable Oil, Olive Oil, etc.

Why are flammable and combustible liquids so dangerous?

A flammable or combustible liquid itself does not burn. It is the combination of the liquids' vapour in air that burns. A spark or flame can cause this to happen. In addition, flammable liquids have an "auto ignition temperature", which means they can ignite even without a flame or a spark at that temperature.

- With a flammable liquid, these vapours form at normal room temperature.
- With a combustible liquid, these vapours form when the liquid is heated.

Most vapours from flammable and combustible liquids are heavier than air and can travel along lab bench tops and floors. Vapour can escape an open or poorly sealed container or from a spill and travel, sometimes at a significant distance, from the source of the vapour. If a vapour trail encounters a source of ignition (a spark, flame, or sufficient heat). It will ignite, and the fire can travel back to the liquid.

Some general basic safety tips for working with in and around flammable and combustible chemical products for all Staff:

- **Review the Safety Data Sheet (SDS)** before using any chemical to understand its hazards.
- **Wear required PPE** as indicated in the SDS.
- **Use the smallest necessary amount** of flammable or combustible product.
- **Keep chemicals away from incompatible materials and ignition sources.**
- **Ensure good ventilation** when handling or dispensing these products.

- Keep containers sealed and stored in approved cabinets.
- Dispose of chemicals safely as directed by the SDS.
- Report and clean spills immediately following Board spill procedures.



Click the  play button to listen. As you listen, continue scrolling to follow along with the content the speaker is discussing

Chemical Storage Cabinets

There are five different categories of chemical storage cabinets in use at the Board which are broken down as follows:

Flammable(s) Chemical Storage Cabinets

Cabinet Storage	Ventilation	Segregation
A flammable storage cabinet is required for Class 1 flammable liquids when: ○ <25 L: Can be stored in the open, if properly sealed and labelled. ○ >25 L up to 250 L: Requires a storage cabinet. ○ > 250 L: Must be stored in an approved fire-rated storage room.	Ventilation is not required for a flammable cabinet.	Flammables must never be stored with Oxidizers or corrosives. Water compatible and non-water compatible flammables must be stored separately.

Corrosives – Acids Chemical Storage Cabinets

Cabinet Storage	Ventilation	Segregation
More than 5 litres of a concentrated acid “usually” triggers the need for a storage cabinet.	Ventilation is not required for a corrosive acids’ cabinet.	Acids must be stored separately from bases, flammables, oxidizers, sulfides and incompatible acids like nitric acid.

Corrosives – Bases Chemical Storage Cabinets

Cabinet Storage	Ventilation	Segregation
More than 5 litres of a concentrated corrosive “usually” triggers the need for a storage cabinet.	Ventilation is not required for a corrosive basis cabinet.	Basses must be stored separately from acids, flammable liquids, oxidizers, halogenated compounds and reactive metals.

Oxidizers Chemical Storage Cabinets

Cabinet Storage	Ventilation	Segregation
Cabinet storage is suggested when more than 5 litres of oxidizers are present.	Ventilation is typically not required.	Oxidizers must be stored separately from flammables, acids, bases, and organic metals.

Nitric Acid Chemical Storage Cabinets

Cabinet Storage	Ventilation	Segregation
A dedicated, corrosion-resistant storage cabinet is required based on SDS compliance, risk control, and segregation rules, it’s a standard requirement for storing nitric acid safely in Ontario.	Ventilation is typically not required.	Nitric Acid must be stored separately from organic materials, flammables, other acids like acetic or hydrochloric acid, bases, reducing agents, and combustibles.

Some general basic safety tips and precautions regarding chemical storage cabinets for all Staff:

- Help ensure Restricted Chemicals (under the Explosives Act & Regulation) are safely stored, secured, and used only under supervision.
- Ensure all chemical storage cabinets are labelled accordingly.
- Ensure that all chemical products are safely stored as prescribed.
- Ensure all containers are properly closed; lids must seal tightly and should not be used if damaged or corroded.
- After each use, carefully wipe outside of container with paper towel before returning to storage.
- Clean any residual chemicals staining, rings, built up debris from current or old chemical spills, leaking containers, etc., using soap and water. This is specific to shelving located inside chemical storage cabinets.
- Report any damaged, corroded chemical storage cabinets and/or shelving directly to their Supervisor.
- New or replacement chemical storage cabinets can be ordered through WebStock.

Click the  play button to listen. As you listen, continue scrolling to follow along with the content the speaker is discussing

Compressed Gas Cylinders

Compressed gas cylinders such as fire extinguishers, oxygen, acetylene, argon, helium, propane, etc., may be present at Board work sites. Such compressed gas cylinders have associated safety requirements when it comes to storage, usage, handling, moving, etc. Workers working with in, or around compressed gas cylinders are required to:

- Ensure they are secured / chained / guarded from falling. o Ensure that they are labelled.
- Help ensure that they are under Active Supervision or located in a safety cage / secured room / area.
- Help ensure that they are properly being stored prescribed.
- Help ensure that they are stored in areas away from posted exits and exit corridors.
- At all times cylinders (full or empty) must be secured (chained), during transportation, storage and use.
- When not in use, cylinders shall have protection caps in position.
- Propane tanks are not to be stored indoors. Help ensure that propane tanks are stored securely in exterior rooms / locations.
- Store and keep away from open flames and ignition sources.
- Report any issues immediately to the Site Supervisor.

Chemical Waste Disposal

The Board has several waste streams including chemical waste streams and disposals. Some general basic safety & prevention tips with respect to chemical waste disposal for all Staff.

- Always utilize, follow and refer to the chemical products SDS for proper chemical waste disposal.
- Never pour or dump chemicals down the drain.
- Exercise caution when handling and storage of chemical waste.
- Wear and utilize the required PPE as prescribed by the SDS.
- Don't mix different types of chemical wastes / waste streams together.



Click the  play button to listen. As you listen, continue scrolling to follow along with the content the speaker is discussing

Science Teachers

Secondary Science Teachers are identified as being at high risk of potential exposures to chemical hazards.

Science Teachers PPE

Secondary Science Teachers usage/ wearing of the following prescribed PPE is based on the chemical products and biologicals that they work with and associated hazard prevention:

- Proper footwear choices such as CSA Approved anti slip is recommended by the Employer/ Supervisor.
- Clothing choices should be considered such as long pants, shirts, t-shirts with sleeves.
- Lab coats, chemical resistant aprons, armguards and sleeves are prescribed and made available by the Employer/ Supervisor through Webstock.
- Gloves such as nitrile, thermal gloves & other work gloves (CSA approved for skin protection, chemical, biological, and physical) are prescribed and made available by the Employer/ Supervisor through Webstock.
- Safety glasses, goggles, and face shields (CSA approved for eye protection, chemical, biological and physical) are prescribed and made available by the Employer/ Supervisor, through Webstock.
- Blast shields (CSA approved for chemical experiments) are also available as prescribed by the Employer/ Supervisor, through Webstock.

The mandatory wearing and usage of all such PPE may also be applicable to Students under the supervision and enforcement of the Science Teacher(s) pending the tasks/ labs, etc. Any shared PPE amongst Workers and/or Students must be laundered between shared usages.

Secondary Science PPE Kits: —

In addition to the prescribed PPE provided/ made available, a science PPE Kit is also required to be present and maintained for any science chemical spills that could occur or any other chemical emergency. Such PPE kits shall be stored in a marked/ labelled tote (purple tote), located in the science chemical storage room: Contents include:

- 2 Protective Footwear (i.e. Rubber Boots).
- 1 Chemical Apron.
- 2 Safety Glasses, Chemical Goggles and Face Shields.
- 3 Pairs of Nitrile Gloves.
- Arm Guards (chemical resistant).

These kits are to be utilized by Secondary Science Teachers and maintained by their Supervisor. All such items are available through Webstock.

Science Chemical Storage

Some basic safety tips for Secondary Science Teachers regarding storing science chemical products: All chemical products must be safely stored as prescribed to help ensure the health and safety of all parties. All chemical products must be properly labelled as to their contents (must use WHMIS Labels).

Chemical storage areas:

- Are to be secured/ locked at all times and are off limits to students.
- Designated closable cabinets, and sturdy shelving should be utilized.
- Chemical products should not be stored on top of cabinets or on floors.
- Chemical products and biologicals are not stored in fume hoods as fume hoods are to be utilized for the safe handling, dispensing and demonstration purposes only.
- No chemical products should be stored above 6 feet.
- All heavy and large containers should be stored below eye level.
- Do not overload shelves to the point where the shelves or the materials may fall.
- Report any damages or concerns to their Supervisor.
- Never use food or beverage containers (even if empty) for chemical product storage.
- Make sure all containers are properly closed; lids must seal tightly and should not be used if damaged or corroded.
- After each use, carefully wipe outside of container with paper towel before returning to storage.
- Chemical products are not to be stored in or near food preparation areas including staff fridges; staff fridges should not be in chemical storage areas.
- Food or drink consumption is not allowed in chemical storage areas.
- Always refer to the SDS for safe storage, usage, handling and required PPE.

Secondary Science Curriculum Restricted Chemical Products

The following Board Secondary Science curriculum chemical products have been classified as Restricted by the Federal Government of Canada under the Explosives Act and Regulation:

- Hydrogen Peroxide
- Nitric Acid
- Potassium Chlorate
- Sodium Chlorate
- Potassium Nitrate
- Sodium Nitrate

These Restricted chemicals are to be kept/ stored in secured rooms/ areas and only utilized under supervision. These restricted chemicals can only be ordered through Webstock and require pre-approvals by the Board and Service Provider, as well as sign offs by the site Supervisor.



Click the  play button to listen. As you listen, continue scrolling to follow along with the content the speaker is discussing

Secondary Science Chemical Spills

The Board has developed a colour coding chemical storage system for the safe storage of all science chemical products. Each Board approved science chemical product has an assigned colour code to facilitate its safe storage. Board Colour Coding System:

- Green – Minimum to moderate hazards; general storage.
- Red – Flammables; acids (except nitric) and bases stored separately; nitric acid stored apart from acids, bases, organics, flammables, reducing agents, and combustibles.

- White – Contact hazard; acids (except nitric) and bases stored separately; nitric acid stored apart as above.
- Yellow – Reactivity hazard (oxidizers); store away from flammables, acids, bases, combustibles, and organics.
- Orange – Health hazard; store in secure poisons area.

Chemical Storage Guidelines:

- Areas must be secured/ locked and off-limits to students.
- Use closable cabinets and sturdy shelving; do not store chemicals on floors or on top of cabinets.
- Fume hoods are for handling, dispensing, and demonstrations only.
- Store heavy or large containers below eye level; no chemicals above 6 feet.
- Never use food/ beverage containers for chemicals.
- Ensure containers are tightly closed; wipe exteriors after use.
- No chemicals near food areas; no eating or drinking in storage areas.
- Always consult SDS for storage, handling, and PPE requirements.

Hygiene and Lab Safety:

- Clean all glassware and materials, wipe benches, and return items after use.
- Clean spills, stains, and debris in cupboards, shelves, and fume hoods.
- Disinfect safety goggles and return to designated storage.
- Wash hands before and after handling chemicals and materials.
- Report damages or safety concerns to your Supervisor.

Secondary Science Chemicals Spill Prevention —

Additional resources are available for schools to purchase and utilize with respect to Science chemicals and spill prevention during the transportation of science chemicals from prep rooms to labs, etc. Such resources include but are not limited to:

- Safety bottle Carrier (1.5L and 4.5L).

- Chemical Spill Trays (deep and shallow).
- Science role carts with built in spill prevention/ containment.
- Such items are available in WebStock and can be purchased by Schools.

Science Chemical and Biological Waste Streams and Disposal —

Fresh Specimens (biologicals)

If disposing of fresh specimens utilized for dissection you can dispose of via the school's garbage waste stream. Science Teachers need to inform the Custodian staff at the school upon the generation of fresh specimens for waste disposal and coordinate.

Fresh Specimens (Biologicals):

- Can be disposed of via the **school's regular garbage**.
- Teachers must **inform Custodian staff** when specimens are generated and coordinate disposal.

Scalpel Blades:

- Place all used scalpel blades in a **labeled Sharps Container** (available via WebStock).
- When full, they are disposed of through the **Board's Bi-Annual Chemical Waste Collection**.

Broken Glass:

- Handle with **caution**; sweep up with a dustpan and brush.
- Place in a **cardboard box lined with a plastic bag** for disposal via school garbage.
- Inform Custodian staff upon generation of broken glass waste.

Bi-Annual Chemical Waste Collection:

- Conducted at the **end of each semester**.
- Schools must complete the **"GECD SB Program Chemical Waste Inventory"** sheet detailing waste types, location, quantity, and required containers, then submit by the due date.
- The Board's **Energy and Environmental Officer** coordinates pickup and disposal per legislative requirements.

- **Important:** Schools that do not submit forms will **not receive collection or new containers** until the next semester.

Science Chemical Inventory Audit —

Science Teachers at Secondary Schools are required to conduct bi-annual science chemical inventory audits being one in the fall and one in spring. This annual science chemical inventory audit is designed to help science Teachers and Department Heads as well as their site Supervisor to maintain their site's science chemical inventory, reinforce safe chemical storage, usage, handling, tracking, condition, identification, labeling, and identification of science chemicals for waste disposal. This audit captures:

- Verification of chemical products, names, and vendors against Board-approved Appendix E and WebStock.
- Overall inventory volumes at the site.
- Labeling and container conditions (damaged, expired, or improperly labeled).
- Compliance with the Board's chemical storage coding system.
- Condition of shelving and storage cabinets.
- Preparation for science chemical waste disposal in January and June.
- Refer to Appendix H - Annual Science Chemical Inventory Audit. Refer to Appendix H1 - Annual Science Chemical Inventory Audit Instructions.

CONTINUE

Technological Education



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If you do not belong to **Technological Education** Group, please skip this lesson and click "**Continue**" at the bottom.

1

Flammable and Combustible Liquid Chemical Products

What are flammable and combustible types of liquid chemical products?

- Flammable liquids are those that will easily ignite and burn at normal working temperatures. Examples are Petroleum, Ethanol, Isopropyl Alcohol, Acetone, Toluene, etc.
- Combustibles liquids are less volatile and required higher than normal working temperatures to ignite and burn. Examples are Diesel, Lube Oil, Paint thinner, Vegetable Oil, Olive Oil, etc.

Why are flammable and combustible liquids so dangerous?

A flammable or combustible liquid itself does not burn. It is the combination of the liquids' vapour in air that burns. A spark or flame can cause this to happen. In addition, flammable liquids have an "auto ignition temperature", which means they can ignite even without a flame or a spark at that temperature.

- With a flammable liquid, these vapours form at normal room temperature.
- With a combustible liquid, these vapours form when the liquid is heated.

Most vapours from flammable and combustible liquids are heavier than air and can travel along lab bench tops and floors. Vapour can escape an open or poorly sealed container or from a spill and travel, sometimes at a significant distance, from the source of the vapour. If a vapour trail encounters a source of ignition (a spark, flame, or sufficient heat). It will ignite, and the fire can travel back to the liquid.

Some general basic safety tips for working with in and around flammable and combustible chemical products for all Staff:

- **Review the Safety Data Sheet (SDS)** before using any chemical to understand its hazards.
- **Wear required PPE** as indicated in the SDS.
- **Use the smallest necessary amount** of flammable or combustible product.
- **Keep chemicals away from incompatible materials and ignition sources.**

- **Ensure good ventilation** when handling or dispensing these products.
- **Keep containers sealed and stored** in approved cabinets.
- **Dispose of chemicals safely** as directed by the SDS.
- **Report and clean spills immediately** following Board spill procedures.

Chemical Storage Cabinets

Flammable(s) Chemical Storage Cabinets

Cabinet Storage	Ventilation	Segregation
A flammable storage cabinet is required for Class 1 flammable liquids when: ○ <25 L: Can be stored in the open, if properly sealed and labelled. ○ >25 L up to 250 L: Requires a storage cabinet. ○ > 250 L: Must be stored in an approved fire-rated storage room.	Ventilation is not required for a flammable cabinet.	Flammables must never be stored with Oxidizers or corrosives. Water compatible and non-water compatible flammables must be stored separately.

Some general basic safety tips and precautions regarding chemical storage cabinets for all Staff:

- Ensure all chemical storage cabinets are labelled accordingly.
- Ensure that all chemical products are safely stored as prescribed.
- Ensure all containers are properly closed; lids must seal tightly and should not be used if damaged or corroded.
- After each use, carefully wipe outside of container with paper towel before returning to storage.
- Clean any residual chemicals staining, rings, built up debris from current or old chemical spills, leaking containers, etc., using soap and water. This is specific to shelving located inside chemical storage cabinets.
- Report any damaged, corroded chemical storage cabinets and/or shelving directly to their Supervisor.
- New or replacement chemical storage cabinets can be ordered through WebStock.



Click the  play button to listen. As you listen, continue scrolling to follow along with the content the speaker is discussing

Compressed Gas Cylinders

Compressed gas cylinders such as fire extinguishers, oxygen, acetylene, argon, helium, propane, etc., may be present at Board work sites. Such compressed gas cylinders have associated safety requirements when it comes to storage, usage, handling, moving, etc. Workers working with in, or around compressed gas cylinders are required to:

- Ensure they are secured / chained / guarded from falling.
- Ensure that they are labelled.
- Help ensure that they are under Active Supervision or located in a safety cage / secured room / area.
- Help ensure that they are properly being stored prescribed.
- Help ensure that they are stored in areas away from posted exits and exit corridors.
- At all times cylinders (full or empty) must be secured (chained), during transportation, storage and use.
- When not in use, cylinders shall have protection caps in position.
- Propane tanks are not to be stored indoors. Help ensure that propane tanks are stored securely in exterior rooms / locations.
- Store and keep away from open flames and ignition sources.
- Report any issues immediately to the Site Supervisor.

Chemical Waste Disposal

The Board has several waste streams including chemical waste streams and disposals. For more specific information on chemical waste disposal please refer to Job Specific Hazards and Prevention.

Some general basic safety & prevention tips with respect to chemical waste disposal for all Staff.

- Always utilize, follow and refer to the chemical products SDS for proper chemical waste disposal.
- Never pour or dump chemicals down the drain.
- Exercise caution when handling and storage of chemical waste.
- Wear and utilize the required PPE as prescribed by the SDS.
- Don't mix different types of chemical wastes / waste streams together.



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Technological Education Teachers

Technological Education PPE

Secondary Technological Education Teachers usage / wearing of the following prescribed PPE is based on the chemical products that they work with and associated hazard prevention:

- Proper footwear choices, such as CSA Approved steel toed shoes are recommended by the Employer/ Supervisor.
- Personal clothing choices should be considered such as long pants, shirts/ t-shirts with sleeves.
- Shop coats and coveralls are prescribed and made available by the Employer/ Supervisor through Webstock.

- Gloves such as nitrile gloves & other work gloves (CSA Standard for skin protection, chemical, biological and physical) are prescribed and made available by the Employer/ Supervisor through Webstock.
- Safety glasses, goggles, and face shields (CSA Standard for eye protection, chemical, biological and physical) are prescribed and made available by the Employer/ Supervisor, through Webstock.

The mandatory wearing and usage of all such PPE may also be applicable to Students under the supervision and enforcement of the Technological Education Teacher(s) pending the tasks, etc. Any shared PPE amongst Workers and/or Students must be laundered between shared usages.

Technological Education Chemical Storage —

Approximately 60% of all the Board's chemical products fall under Technological Education. Chemical storage cupboards, shelving, cabinets (including flammable storage cabinets), storage rooms, cages, must be secured and serve as designated areas to be utilized for safe chemical storage.

- Ensure that all chemical products are properly labelled and sealed/ closed.
- Always store chemical products as prescribed.
- Ensure that Acids, Bases, Flammables, and/ or any two chemicals that could react to each other are separated and not stored together.
- Ensure ventilation requirements for safe chemical storage is in place as prescribed.
- Ensure that no ignition sources are present at chemical storage locations.

External Tank Storage "Tank Farms" —

Some secondary schools may have an existing external tank storage room which services a welding classroom. These are also commonly referred to as "Tank Farms" in industry. The types of compressed gas cylinders utilized in such tank farms are oxygen, acetylene, and argon. Such tank farms have strict health and safety prescribed compliance requirements under multiple legislative authorities such as:

- Must be constructed in a manor that is separated from the remainder of the building by a gas-tight fire separation having a fire-resistance rating of not less than 2 hours.
- Must be located on an exterior wall of the building.
- Can be entered from the exterior.
- Is ventilated in accordance with the Ontario Building code including explosion venting as prescribed.
- Is not intended to contain fuel-fired equipment or high temperature heating elements and is not to be utilized for a purpose other than the storage of compressed gas.
- Posted signage.

Workers working with in, or around tank farms are required to:

- Ensure that all compress gas cylinders are upright and safely secured in place utilizing the racking system.
- Ensure the cylinders are protected from valve damage by using a valve cap, valve collar and storage within the racking system.
- Ensure the room is kept clean and clear of any other storage items including flammables or combustibles.
- Turn off valves and controls when not in usage.
- Only authorized Board staff are allowed to access such tank farms.
- Report any issues immediately to the Site Supervisor.

Technological Education Chemical Spills —

In the event of a Technological Education chemical spill the Teacher, Department Head and site Supervisor are required to follow the Board's procedures as prescribed:

Refer to Appendix J1 – Technological Education Chemical Spill Cleanup Instructions and Spill Kit.

- This includes instructions on containing and covers cleaning up of Technological Education Spills for:
 - Oils spills.
 - Lubricants spills.

- Coolants spills.
- Fluids spills.
- Fuel spills.
- Technological Education Spill Kit.
 - Marked / labelled 45-gallon drum, located in the Transportation Technology shop.
 - The contents of this kit are listed in Appendix J1.
 - These contents must be monitored by the Transportation Teacher on a regular basis (at least once per year).
 - Items are available for order/ replacement through WebStock.

Technological Education Chemical Waste Streams and Disposal

Bi-Annual Chemical Waste The Board conducts bi-annual chemical waste collection for secondary schools. This correlates with the end of each semester system. Email correspondence goes out to all applicable parties by the Employer advising of the upcoming chemical waste collection and disposal. Upon the site Supervisor and other applicable parties receiving this bi-annual correspondence they shall:

- Each school must complete the “GECDSEB Program Chemical Waste Inventory” sheets indicating the types, names, location, and quantity of waste to be collected and the number of new waste containers required and email them back by the prescribed due date.
- The Board’s Energy and Environmental Officer will coordinate the chemical waste pick up and disposal in accordance with legislative requirements by 3rd party.

Note: If the Employer’s contact does not receive any completed forms, your school will not receive waste collection / new waste containers until the end of the following semester.

CONTINUE

Custodians



Click the  play button to listen. As you listen, continue scrolling to follow along with the content the speaker is discussing



If you do not belong to **Custodians** Group, please skip this lesson and click "**Continue**" at the bottom.

Custodians are identified as being moderate to higher risk of potential chemical hazards and exposures.

Custodians PPE

Custodial usage / wearing of the following prescribed PPE is based on the chemical products and biologicals that they work with and associated hazard prevention:

- Safety Footwear (CSA Standard / anti slip) is prescribed and made available by the Employer / Supervisor.
- Safety Glasses (CSA Standard for eye protection) are prescribed and made available by the Employer / Supervisor.

- Nitrile & Other Gloves (CSA Standard for skin protection, chemical, biological, and physical) are prescribed and made available by the Employer / Supervisor.
- Chemical Goggles / Face Shield and Chemical Apron (CSA Standards) are prescribed and made available by the Employer / Supervisor.
- Rubber Gloves & Sleeves (CSA Standard) are prescribed and made available by the Employer / Supervisor.
- All Workers must wear PPE as prescribed and such mandatory requirements must be enforced by the Supervisor.

Custodial Chemical Storage

Custodial slop sinks, storage rooms, carts, shelving and cabinets (secured) are to be utilized for proper chemical product storage.

- Always put chemical spray bottles/ containers away and out of the reach of Students.
- Ensure that all chemical products are properly labelled and sealed/ closed.
- Always store chemical products as prescribed.
- Gasoline if present for snow blowers is to be stored in a proper flammable liquid (gas) container, sealed, and located in an exterior storage room in proximity to the snow blower.



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Custodial J-Fill Chemical Dispensing Systems

These chemical dispensing systems take concentrated products and dilute them to a prescribed use solution mixture for safe usage per our Board's cleaning and disinfecting practices. Some basic safety tips for Custodians while working safely with Custodial Diversey J-Fill Chemical Dispensing Systems are as follows:

- Only Facility Services Authorized and trained staff can utilize the Board's Custodial J-Fill Chemical Dispensing System.
- Follow product use and safety precautions on label.
- Wear gloves and protective eyewear when using system, decanting, and handling chemical products.
- Read SDS before using any product.
- Use cold water only when operating system.
- Replacing or Loading Bottles:
 - Unlock and open cabinet door.
 - Unscrew feed-line over-cap from empty bottle.
 - Replace bottle in cabinet with product label facing you.
 - Attach feed-line to bottle and tighten over-cap.
 - Close and lock cabinet door. Unit is ready for use.
- Filling a Spray Bottle:
 - Place filling hose into the neck of the spray bottle.
 - Use bottle to push yellow activation level to initiate product flow.
 - Release activation level when bottle is full.
 - Use properly labelled bottles.

- Filling Buckets or Auto-scrubber:
 - Using the filling hose gun, aim long dispensing hose into a bucket or auto-scrubber.
 - Squeeze the gun trigger to initiate product flow.
 - Release gun trigger to stop product flow.

CONTINUE

Conclusion

Appendices



Appendix A - GECD SB Banned Chemical Products.pdf
599.4 KB



Appendix B - Arts Chemical Products.pdf
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Appendix C - FS Operations Chemical Products.pdf
502.8 KB



Appendix D - FS Maintenance Chemical Products.pdf
518.4 KB





Appendix E - Science Chemical Products.pdf

278.1 KB



Appendix F Technological Education Chemical Products.pdf

688.9 KB



Appendix G - Miscellaneous Chemical Products.pdf

490.5 KB



Appendix H Science Chemical Inventory Audit.pdf

190.8 KB



**Appendix H1 Science Chemical Inventory Overview
Instructions.pdf**

219.3 KB



**Appendix I1 Science Chemical Spill Cleanup Instructions & Spill
Kit.pdf**

589.5 KB





**Appendix I2 Science Teacher(s) Personal Protective Equipment
Kit.pdf**
356.5 KB



**Appendix J Technological Education Chemical Spill Cleanup &
Kit.pdf**
309.3 KB



Congratulations you have finished the
training module!



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Chemical Management Program](#)

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