



Custodial Supply Orders

Background

KTCEA is committed maintaining safe, caring and respectful workplaces. KTCEA is also committed to fostering policies, practices and education programs that protect and preserve the environment. KTCEA recognizes the inevitability of hazardous products and materials being present in its facilities. KTCEA is committed to ensuring that the supply of such materials is controlled.

Guidelines

KTCEA will ensure that the Workplace Materials Information System (WHMIS) is present and implemented in all school locations and other facilities.

#	Procedure	Roles & Responsibilities
1.	All activities related to the management and disposal of chemical, hazardous and dangerous goods in all areas of the school system operation will be conducted in accordance with federal, provincial and municipal legislation, regulations and policies.	Site Managers, Principals, Operation and Maintenance Manager
2.	The Operation and Maintenance Manager shall approve all substances ordered for custodial purposes and shall ensure an inventory of these substances is maintained and placed in an appropriate location.	Operation and Maintenance Manager
3.	Approval of such purchases shall take into consideration appropriate amounts, least toxic alternatives, shelf life, use of hazardous products and ensuring that proper labels and Material Safety Data Sheet (MSDS) must accompany these substances when received from suppliers.	Operation and Maintenance Manager
4.	The inventory shall include name of chemical, MSDS, purchase date, hazard class or Transportation of Dangerous Good Classes (TDG), storage location, program for disposal and timelines for updating as well as any other pertinent information.	Principal, Site Manager, Operation and Maintenance Manager

Definitions:

Not Applicable

References:

KTCEA Policy 3 – Respectful, Caring and Safe Schools and Workplaces
 Dangerous Goods Transportation and Handling Act
 Occupational Health and Safety Act

Hazardous Chemicals Act

Public Health Act

Operations and Maintenance (Handbook for School Facilities)

Operations and Maintenance Manual (A Guide for School Trustees/Administrators and Consultants)

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operatons.