

Procedure Title	Lead		
Date of Issue	June 16, 1999	Related Policy	BP 3801-D
Revision Dates	November 16, 2011	Related Forms	
Review Date		Originator	Administrative Council
References			
BP 3801-D - Health and Safety; Ontario Health and Safety Act; Ontario Regulation 490/09			

Procedure:

1. Authority:

- i. Bluewater District School Board Policy BP 3801-D regulates the Occupational Health and Safety requirements to ensure all students and staff have a safe environment.
- ii. Lead in Ontario has been identified as a designated substance and as such is regulated under the Occupational Health and Safety Act and by Ontario Regulation 490/09.

2. Definitions:

For the purpose of this General Operating Procedure the following definitions will apply;

- i. **Lead:** Material containing the element lead (pb), inorganic compounds of lead and organic compounds of lead.
- ii. **Soft solder:** Elements that contain tin and lead in various combinations by volume but have a melting point of less than 900 degrees F0 (482 degrees C0).
- iii. **Task Exhaust:** A local filtered smoke extractor system for smoke removal.

3. Board Requirements:

- i. That the use of lead containing substances be controlled by Administrative Procedures and Controls.
- ii. That the Administrative Procedures and Controls meet the requirements as listed in the Occupational Health and Safety Act related to duties of the employer.

4. Administrative Controls:

- i. The use of lead free products shall be used where lead free products exist for substitution.
- ii. The purchasing department shall ensure that lead containing products are clearly labelled and are supplied with all MSDS information.

- iii. Task analysis and safe handling procedures shall be developed by the users of the designated substances and submitted to the Safety Office for approval.
- iv. The Safety Office shall determine typical exposure levels by reviewing the task analysis and performing work place testing.

4.1 Board Responsibilities:

- i. Establish measures and procedures for work and hygiene practices to ensure employee and student exposures are below regulated levels.
- ii. Provide personal protective equipment as identified in the task analysis.
- iii. Provide employee training in the safe handling of lead if lead containing products were identified in the job analysis.

4.2 Principal Responsibilities:

- i. Identify lead containing products within the school facility and maintain a lead location log.
- ii. Develop approved work procedures for the safe handling of lead or lead containing substances.

4.3 Head Custodian Responsibilities:

- i. Maintain current knowledge of location of all lead containing products and materials within the school facility.
- ii. Ensure all custodial personnel are aware of the locations of lead within the school facility and the clean up procedures necessary to meet the requirements of the regulations.

4.4 Employee Responsibilities:

- i. Follow safe handling procedures of lead containing products used in the employees' program or work area.
- ii. Participate in any training programs and maintain good hygiene practices associated with the handling and use of lead materials.
- iii. Report all hazards and potential lead exposures and report failure of employees and students following established procedures.
- iv. Investigate products that may reduce the number of lead containing products in the workplace by substitution by lead free products.
- v. Work in a manner as prescribed in the Occupational Health and Safety Act.

5. Work Procedures:

- i. All classroom use of lead and lead containing products shall have approved Administrative Controls and Procedures developed similar to requirements for the workplace.
- ii. All soldering irons shall be temperature controlled so that the temperature of the tip will not exceed 900 degrees F.
- iii. All lead solders are to be stored under lock and key.
- iv. Students using lead solder or resin core solders must be under the supervision of a teacher.

6. Waste Disposal Procedures:

- i. Waste lead and lead solders can be disposed of in the usual manner in the building waste disposal containers. No special care need be taken.

7. Clean Up Procedures:

- i. Solder waste on work benches or floors shall be swept onto a dust pan and disposed of in the waste container.

8. Material Substitutions:

- i. The lead containing material inventory shall be reviewed annually by the School Safety Committee and alternate products reviewed for substitution if continued use is necessary.

9. Personal Hygiene:

- i. Employees and students shall not eat, smoke or drink while working with, handling or in areas with lead products.
- ii. Employees and students after working with lead products shall practice normal personal hygiene methods including the washing of hands, face and exposed skin with warm water and liquid soap.

10. Personal Protective Equipment:

- i. Fume extractors are recommended for all soldering operations.
- ii. Maintenance personnel using lead solders with gas heat sources shall wear coveralls.
- iii. Respirators shall be half face respirators fitted with filters equal to 3M P100 high efficiency filters and shall be worn as outlined in the Administrative Control Procedures. All personal protective equipment shall be supplied by the site.

Attachment: Lead Location Log - Appendix A

