

**Greater Albany SD 8J**  
**Administrative Regulation**

Code: **EB-AR(1)**  
Adopted: 5/12/86  
Revised/Readopted: 3/12/01  
Orig. Code(s): AR 7510

## **Hazard Communications Program**

### **General Information**

In order to comply with the Oregon Occupational Health and Safety Code concerning employees' use of hazardous materials, the following written hazard communications program has been established for the district.

This program will affect all employees who, during the performance of their duties, or in a foreseeable emergency, may be exposed to hazardous materials. The district will meet the requirements of these statutes and rules as follows:

#### **A. Hazardous Material Container Labeling**

All employees will verify that all containers used will:

1. Be clearly labeled as to the contents;
2. List the manufacturer's name and address;
3. Note the appropriate hazard warning(s);
4. Indicate any necessary personal protective equipment;
5. Indicate emergency procedures.

It is the policy of the district that no containers will be used until the above data is verified. All employees who use secondary containers will ensure that they are labeled with identification and hazard warning blocks.

#### **B. Material Safety Data Sheets (MSDS)**

Copies of Material Safety Data Sheets (MSDS) for all hazardous materials to which district employees and students may be exposed will be compiled and kept at the appropriate site. Copies will be kept in a location that is known and accessible to employees at each site. If MSDSs are not available or new chemicals in use do not have MSDSs, immediately contact the supply source.

#### **C. Purchasing**

To ensure the MSDS are obtained on all hazardous materials entering the district, the business office will include on the purchase order a request for the suppliers to send the appropriate MSDS with each shipment. MSDSs will be received at the warehouse where the original will be kept in a notebook and the copy will be forwarded to each site in the district. MSDSs at the secondary schools are kept in the office and custodial area. MSDSs at the elementary schools are kept in the office.

Employees making purchases outside the regular purchasing procedures are responsible for obtaining and forwarding the MSDS to the district warehouse.

**D. Employee Training and Information**

Prior to start work, each employee of the district will receive health and safety information on the following:

1. District policy and rules on hazard communications;
2. The location, use and availability of the MSDS data and written policy;
3. How to read labels and review MSDSs to obtain appropriate hazard information;
4. Container labeling policy.

**E. When appropriate, instructors/supervisors will provide further safety training on:**

1. Hazardous materials present in the work place and the hazards associated with each;
2. Procedures to follow if their employees/students are exposed to these hazardous materials;
3. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
4. How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment;
5. Steps the district has taken to reduce or prevent exposure to these chemicals.

Prior to a new hazardous material being introduced into the various work places, each affected employee will be given the information outlined above in items D.4. and E.1.

Notice providing an explanation of the district's container labeling system and the locations of the written Hazard Communication Program and MSDS manual will be posted on all employee bulletin boards.

After training, each employee will take a quiz and sign a form to verify that they attended the training and understood the district's policies on hazard communication.

**F. Nonroutine Tasks**

Periodically some employees are required to perform nonroutine tasks. Prior to starting work on such projects, each affected employee will be given information by their immediate supervisor about hazardous materials to which they may be exposed during such activity.

This information will include:

1. Specific chemical hazards;
2. Protective/Safety measures employees can take;

3. Measures the district has taken to reduce the hazards, including ventilation, respirators, presence of another employee and emergency procedures.

#### **G. Chemicals in Unlabeled Systems**

Work activities are often performed by employees in areas where chemicals are run through unlabeled pipes. Prior to starting work in these areas, the employees shall contact their supervisor for information.

Instructors/Supervisors whose work areas might include unlabeled chemical piping are responsible to identify such conditions and to provide the information.

#### **H. Informing Contractors**

It is the responsibility of the physical plant supervisor to provide contractors the following information:

1. Hazardous chemicals to which they may be exposed while on the job site and the procedure for obtaining MSDS;
2. Precautions employees may take to lessen the possibility of exposure, by using appropriate protective measures and an explanation of the labeling system used.

Also, it is the responsibility of the physical plant supervisor to identify and obtain MSDSs for the chemicals the contractor is bringing into the work place.