

Brookings-Harbor School District 17C

Code: **EBAA**
Adopted: 7/14/15

Hazardous Materials

Written Hazard Communication Program

The following Hazardous Communication Program has been developed for the district. The written program will be available at the district office and the office of the principal at each of the schools for employees' review.

This program includes:

1. Safety Data Sheets (SDS);
2. Employee Training;
3. Hazardous Chemicals List;
4. Hazardous Nonroutine Tasks;
5. Informing Contractors.

The deputy superintendent(s) along with the building principals and area supervisors are responsible for this program.

Safety Data Sheets (SDS)

Copies of the SDS for all hazardous chemicals to which employees may be exposed will be maintained at the district office, each building principal's office and the facilities supervisor's office and will be readily accessible¹ for employee review.

SDS will be updated when new products are used or old products discontinued.

Employee Training

Employees assigned to work where hazardous materials may be involved and all newly hired employees will be given the following information and training:

1. An overview of the Hazardous Communication Standard (OAR 437, Subdivision 2Z);
2. A review of the hazardous chemicals in their work area;

¹Electronic access, microfiche and other alternatives to maintaining proper copies of the SDS are permitted as long as no barriers to immediate employee access in each workplace are created by such options.

3. Work practices and personal protective equipment to prevent adverse exposure to chemicals;
4. Warning properties and types of exposures (i.e., odor, welding smoke, skin contact, ventilation);
5. Physical and health effects of the hazardous chemicals;
6. Emergency procedures to follow if adverse exposure occurs;
7. Emergency procedures to follow for spills or nonroutine tasks;
8. Procedures the district has taken to lessen or prevent exposure to these chemicals;
9. How to read and interpret labels and SDS to obtain appropriate hazard information;
10. Location and availability of the district's Hazardous Communication Program;
11. Employee responsibilities within the program.

After receiving the above training, the employee will sign the attached form documenting he/she has received the hazardous communication training and is aware of where to check for additional information (SDS). The same procedures will be followed if new hazardous chemicals are introduced into the work area.

Hazardous Chemicals Lists

An updated list of hazardous chemicals used in district buildings and work areas will be maintained on the work site with a copy filed in the facilities department office and the human resources office.

Such lists will include the name of the hazardous chemical, its location and its use or known work processes.

Hazardous Nonroutine Tasks

Periodically, employees may be required to perform nonroutine tasks such as entry into enclosed tanks or vessels to perform inspections or maintenance work. Confined space work may present increased risks or job hazards. When this type of work is to be performed, employees will receive additional instructions from their immediate supervisor.

Informing Contractors

The business manager, who is responsible for contracting work, will coordinate with the applicable principal and/or supervisor to assure that the contractor receives the district's hazardous chemical information for the specific work area. This information will include:

1. Hazardous chemicals in the work area;
2. Appropriate safe work practices;
3. Location of SDS;

4. Procedures to be followed if the contract workers are inadvertently exposed to hazardous chemicals.

The appropriate administrator/supervisor will be responsible for ensuring the contractor is provided the above information before contract employees begin work.

END OF POLICY

Legal Reference(s):

[OAR 437-001-0760](#)
[OAR 437-002-0080 to -0081](#)
[OAR 437-002-0100](#)
[OAR 437-002-0120 to -0139](#)
[OAR 437-002-0140](#)

[OAR 437-002-0144](#)
[OAR 437-002-0145](#)
[OAR 437-002-0180 to -0182](#)
[OAR 437-002-0360](#)
[OAR 437-002-0368](#)

[OAR 437-002-0377](#)
[OAR 437-002-0390](#)
[OAR 437-002-0391](#)
[OAR 581-022-1420](#)
[OAR 581-022-1530](#)

Fazzolari v. Portland Sch. Dist. No. 1J, 303 Or. 1 (1987).

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2006); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2006).

Occupational Safety and Health Standards, Hazard Communication, 29 C.F.R. § 1910.1200 (2006).

Cross Reference(s):

GBE - Staff Health and Safety