

Written Hazard Communication Program

In order to comply with the Oregon Occupational Health and Safety Code concerning hazard communication, the following written hazard communication program has been established for Jefferson School District.

All divisions and sections of the District are included within this program. The written program will be available in the maintenance office, district office, each school, and online.

Jefferson School District will meet the requirements of this rule as follows:

1. Container Labeling:

The maintenance director, head cooks, or appropriate teacher (science, art, shop) will verify that all containers received for use will:

- a. Be clearly labeled as to the contents.
- b. Note the appropriate hazard warning.
- c. List the name and address of the manufacturer.

It is the policy of this district that no container will be released for use until the data is verified.

The supervisors, custodians, head cooks, grounds person, maintenance person, teachers (art, science, shop) in each building will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the Central Store's generic labels that have a block for identity and blocks for the hazard warning. For help with labeling, please see the safety officer.

2. Material Safety Data Sheets (MSDS):

Copies of MSDS's for all hazardous chemicals to which employees of this district may be exposed will be kept in the maintenance office and the district office.

MSDS's will be available to all employees in their work area for review during each work shift. If MSDS's are not available, or if new chemicals in use do not have MSDS, please immediately contact the maintenance director or the personnel director.