

## **Hazard Communication Program**

A written hazard communication program will be maintained and updated by the maintenance supervisor. Copies of the program are available in the district, maintenance and school offices. The program is available for employee review upon request.

The program requires the following:

### Container Labeling

The maintenance supervisor will verify that all containers received for usage at the district will:

1. Be clearly and properly labeled as to hazardous chemical content;
2. Have labels which list applicable hazards and necessary work practice warnings or guidelines;
3. Have labels which list the name and address of the manufacturer. Secondary containers, not for immediate use, will also be properly labeled.

### Material Safety Data Sheets (MSDSes)

Copies of the MSDSes for all hazardous chemicals in the district will be maintained at each school office and will be available for employee review upon request.

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

### Employee Training

Employees assigned to teaching or support tasks where hazardous chemicals may be involved will be given the following information and training which will be provided by the maintenance supervisor.

1. Overview of the Hazardous Communication Standard.
2. Hazardous chemicals in the work area.
3. Work practices and personal protective equipment to prevent adverse exposures to these chemicals.
4. Warning properties and types of exposures (i.e., odor, welding smoke, skin contact, ventilation).
5. Emergency procedures to follow if adverse exposure occurs.

6. Emergency procedures for spills or non-routine tasks, such as confined space entry.

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

#### Hazardous Non-Routine Tasks

Periodically employees may be required to perform non-routine tasks or maintenance work that may present increased risks or job hazards. When this type of work is to be performed, employees will receive additional instruction from the maintenance supervisor.

This instruction will include as a minimum:

1. Specific chemical hazards (cleaners, paints, solvents, oxygen deficient atmospheres, etc.);
2. Safe work methods (personal protective equipment, etc.).

No employee is to begin ANY type of hazardous non-routine task without first receiving proper instruction from the maintenance supervisor.

#### Chemicals in Unlabeled Pipe Systems

Not all pipelines are identified as to content. Before any work is performed on unidentified piping, workers will check with the maintenance supervisor. Contents will be identified and special instructions regarding safe work practices will be provided as appropriate.

#### Informing Contractors

The maintenance supervisor will coordinate with the outside contractor to assure that the contractor receives hazardous chemical information for that specific area. This information will include:

1. Hazardous chemicals in the work area;
2. Appropriate safe work practices;
3. Location of Material Safety Data Sheets for the chemicals in the work area;
4. Procedures to be followed if the contract workers are inadvertently exposed.

The maintenance supervisor will be responsible for ensuring that the contractor is provided this information before contract employees begin work in the area.

#### Hazardous Chemicals List

A list of chemicals used in the district is contained in the written hazard communication program. Additional information may be obtained by review of the MSDSes available at each school office. Questions regarding this information should be directed to the maintenance supervisor.