

# Sheridan School District No. 48J



## Hazardous Communications Standards

435 South Bridge Street  
Sheridan, Oregon 97378

## **HAZARD COMMUNICATION STANDARD**

The following model Hazard Communication Program is based on the requirements of the OSHA Hazard Communications Standard, 29 CFR 1910.1200. The intent of this model is to provide an easy-to-use format to tailor to the specific requirements of your establishment.

## **HAZARD COMMUNICATION PROGRAM**

### **Policy**

To ensure that information about the dangers of all hazardous chemicals used by Sheridan School District is known by all affected employees, the following hazardous information program has been established. Under this program, you will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

This program applies to all work operations in our company where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units of this company will participate in the Hazard Communication Program.

The Superintendent is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

### **Container Labeling**

Head Custodian will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address.

The Head Custodian will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning.

### **Material Safety Data Sheets (MSDSs)**

The Head Custodian is responsible for establishing and monitoring the company MSDS program. He/she will ensure that procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new and significant health and safety information. He/she will see that any new information is communicated to affected employees. The procedure below will be followed when an MSDS is not received at the time of initial shipment:

Any new chemicals for district use in buildings must have a MSDS sheet. The building custodian will make a copy of the MSDS sheet and send it to the Head Custodian.

Copies of MSDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in these locations: main office, teacher's work room, teacher's lounge, head custodian's room, science lab, and district office. When revised MSDSs are received, the Head Custodian will be responsible for updating the MSDS book.

MSDSs will be readily available to all employees during each work shift. If an MSDS is not available, contact the Head Custodian.

### **Employee Training and Information**

The Head Custodian is responsible for the Hazard Communication Program and will ensure that all program elements are carried out.

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. Each employee will attend a health and safety orientation that includes the following information and training:

- An overview of the OSHA hazard communication standard
- The hazardous chemicals present at his/her work area
- The physical and health risks of the hazardous chemicals
- Symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
- Steps the company has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals
- How to read labels and MSDSs to obtain hazard information
- Location of the MSDS file and written Hazard Communication Program

Prior to introducing a new chemical hazard into any section of this company, each employee in that section will be given information and training as outlined above for the new chemical hazard. The training format will be as follows:

- Employee must read and understand MSDS sheet.
- Employee must follow all safe practices for personal protective equipment used.
- Employee must order personal protective equipment in advance of using the chemical to ensure safe use of the chemical.
- Employee must post MSDS sheet at area of chemical use while chemical is in use.
- Ask Head Custodian if any questions.

### **Hazardous Non-routine Tasks**

Periodically, employees are required to perform non-routine tasks that are hazardous. Prior to starting work on such projects, each affected employee will be given information by the Head Custodian about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

### **Informing Other Employers/Contractors**

It is the responsibility of the Head Custodian to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of the Head Custodian to obtain information about hazardous chemicals used by other employers to which employees of this company may be exposed.

Other employers and contractors will be provided with MSDSs for hazardous chemicals generated by this company's operations in the following manner:

The Head Custodian will issue MSDS to any worker in any area of district control to ensure safe working conditions.

In addition to providing a copy of an MSDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by this company.

Also, other employers will be informed of the hazard labels used by the company. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous chemicals for which their employees may have exposure.

### **List of Hazardous Chemicals**

A list of all known hazardous chemicals used by our employees is attached to this plan. This list includes the name of the chemical, the manufacturer, the work area in which the chemical is used, dates of use, and quantity used. Further information on each chemical may be obtained from the MSDSs, located: main office, teacher's work room, teacher's staff room, head custodian's room, science lab and district office.

When new chemicals are received, this list is updated (including date the chemicals were introduced) within 30 days.

The hazardous chemical inventory is compiled and maintained by the Head Custodian.

### **Chemicals in Unlabeled Pipes**

Work activities are sometimes performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall contact the Head Custodian for information regarding:

- The chemical in the pipes
- Potential hazards
- Required safety precautions.