

## Hazard Communication Program

### Carlisle County School District

#### **General District Policy**

The purpose of this notice is to inform you that our school district is complying with the OSHA Hazard Communication Standard, CFR 1910.1200, as adopted by 803 KAR 2:320, by compiling a hazardous chemicals list, by using material safety data sheets (MSDS), by ensuring that containers are labeled, and by providing you with training.

This program applies to all work operations where you may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The maintenance supervisor, Will King, is the program coordinator, acting as the representative of the school district has overall responsibility for the program. Mr. King will review and update the program as necessary. Copies of the written program may be obtained from Mr. King or the school district website.

Under this program, you will be informed of the contents with which you work, safe handling procedures, and measures to take to protect yourselves from these chemicals. You will also be informed of the hazards associated with non-routine tasks, such as the cleaning of reactor vessels, and the hazards associated with chemicals in unlabeled pipes.

#### **List of Hazardous Chemicals**

The maintenance director will make a list of all hazardous chemicals and related work practices used in the facility, and will update the list as necessary. Our list of chemicals identifies all of the chemicals used on our campus. A separate list for each building is available and posted in each building. Each list also identifies the corresponding MSDS for each chemical. A master list of these chemicals will be maintained by and available from Mr. King in the maintenance office.

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

MSDS's provide you with specific information on the chemicals you use. The maintenance director, Will King, will maintain a binder in his office with an MSDS on every substance on the list of hazardous chemicals. The MSDS will be a fully completed OSHA Form 174 or equivalent.

The school superintendent, Keith Shoulders, will ensure that each work site maintains an MSDS for hazardous materials in that area. MSDS.s will be made available to you in your building.

The maintenance supervisor, Mr King, is responsible for acquiring and updating MSDS's. He will contact the chemical manufacturer or vendor if additional research is necessary or if an MSDS has not been supplied with an initial shipment. All new procurements for the company must be cleared by the maintenance director. A master list of MSDS's is available in the maintenance office.

### **Labels and other forms of Warning**

The maintenance director will ensure that all hazardous chemicals in the school campus are properly labeled and updated, as necessary. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. Mr King will refer to the corresponding MSDS to assist you in verifying label information. Containers that are shipped from the plant will be checked by the receiving employee to make sure all containers are properly handled.

If you transfer chemicals from a labeled container to a portable container that is intended only for your immediate use, no labels are required on the portable container. Pipes or piping systems will not be labeled but their contents will be described in training sessions.

### **Non-routine tasks**

When you are required to perform hazardous non-routine tasks, a special training will be conducted to inform you regarding the hazardous chemicals to which you might be exposed and the proper precautions to take to reduce or avoid exposure.

### **Training**

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by the maintenance director. Whenever a new hazard is introduced, additional training will be used to review information presented in the initial training. Maintenance director and custodians will receive extensive training regarding hazards and appropriate protective measures so they will be available to answer questions from employees and provide daily monitoring of safe work practices.

The training plans will emphasize these items:

- Summary of the standard and this written program;
- Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes);
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc.);
- Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and medical condition known to be aggravated by exposure to chemical;
- Procedures to protect against hazards (e.g., personal protective equipment required, proper use, and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response);
- Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks; and
- Where MSDS's are located, how to read and interpret the information on both labels and MSDS.s, and how employees may obtain additional hazard information.

The maintenance director or designee will review our employee training program and advise the superintendent on training or retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace, but it will be district policy to provide training regularly in safety meetings to ensure the effectiveness of the program. As part of the assessment of the training program, the maintenance director will obtain input from employees regarding the training they have received and their suggestions to improve it.

### **Contractor employers**

The maintenance director, Will King, upon notification by the superintendent, will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on campus, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, Mr King will notify these individuals of the location and availability of MSDS's. Each contractor bringing chemicals on-site must provide us with the appropriate hazard information on these substances including the labels used and the precautionary measures to be taken in working with these chemicals.

### **Additional Information**

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable MSDS's, and chemical information lists at the maintenance office.