

## **HAZARD COMMUNICATION PROGRAM**

### **I. POLICY**

It shall be the policy of the Islesboro School Committee to be in compliance with OSHA 1910.1200.

### **II. PROCEDURES**

#### **A. List of Hazardous Materials/Chemicals**

1. Each “work unit” shall have available to employees, a list of known toxic and hazardous substances used within the work unit.
2. Further information on each substance can be found on Material Data Sheets (MSDA) which are available to all employees.

#### **B. Material Safety Data Sheets**

1. A MSDS shall be obtained as part of the purchase process, from the manufacturer, supplier, or distributor.
2. A MSDS shall be maintained for each hazardous chemical.
3. The Superintendent or designated person shall be responsible for obtaining and maintaining the MSDA system in the work area.
4. Material Safety Data Sheets and Hazardous Chemical lists will be available to all employees for review during each work shift.

#### **C. Labels**

1. The Superintendent or his designee will verify that all containers received for use are clearly labeled. This label shall indicate:
  - a. The identity of the material
  - b. The name and address of the manufacturer
2. All secondary containers shall be labeled with either a copy of the original label or with a black label that contains the information in #C.1.

3. The Superintendent or his designee will review the labeling system every six months and update it as needed.

#### D. Employee Training and Information

1. Islesboro Central School will provide training and information on these standards to all employees who are exposed to hazardous chemicals in their work area.
2. Initial training will be provided to new employees prior to their first day of work in a designated work site. The training required by this section may be included in the new employee's orientation.
3. The training and information program shall include the following:
  - a. An overview of the requirements contained in OSHA Hazard Communication Standard, 1910.1200
  - b. Methods of detecting the presence or release of a hazardous chemical in the work area.
  - c. The location of the written hazard communication program and related documents (Lists and MSDS).
  - d. Training in the labeling system and MSDS's.
  - e. Emergency procedures to follow if someone is exposed to any toxic or hazardous substance.
  - f. All training will be documented in an employee's personnel file.
  - g. Procedures on insuring staff are informed of any new materials introduced to the work area.

#### E. Non-Routine Tasks

1. School personnel may on occasion be required to perform hazardous routine tasks. Prior to starting work on such projects, each affected employee will be given information by the Superintendent or his designee about the hazardous chemicals to which they may be exposed. This information shall include:
  - a. Specific chemical hazards.
  - b. Protective/safety measures the employee can take.

