

In order to comply with 29 CFR 1910.1200 Hazard Communication, the following written Hazard Communication Policy has been established for St. Joint Maries School District No. 41.

### **GENERAL INFORMATION**

All schools and departments of the District are included within this Policy. The written Policy will be available at the District Office, all school offices, and all supervisors' offices for review by any interested employee.

### **CONTAINER LABELING**

The building principals and supervisors for Food Services, Transportation, and Maintenance will verify that all containers for use will:

1. Be clearly labeled as to the contents;
2. Note the appropriate hazard warning; and
3. List the name and address of the manufacturer.

The building principals and supervisors for Food Services, Transportation, and Maintenance in each department or building will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the "central stores" generic labels which have a block for identification and blocks for the hazard warning.

The building principals and supervisors for Food Services, Transportation, and Maintenance will review the District's labeling system every twelve (12) months and update as required.

### **MATERIAL SAFETY DATA SHEET (MSDS)**

The District Office will be responsible for obtaining and maintaining the data sheet system for the District.

The District Office will review incoming data sheets and will forward copies of any new information to the building principals and supervisors at thirty (30) day intervals.

Copies of MSDS's for all hazardous chemicals to which employees of the District may be exposed will be kept in the District Office.

MSDS's will be available to all employees in District work areas for review. If MSDS's are not available or new chemicals in use do not have MSDS's, the employee should immediately contact his or her building principal or supervisor.

### **EMPLOYEE TRAINING AND INFORMATION**

The Superintendent is responsible for the employee training program and will ensure that all elements specified below are carried out. The training program will be conducted with the building principals and Food Services, Transportation, and Maintenance Supervisors. They in turn will be responsible to see that prior to starting employment, each new employee of St. Maries Joint School District No. 41 will attend a health and safety orientation meeting and will receive information and training on the following:

1. An overview of the requirements contained in the Hazard Communication Standard, 29 CFR 1910.1200.
2. Chemicals present in the employee's work place operations.
3. Location and availability of the District's written hazard program.
4. Physical and health effects of the hazardous chemicals.
5. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
6. How to lessen or prevent exposure to hazardous chemicals through usage of control/work practices and personal protective equipment.
7. Steps the District has taken to lessen or prevent exposure to these chemicals.
8. Emergency procedures to follow if the employee is exposed to these chemicals:
  - A. How to read labels and review MSDS's to obtain appropriate hazard information;
  - B. Location of MSDS's file; and
  - C. Location of hazardous chemical list.

After attending the training class, each employee will sign a form to verify that he or she attended the training, received the District's written materials, and understood the District's policies on Hazard Communication.

Prior to a new chemical hazard being introduced into any section of the District, each employee of that department will be given information as outlined above. The District Office is responsible for ensuring that MSDS's on the new chemical(s) are available to the building principals and supervisors.

### **LIST OF HAZARDOUS CHEMICALS**

A list of all known hazardous chemicals used by employees of St. Maries Joint School District No. 41 can be obtained by reviewing Material Safety Data Sheets located in the District Office, school offices, and supervisors' offices.

### **HAZARDOUS NON-ROUTINE TASKS**

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by his or her building principal or supervisor about hazardous chemicals to which he or she may be exposed during such activity. This information will include:

1. Specific chemical hazards;
2. Protective/safety measures the employee can take; and
3. Measures the District has taken to lessen the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

### **INFORMATION CONTRACTORS**

It is the responsibility of the Superintendent to provide contractors the following information:

1. Hazardous chemicals to which they may be exposed while on the job site; and
2. Precautions the contractor's employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

The Superintendent will be responsible for contacting each contractor before work is started in the District, to gather and disseminate any information concerning chemical hazards that the contractor is bringing to the work place.

#### **Policy Cross Reference:**

**Legal Reference:**

**Policy History:**

Adopted: 08/10/1987  
Reviewed: 12/03/2008