Written Program for Hazard Communication
OSHA Reference 1910.1200

The following program is provided only as a guide to assist schools and their employees in complying with the requirements of OSHA's Hazard Communication Standard, 29 CFR 1910.1200, as well as to provide other helpful information. It is not intended to supersede the requirements of the standard. A school should review the standard for particular requirements which are applicable to their individual situation and make adjustments to this program that are specific to their school. A school will need to add information relevant to their particular facility in order to develop an effective, comprehensive program.

HAZARD COMMUNICATION PROGRAM

BACKGROUND

This written hazard communication program not only meets OSHA requirements, but also ensures that our employees are effectively informed concerning potential and existing chemical hazards. Hazard Communication is one important aspect of an effective safety and health program.

Occupational Safety and Health Program, which includes:

- Management commitment and active support.
- Engineering controls for safety and health hazards.
- Enforcement of safety rules and programs.
- Recognition, evaluation, and control of occupational safety and health hazards.
- Medical surveillance.
- Assigned safety and health responsibility and accountability.

PURPOSE

The purpose of this Hazard Communication Program is to inform our employees of all potential or existing chemical hazards.

APPROACH

The method used to inform employees include:

- Container labeling and other forms of warning.
- Safety Data Sheets (SDS's).
- Employee education and training.

APPLICATION

This hazard communication program applies to:

- Known occupational safety and health hazards.
- Chemicals known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

DETERMINING CHEMICAL HAZARDS

Supervisors are responsible for identifying chemical hazards in their workplace from safety data sheets (SDS's) provided by chemical manufacturers and distributors.

SAFETY DATA SHEETS (SDS's)

SDS's are prepared and distributed by manufacturers and distributors of hazardous materials. All chemical manufacturer and distributors must obtain or develop a SDS for each hazardous material they produce or import. A hazardous material is one that is either a physical hazard (i.e., flammable, oxidizer, etc.) or a health hazard (i.e., causes acute or chronic health effects).

SDS AVAILABILITY

The supervisor maintains copies of all SDSs for each hazardous material in the workplace and makes them readily accessible during each work shift to employees when they are in their work area(s). If SDSs are not immediately available or new chemicals in use do not have an SDS, please immediately contact your supervisor. Employees may review the SDSs for the materials they work with at the time, while they are in their work area. They also may request a copy of any SDS if they wish. Copies of SDS's may be obtained by contacting the Director of Buildings and Grounds of the Augusta School Department, the National Institute for Occupational Safety and Health (NIOSH), and OSHA/Maine Department of Labor.

SDS's are in English and contain the following information:

Format of SDS's as part of Global Harmonization System

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/ effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

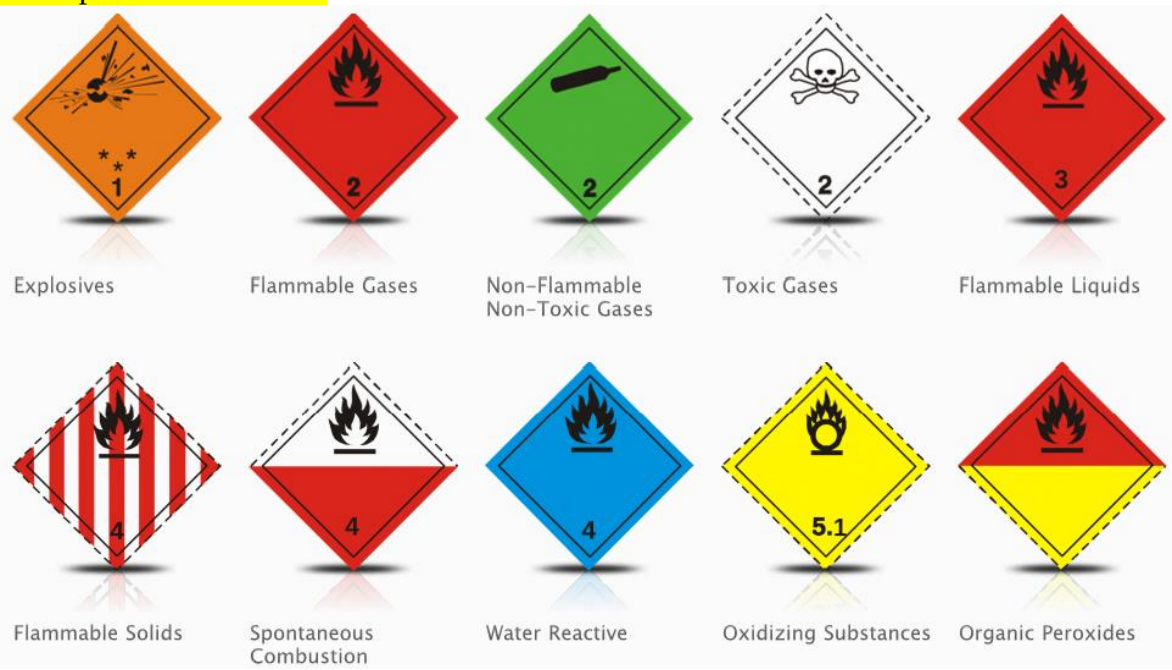
Pictograms

Health Hazards

Environmental Hazards

Physical Hazards

Transportation Hazards



LIST OF HAZARDOUS CHEMICALS

The following is a list of all known hazardous chemicals used by employees of the Augusta School Department. Further information on each noted chemical can be obtained by reviewing SDSs located at each facility in the main office, custodial closet or in the Cony Chemical Storage room.

HAZARDOUS CHEMICALS	WORK PROCESS WHERE USED
_____	_____
_____	_____
_____	_____

Employees wishing to see these lists should contact their supervisor.

LABELS AND OTHER FORMS OF WARNINGS

Chemical manufacturers, importers, and distributors provide labels, tags, or other markings for containers of hazardous chemicals. The individual (Supervisor/Custodian) that receives the chemicals will verify that all containers received for use will be provided with:

1. Container labeling:

- Identity of the hazardous chemical.
- Signal word.
- Hazard Statement(s).
- Pictogram(s)
- Precautionary statement(s); and
- Name, address and telephone number of the chemical manufacturer, importer, or other responsible party.

2. Solid Material labeling:

The supervisor or department head will verify that all solid materials not exempted due to their downstream use; were delivered with a label or received the label prior to the initial shipment, and need not be included in subsequent shipments unless information on the label changes.

The supervisor or department head at each work site will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label, or with our company's own labels which have the requirements of the original label or, product identifier, words, pictures, symbols or combination thereof, which provide at least general information regarding the hazards of the chemicals. For help with labeling contact the safety/health officer who is Kathy Casparius, Business Manager or Jon Stonier, Director of Buildings and Grounds.

Additional Guidance for Secondary Labeling:

https://www.osha.gov/dsg/hazcom/hazcom-faq.html

The current standard provides employers with flexibility regarding the type of system to be used in their workplaces and OSHA has retained that flexibility in the revised Hazard Communication Standard (HCS). Employers may choose to label workplace containers either with the same label that would be on shipped containers for the chemical under the revised rule, or with label alternatives that meet the requirements for the standard. Alternative labeling systems such as the National Fire Protection Association (NFPA) 704 Hazard Rating and the Hazardous Material Identification

System (HMIS) are permitted for workplace containers. However, the information supplied on these labels must be consistent with the revised HCS, e.g., no conflicting hazard warnings or pictograms.

EMPLOYEE INFORMATION, EDUCATION, AND TRAINING

Any information, education, and training is provided by the immediate supervisor to make sure employees know about hazardous chemicals in the workplace and the appropriate control measures to reduce exposure to them. This program is coordinated by the Building Administrator and Director of Buildings and Grounds.

Prior to the start of work new employees of the Augusta School Department will receive appropriate safety and health information, education, and training. This training includes the following information;

- An overview of the requirements contained in the Hazard Communication standard, section 1910.1200. This includes the labeling requirements under the Global Harmonization System (GHS).
- Chemicals present in the workplace operations.
- Location and availability of our written hazard communication program, including our list of hazardous chemicals, and safety data sheets.
- Physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- Steps the company has taken to lessen or prevent exposure to these chemicals.
- Safety emergency procedures to follow if they are exposed to the chemicals.
- How to read labels on shipped containers, as well as workplace labeling systems and review SDSs format and how to obtain appropriate hazard information.

It is advisable to keep documentation of training on file, as evidence of training may be requested by the U.S. or State of Maine Department of Labor, or Assistant Secretary of Labor may be requested. Documentation should include topic, date, person conducting

training and attendance roster. Employees should sign the training roster to verify they attended the training, received our written materials and understood the Augusta School Department's policies on hazard communication.

RETRAINING

It is necessary for work area supervision to provide additional employee training concerning workplace hazards when:

- Prior to new hazardous chemicals or processes are introduced into the workplace.
- Process or equipment changes are made that could cause new or increased employee exposure.
- Procedures or work practices are introduced, or changed, which could cause changes in the employees' exposure.
- Employees are transferred from one work area to another where different hazards are present.

The Building administrator and Director of Buildings and Grounds are responsible for ensuring that SDSs on the new chemical(s) are available.

HAZARDOUS NON-ROUTINE TASKS

Occasionally, employees are required to perform hazardous non-routine tasks. Prior to starting work on such given projects, each affected employee will be given information by the supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

a. Specific chemical hazards
b. Protective/safety measures the employee can take
c. Measures the Augusts School Department has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of no-routine tasks performed by employees of the Augusta School Department are:

TASK	HAZARDOUS CHEMICAL
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CHEMICALS IN UNLABELED PIPES

Work activities are often performed by employees in areas where chemicals are transferred through unlabeled pipes.

Prior to starting work in these areas, the employee must contact the supervisor/Director of Buildings and Grounds for information regarding:

a. The chemicals in the pipes
b. Potential hazards
c. Safety precautions which should be taken

INFORMING CONTRACTORS

It is the responsibility of the Director of Buildings and Grounds to provide contractors (with employees) the following information:

a. SDSs for hazardous chemicals to which they may be exposed while on the work site.
b. Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.
c. The labeling system used in the work place.

PROGRAM AVAILABILITY

The School Hazard Communication Program is available upon request to employees, government representatives and insurance representatives.

CERTIFICATION OF TRAINING

I CERTIFY THAT I HAVE RECEIVED TRAINING UNDER THE SCHOOL'S HAZARD COMMUNICATION PROGRAM. I FURTHER CERTIFY THAT I UNDERSTAND THE PROCEDURES AND WILL ABIDE BY THOSE PROCEDURES.

_____

AUTHORIZED EMPLOYEE SIGNATURE

_____

DATE

_____

TRAINER

Adopted: June 6, 2012