

**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.

Augusta School Department

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.
- Material Safety Data Sheets (MSDS'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 material safety data sheets (MSDS's) provided by chemical manufacturers and distributors.

MATERIAL SAFETY DATA SHEETS (MSDS's)

MSDS's are prepared and distributed by manufacturers and distributors of hazardous materials. All chemical manufacturer and distributors must obtain or develop a MSDS 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).

The employee's work location maintains the MSDS for all hazardous materials used or handled in workplace. Each MSDS is reviewed to ensure it is complete and that there are not obvious errors. Old MSDS data sheets are replaced with new ones that accompany shipments of materials.

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

- The identity of the chemical.
- The physical and chemical characteristics.
- The physical and health hazards.
- Primary routes of entry.
- Exposure limits.
- Precautions for safe handling.
- Controls to limit exposure.
- Emergency and first aid procedures.
- Name of manufacturer or distributor.

MSDS AVAILABILITY

The supervisor maintains copies of all MSDS's 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). Employees may review the MSDS's for the materials they work with at the time, while they are in their work area. They also may request a copy of any MSDS if they wish. Copies of MSDS's may be obtained by contacting the Facility Manager of the school system, the National Institute for Occupational Safety and Health (NIOSH), and OSHA/Maine Department of Labor.

MATERIAL INVENTORY

Below is a list of the hazardous chemical(s) used or stored at this location. These chemicals are referenced to their appropriate MSDS's and are as follows:

(Supervisor- list the hazardous chemicals in this work area-add lines if necessary)

Employees wishing to see this list 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. This identification includes the following information:

- Identity of the hazardous chemical.
- Appropriate hazard warnings.
- Name and address of the chemical manufacturer, distributor, or other responsible parties.

29 CFR 1910.1200 requires that containers of hazardous materials in the workplace are labeled, tagged or marked with the identity of the hazardous chemical and appropriate hazard warning. Occasionally, signs, placards, process sheets, batch tickets, operating procedures, or similar accessible written materials are used, instead of affixing labels to individual containers.

Portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from labeled containers, which are intended only for the immediate use of the employee who performs the transfer.

All labels on incoming containers must not be defaced in any way. Missing or defaced labels must be immediately reported to the Facility Manager so appropriate labels can be reapplied immediately.

EMPLOYEE INFORMATION, EDUCATION, AND TRAINING

Any information, education, and training program 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 Facility Manager.

New employees receive appropriate safety and health information, education, and training during their initial assignment. This training includes information about hazardous materials and processes in the workplace through the use of printed materials and classroom instruction.

New employee safety and health training program begins upon hire by the personnel department and continues with on-site training by the new employee's department supervision. The specific information in the safety and health training includes:

- General chemical hazards.
- Hazards associated with non-routine tasks.

- Recognition, evaluation, and control of hazardous chemicals.
- Chemical labeling.
- Hazards associated with unlabelled piping and processing systems. MSDS's.
- Access to information on hazardous chemicals.
- Compliance with safety and health rules and regulations.
- Requirements of Federal Hazard Communication Regulations.
- Specific hazards present in the work areas.
- The location and availability of the written Hazard Communication Program and all supporting information.
- The measures employees can take to protect themselves from hazards, including pertinent work practices, company emergency procedures, and personal protective equipment.

All employees are informed by supervision concerning the written Hazard Communication Program and an explanation of the company's labeling system, MSDS's and how appropriate hazard information may be obtained by employees.

RETRAINING

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

- New materials 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.

A permanent record of all employee training is maintained in the employee's personnel folder.

NON-ROUTINE TASKS

The supervisor of an employee performing a non-routine task, such as cleaning process equipment, is responsible for properly training the employee concerning the potential hazards associated with the task. The employee also shares in this responsibility by making sure that his/her immediate supervisor knows that the non-routine task will be performed.

CONTRACTORS

All contractors working on school property are notified by school administrative personnel of hazardous materials to which the contractor's employees will be exposed to while working on school property. Also, proper controls will be established to ensure that the school's operations do not expose the contractor's employees to safety and health hazards. Copies of MSDS's for all materials the contractor's employees may be exposed to will be provided to the contractor by the supervisor of the area involved. Also, the contractor will inform the school administrative personnel of any hazardous chemicals brought onto the job site and have MSDS readily available, if requested.

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