



HAZARD COMMUNICATION PROGRAM

Introduction

The administration of Dallas School District is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules in providing a safe and healthful work environment for all employees.

In order to comply with Oregon Occupational Health and Safety Code Hazard Communication, adopted from Code of Federal Regulations (CFR) 1910.1200, the following written Hazard Communication Program has been established. All levels of supervision are accountable for the health and safety of those employees under their direction, and, through this written hazard communication program share assigned responsibility to ensure performance under that responsibility. All areas of the school district are included in this program. The written program is available in the staff handbook.

Each building Administrator will annually designate school staff members assigned the responsibility for chemical purchases and handling, including any administrative requirements, as specified in the program outlined below.

Container Labeling

The employee responsible for chemical purchases will verify that all containers received for use will:

- Be clearly labeled as to the contents with the manufacture's label intact
- Note the appropriate hazard warning.

It is the policy of the district that no container will be released for use if the above criteria are not met.

The supervisor in each area will ensure that all secondary containers are labeled in accordance with OSHA regulation. Compliance with regulation mandates that labels for secondary containers include identification of substance & hazard chemical contained therein; and, appropriate hazard warnings, or alternatively, words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical. (29 CFR 1910.1200 (f)(5), Div2/Z)

Safety Data Sheets (SDS)

Safety Data Sheets (SDS) are informational bulletins supplied by chemical manufacturers or distributors. Copies of all the SDS for all hazardous chemicals to which employees of this district

may be exposed will be kept in the main office or other accessible area at each work site in the district. A duplicate set of copies will be kept, centrally, at the District office.

SDS will be accessible to all employees for their review during each work shift. If SDS are not available or new chemicals in use do not have an SDS, immediately contact the Building Administrator.

When a hazardous chemical is no longer in use, the SDS will be sent to the District office marked “discontinued” with the effective date and signed by the employee responsible. The District office will maintain a record of the chemical’s identity, locations of use and the years in which it was used for at least 30 years in accordance with *29 CFR 1910.1020(d) (ii) (B)*.

Employee Information and Training

Each new employee will attend a health and safety orientation and will receive information and training on the following:

- An overview of the requirements contained in 1910.1200 Hazard Communication Rules.
- Review of the chemicals present in the workplace.
- Location and availability of our written hazard communication program and SDS.
- Review process for bringing in chemicals to building.
- Physical and health effects of the hazardous chemicals present in the workplace.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.
- Steps the District has taken to reduce or prevent exposure to these chemicals.
- Safety emergency procedures to follow if the employee is exposed to these chemicals.
- How to read labels and review SDS to obtain appropriate hazard information.

Prior to a new hazardous chemical being introduced into any workplace within the District, each employee of that work area will receive written notification from the related District building to include; identification of the hazardous chemical, related hazard warnings and the location of the chemicals use. Chemicals may NOT be brought from home.

An annually designated employee is responsible for ensuring that SDS on the new chemicals are available and filed in the main office of each district building. Additionally, a copy will be maintained at the District Office.

Hazardous Chemicals List

The “Chemical List” is a list of all known and authorized hazardous chemicals used by our district employees. A chemical list by each building is included as an appendix with the Hazard Communication Program document and maintained at each site. Additional detailed information on

each chemical listed for each site is available by reviewing SDS located in the main office or other accessible area of that site. Employees interested in the entire district chemical list may request a copy from the District Office.

Hazardous Non-routine Tasks

Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such projects.

This information will include:

- Specific chemical hazards.
- Protective/safety measures employees must take.
- Measures the District has taken to reduce the hazards as appropriate, such as ventilation, respirators, presence of another employee, and emergency procedures.

Non-routine tasks performed by employees of the District will be documented and kept with the “Written Program”.

Chemicals in Pipes

Employees may perform work activities in areas where chemicals have transferred through pipes. If this is the case, employees must contact their supervisor, prior to starting work in these areas, to ensure all information regarding the chemical in the pipes, the insulation material on the pipe, potential hazards and safety precautions will be taken.

Informing Contractors

It is the responsibility of the District to provide contractors (with employees) the following information:

- Hazardous chemicals to which they may be exposed while on the job site, and the procedures for obtaining SDS.
- Precautions employees may take to lessen the possibility of exposure; by using appropriate protective measures and an explanation of the labeling system used.

Also, it is the responsibility of the District to identify and obtain SDS for the chemicals the contractor is bringing into the workplace.

Program Effectiveness

It is the responsibility of all District employees to share responsibility in the effectiveness of this program. Employees should notify their supervisors of any concerns or supposed non-compliance with this program.

HAZARD COMMUNICATION PROGRAM PROCEDURES

The Hazard Communication Program, Master List of Chemicals and master notebook of Safety Data Sheets (SDS) will be located in the main office or other accessible area of each building.

The building engineer will be responsible for maintenance of the master list of chemicals and updating the SDS Notebooks.

Additionally, departments listed below who use hazardous chemicals will maintain a department specific chemical list and SDS Notebook. The staff member listed will ensure the departmental chemical list and SDS notebook are updated.

Building	DEPARTMENT	LOCATION OF MSDS NOTEBOOK	STAFF MEMBER RESPONSIBLE
DHS	Theatre	Stage Office	L. Griffith
DHS	Science	Room 909 storage area	L. Jones
DHS	FFA	Ag Shop	R. Rowley
DHS	Woodshop	Woodshop	R. Rowley
DHS	Art	Room 626 storage area	S. Fast
LCMS	Science	Room 68	K. Guffey
LCMS	Art	Room 16 storage	Art Teacher
LCMS	Theater	Drama Room	Theater Teacher

Before purchasing any hazardous chemical not on the building chemical list, the building engineer will be consulted to determine if a suitable substitute material is already available. If a hazardous chemical is purchased that is not on the building chemical list, the staff member responsible for the purchase will make sure the container is labeled appropriately, affected staff members are notified if there are special handling requirements, add the SDS to the department SDS notebook, make a note on the department chemical list and provide the following information in an email to the building engineer. **Note: Chemicals may not be brought from home.**

- Location of Use
- Storage Location
- Product name
- Hazardous Warning (combustible liquid, flammable, carcinogen, corrosive, etc.)
- Copy of SDS
- Manufacturer
- List of any Personal Protection Equipment that is needed

The Building Engineer will update the chemical list, SDS notebook and notify all building personnel by email of the addition of a chemical to the chemical list. The District Office will also receive an updated chemical list as well as the SDS with an email sent to DO Reception.

When a hazardous chemical is no longer in use, the SDS will be sent to the District office marked “discontinued” with the effective date and signed by the employee responsible. The District office will maintain a record of the chemical’s identity, locations of use and the years in which it was used for at least 30 years in accordance with *29 CFR 1910.1020(d)(ii)(B)*.

Emergency Procedures:

- If you come in contact with a hazardous chemical (inhaled, ingested, or absorbed) follow the treatment instructions on the SDS for the chemical. Alert the main office and call 911 if necessary.
- Any contact with a hazardous chemical should be documented with an accident analysis report that is filed with the building principal.
- Notify the main office if you see an unknown residue, smell an unusual odor or have a concern about a chemical spilled in the building. The main office will alert the building principal or building engineer.