

OLDHAM COUNTY BOARD OF EDUCATION POLICY

HAZARDOUS COMMUNICATION RIGHT TO KNOW PROGRAM

6022

Relates to: Occupational Safety and Hazard Act

The school district shall operate facilities and programs consistent with sound principles for management of hazardous chemicals. Cooperation by everyone in following the communication measures outlined below will be necessary to make the District's program compliant with the Occupational Safety and Hazard Act ("OSHA").

1. POLICY

- a) To ensure that information about the dangers of all hazardous chemicals used by the Oldham County public schools is communicated to all affected employees, the following hazardous information program has been established. Under this program, employees will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which employees work, safe handling procedures and precautions. Employees are prohibited from bringing chemicals of any kind, including "green cleaners" and air fresheners, into their classrooms or other areas of the building unless they provide copies of the MSDS sheet to the location's office manager and Plant Operator. Employees who order or use hazardous chemical for instructional purposes, such as in Chemistry labs, shall be responsible for obtaining the MSDS sheets on all chemicals used and forwarding a copy to both the location's office manager and Plant Operator.
- b) This program applies to all school locations in the district where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. Copies of the Hazard Communication Program are available in the school office, Plant Operator's office, district Maintenance Office and on the district's website for review by any interested employee.
- c) The Director of Maintenance is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

2. CONTAINER LABELING

The Principal or department head at each district location (or his or her designee), including Food Service, will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address. In addition, the Plant Operator at each location will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning. For assistance with labeling questions, please contact the district Director of Maintenance.

3. MATERIAL SAFETY DATA SHEETS ("MSDS'S")

- a) The district's Director of Maintenance is responsible for establishing and monitoring the district MSDS program. When an MSDS is not received at the time of initial shipment the Plant Operator or employee who is receiving the chemical will use his or her best efforts to obtain the MSDA on-line or directly from the manufacturer.
- b) Copies of MSDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in the location's main office. In addition, MSDSs will be readily available to all employees during each work shift. If an MSDS is not available, contact the location's Office Manager.
- c) When revised MSDSs are received, the person receiving them (e.g. the Director of Maintenance, the Director of Food Service, teachers working with chemicals in their classroom, etc.) will forward them to the Director of Maintenance who will forward them to all district locations with instructions to replace the old MSDSs immediately.

4. EMPLOYEE TRAINING AND INFORMATION

- a) Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will attend a health and safety orientation that includes the following information and training:
 - An overview of the OSHA hazard communication standard
 - The hazardous chemicals present at his/her work area

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- The physical and health risks of the hazardous chemicals
 - Symptoms of overexposure
 - How to determine the presence or release of hazardous chemicals in the work area
 - How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
 - Steps the company has taken to reduce or prevent exposure to hazardous chemicals
 - Procedures to follow if employees are overexposed to hazardous chemicals
 - How to read labels and MSDSs to obtain hazard information
 - Location of the MSDS file and written Hazard Communication program
- b) Prior to introducing a new chemical hazard into any section of this company, each employee in that section will be given information and training as outlined above for the new chemical hazard. The training may take the form of audiovisuals, interactive computer programs, handouts or classroom instruction.

5. HAZARDOUS NON-ROUTINE TASKS

Employees may be required to perform non-routine tasks that are hazardous. Prior to starting work on such projects, each affected employee will be given information by the Plant Operator or department head about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

6. INFORMING OTHER EMPLOYERS/CONTRACTORS

It is the responsibility of the Principal or Department Head (or his or her designee) to provide other employers and contractors working in his or her building with information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of the district's project manager to obtain information about hazardous chemicals used by other employers to which employees of the school may be exposed.

Other employers and contractors who may come into contact with chemicals on any of our sites will be advised of the location of MSDSs for hazardous chemicals generated by the school district's operations by the Plant Operator for the building.

7. LIST OF HAZARDOUS CHEMICALS

A list of all known hazardous chemicals used by our employee's district-wide will be maintained by the Director of Maintenance. The list includes the name of the chemical, the manufacturer, the work area in which the chemical is used, dates of use, and quantity used. Further information on each chemical may be obtained from the MSDSs, located in the main office of each district location. A list of all known hazardous chemicals used by employees within a specific location will be maintained by the office manager. Food Service and teachers using chemicals within their classrooms will provide MSDS sheets to their office manager.

When new chemicals are received, this list is updated (including date the chemicals were introduced) within 30 days. The hazardous chemical inventory for chemicals used district-wide is compiled and maintained by the district's Director of Maintenance who can be contacted at: 222-3777, Ext. 104.