

**POLICY # 1.23**  
**HAZARDOUS COMMUNICATION POLICY**

The Eufaula Public Schools I-001, is committed to providing each of its employees a safe and healthy work environment. To this end, we have developed this policy and have implemented this Hazardous Communication Program as outlined herein.

The Maintenance Supervisor will have the overall responsibility for coordinating the program for our District.

**Access to the Written Policy**

An employee of the Eufaula Public Schools will have access to the Chemical Inventory List (CIL) and the Material Safety Data Sheets (MSDS) for their work site. Upon request, a copy of the CIL and MSDS will be provided for the employee within fifteen (15) working days as set forth in the OSHA Hazard Communication Standard (H.C.S.) 29 CFR 1910.1200.

**Hazardous Determination**

1. The initial hazardous determination is coordinated by the Maintenance Supervisor.
2. Any substance listed in 29 CFR 1910, Subpart Z, Toxic and Hazardous Substances; The American Conference of Governmental Industrial Hygienists' (ACGIH), Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment, the National Toxicology Programs' (NTP), the Annual Report on Carcinogens: or the International Agency for Research on Cancers' (IARC) Monographs, will be considered a health or physical hazard, and therefore, hazardous.
3. Furthermore, any substance otherwise known to be hazardous, is included in our Hazardous Communication Program.
4. Every hazardous substance known to be present in the workplace will be listed on the "Hazardous Chemicals Inventory". The Maintenance Supervisor, Principals, and Building Supervisors are responsible for coordinating and maintaining the list.
5. The identity of the substance appearing on the "Hazardous Chemicals Inventory" will be the same name that appears on the manufacturer's label, in-house, and the MSDS for that substance.
6. The "Hazardous Chemicals Inventory" will serve as an index to the MSDS's files.

## **Labeling**

A. No hazardous chemicals will be accepted for use in the facility unless labeled with at least the following information:

1. Identity of the hazardous chemicals
2. Appropriate hazardous warnings
3. Name and address of the chemical manufacturer, importer, or other responsible party.
4. The Maintenance Supervisor, Principals, and Building Supervisors are responsible for assuring compliance with this labeling requirement. In accordance with 29 CFR 1910.1200. B. All in-plant containers of hazardous chemicals will be labeled with at least the following information:
  - a. Identity of the hazardous chemicals
  - b. In-house labels are stocked in the Office of Maintenance, Principal, or Building Supervisor
  - c. The coordinator of the labeling program, Maintenance Supervisor Principal or Building Supervisor. No label is to be defaced or removed when a material is received or in use.

Any containers of hazardous materials that are received without proper labeling will be impounded in a designated area of the facility and will not be released for use until such time as proper labels can be applied.

If vendor labels are not available, a special label bearing the information in "A" above should be filled out and attached. Portable container labels may be used for this purpose.

Whenever hazardous materials are transferred into portable containers, the person transferring the material should attach a portable container label to the new container.

The label must include the name of the product, identity of the hazardous chemical contained and applicable hazard warnings. If the person transferring the material is uncertain of the identity of the material and the applicable hazard warning, he/she should contact his/her supervisor.

## **Material Safety Data Sheets**

A material safety data sheet (MSDS) containing the information required by the Hazardous Communication Standards will be kept for each substance listed on our "Hazardous Chemicals Inventory".

The MSDS will be the most current one supplied by the chemical manufacturer, importer, or distributor. Employees have the right to view these.

The Maintenance Supervisor is responsible for obtaining and maintaining the file of MSDS's. The MSDS's will be organized by product name, which is the same name used on the product label on the container. If any parts of the MSDS's are missing or incomplete, the Maintenance Supervisor should request a new MSDS from the manufacturer.

If the requested new MSDS is not received or complete, the Maintenance Supervisor should notify OSHA. If new hazard and/or safety information is received on an MSDS the Maintenance Supervisor, Principal, or Building Supervisor is responsible for informing employees of the new information on hazards safety introduced into their work area.

The MSDS's are filed in the Maintenance Office, Principal's Office, Building Supervisor's Office and are readily accessible to employees in the work area during each work shift. An employee may refer to an MSDS by requesting access through the Maintenance Supervisor, Principal, or Building Supervisor.

### **Employee Information and Training Program Policy**

All employees including temporary employees, working with or potentially exposed to hazardous chemicals, will be appropriately informed and trained concerning the potential hazards of the chemicals to which they may be exposed.

All employees will be informed of the details of the Hazardous Communication Program including an explanation of the labeling system and the material safety data sheets, and how employees can use the appropriate hazardous information. The Maintenance Supervisor is responsible for the overall coordination of the training program.

We will provide employees with training when new hazardous chemicals are introduced and added to the "chemical inventory list", or before non-routine tasks are to be performed that could involve exposure to hazardous chemicals.

**Reinforcement of training will be conducted through topics at safety meetings, as appropriate.**

The extent of information transmitted to employees during training sessions will be dictated by the degree of hazard presented by the chemicals. The applicable Mdses, the text of the OSHA Hazard Communication Standard (1910.1200), the inventory list of hazardous chemicals, and this written program will be used as sources of information during the training sessions.

### **Hazards of Non-Routine Tasks**

Eufaula Public Schools meets the H.C.S. requirement of informing employees about the hazards of non-routine tasks in the following manner:

It is the policy of Eufaula Public Schools to inform employees of potential hazards associated with non-routine tasks and to advise them of the necessary personal protective equipment to accomplish such tasks.

Employees are informed of these hazards by contacting the Maintenance Supervisor, Principal, or Building Supervisor prior to starting work. Upon contacting the Maintenance Supervisor, Principal, or Building Supervisor, the following procedure will be followed:

- a. Discuss potential hazards of activity
- b. Review the MSDS of any hazardous chemical involved in the non-routine work
- c. view safety precautions that should be taken during this activity.

### **Contractor Policy**

Eufaula Public Schools meets the H.C.S. requirements for informing on-site contractors about hazardous chemicals to which their employees may be exposed in the following manner: It is the responsibility of the Maintenance Supervisor, Principal, or Building Supervisor to furnish the on-site contractor with the following

- a. A description of hazardous chemicals to which the contractor's employees may be exposed.
- b. Suggestions for appropriate protective measures

Likewise, on-site contractors will furnish Eufaula Public Schools with the following:

A description of any hazardous chemicals brought onto Eufaula Public Schools' property to which Eufaula Public Schools' employees may be exposed.

### **Suggestions for appropriate protective measures.**

The contractor must sign a statement that they have read and agree to follow the policy outlined above, that they have been informed of hazardous chemicals to which their employees may be exposed, and that they have provided the Maintenance Supervisor, Principal, or Building Supervisor with the information about any hazardous chemicals being brought onto Eufaula Public School property.

Eufaula Public Schools reserves the right to stop the work of a contractor, if compliance with this policy is inadequate, until all applicable safety and health procedures are implemented by the contractor and the contractor is in compliance with Eufaula Public School's policy.

**Note:** The requirements of this section do not apply to contractors who provide temporary employees to Eufaula Public Schools. A sample of the "Contractor

Statement" can be acquired from the Administration Office, 215 N 6 th Street, Eufaula, Oklahoma.

**Access to Written Program**

Eufaula Public Schools meets the H.C.S. requirement for access to the Written Hazardous Communication Program in the following manner:

An employee may review this Written Hazardous Communication Program by requesting access through the Maintenance Supervisor, Principal, or Building Supervisor.

The Written Hazardous Communication Program will be kept in the Maintenance Office, Principal's Office, or Building Supervisor's Office.

**Hazard Determination Procedures**

Eufaula Public Schools meets H.C.S. requirements for written hazard determination procedures in the following manner: The hazard determination for all chemicals used at these facilities is performed by the Maintenance Supervisor and kept on file at the Eufaula

The implementation of the procedures in this program will be monitored by the Maintenance Supervisor, Plant Services Secretary, Principals, and Building Supervisors to assure the effectiveness of the program.