

## REPORTING OF HAZARDS

### Responsibility

The Hazard Communication Coordinator shall be responsible for the coordination and implementation of the Hilliard School's Hazard Communication Program. The designated coordinators are the Maintenance Coordinator, the Custodial/Groundskeeping Coordinator and the Transportation Coordinator.

### Identification and Listing of Hazardous Chemicals

The Hazard Communication Coordinator shall maintain a list of hazardous chemicals known to be present in the workplace for which he/she is responsible. All hazardous chemicals shall be identified on this list in the same manner as those chemicals are identified on the appropriate Material Safety Data Sheets.

This list shall be maintained at the Business Office and in individual school buildings.

This list shall be available for inspection, upon request, to all employees and their designated representatives.

### Material Safety Data Sheets (MSDS)

The Hazard Communication Coordinator shall maintain Material Safety Data Sheets for each product containing hazardous chemicals known to be present in the workplace.

Each Material Safety Data Sheet shall be in English and shall contain the following minimal information:

1. the name, address and telephone number of the chemical's manufacturer, importer or distributor
2. hazardous ingredients/identity of the chemical
3. physical/chemical characteristics
4. fire and explosion hazard data
5. reactivity data
6. health hazard data

7. precautions for safe handling and use
8. control measures

Material Safety Data Sheets shall be maintained in such a manner as to be readily accessible during the work shift to employees when they are in their work area.

Material Safety Data Sheets shall also be made available for inspection, upon request, to the employee's designated representatives.

### Labels and Other Warnings

The Hazard Communication Coordinator shall take all necessary and appropriate measures to ensure that all hazardous chemicals present in the work area are labeled, tagged or marked as required under the applicable regulations.

Labels and other warnings shall include the identity of the product contained therein and appropriate hazard warning(s). Labels and other warnings shall be legible, in English and prominently displayed on the container or readily available in the workplace throughout the work shift. Labels and other warnings may be repeated in languages other than English in appropriate circumstances.

No employee shall remove or deface existing labels or other warnings unless the container is immediately thereafter marked with the required label or other warning.

Portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfers, do not require labeling.

### Information

The Hazard Communication Coordinator shall take all necessary and appropriate measures to ensure that all employees are informed of hazardous chemicals in their work area at the time of their initial assignment to that work area. Whenever a new hazard is introduced into their work area or significant changes occur in the data provided, additional training will be conducted.

All employees shall be informed of the requirements of the Hazard Communication Standard, operations in their work area where hazardous chemicals are known to be present and the location and availability of the District Hazard Communication Program.

### Training Program

The Hazard Communication Coordinator shall take all necessary and appropriate measures to ensure that all employees are trained in the proper use of hazardous chemicals in their work area at the time of their initial assignment in the work area and thereafter whenever a new hazard is introduced into their work area.

Employee training shall include:

1. a summary of the Hazard Communication Standard and the District Hazard Communication Program;
2. hazardous chemical properties, including visual appearance and odor and methods that can be used to detect the presence or release of said hazardous material;
3. physical and health hazards associated with potential exposure to workplace chemicals;
4. procedures to protect against hazards, including personal protective equipment, work practices and emergency procedures;
5. hazardous chemical spill and leak procedures;
6. location of Material Safety Data Sheets, how to understand their content and how employees may obtain and use appropriate hazard information and
7. how to read and understand product labels.

The Hazard Communication Coordinator will monitor and maintain records of employee training and advise the District on training needs.

### Outside Contractor Employers

The Hazard Communication Coordinator, upon notification from the responsible supervisor, will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the District premises. The Hazard Communication Coordinator will ascertain if hazardous chemicals are brought on to the site and ensure that proper training and precautions are taken to protect the individuals concerned.

Nonroutine Tasks

Management and supervisory personnel anticipating nonroutine tasks will consult with the Hazard Communication Coordinator before beginning these tasks. Employees assigned to these tasks shall be informed of chemical hazards associated with the performance of these tasks and appropriate protective measures.

(Approval date: August 14, 2001)