

Communications Program for Hazardous Chemicals and Toxic Art Supplies

The Lincoln County School District will meet the requirements of this rule as follows:

1. Hazardous Chemical Container Labeling

All instructors/supervisors will ensure that all containers of hazardous chemicals received for use or subsequently used (except for immediate use) will be clearly labeled with the following information:

- a. The appropriate hazard warning;
- b. The name and address of the manufacturer;
- c. The date received;
- d. Identity of hazardous chemicals contained in the container.

No containers will be released for use or used until the above data is affixed to the container.

2. Material Safety Data Sheets

Copies of MSDS's for all hazardous chemicals to which district employees may be exposed will be compiled and kept in the Hazard Communication Manual. The Hazard Communication Manual will be located in the office and available to all employees for review during each work shift. Copies can be obtained upon request for supervisors.

3. Purchasing of Chemicals

To ensure that MSDS's are obtained on all new chemicals which enter the district, the buyer will include, on the purchase order, a request for the suppliers to send the appropriate MSDS's with each initial shipment. The MSDS's will be forwarded to the buyer and the buyer shall forward to the safety officer. All personnel who buy new hazardous chemicals via field purchase orders will be responsible to obtain the appropriate MSDS and forward a copy to the buyer. The MSDS's received will be forwarded to the custodial foreman/safety officer for insertion into the appropriate Hazard Communication Manual.

4. Employee Training

Prior to starting work, each new employee of the district will be given the following information:

- a. The use, location and availability of the Hazard Communication Manual;
- b. Details of the hazard communication program;
- c. Requirements of OAR 437-002-0360 (35) (Hazard Communication);

- d. Personal protection measures;
- e. District policy on hazard communications;
- f. Methods and observations used to detect the presence or release of hazardous chemicals.

Supervisors will provide safety training for all new employees on chemicals present in the employee's workplace and the hazards associated with each.

After attending the safety training, each employee will sign a form to verify that he/she has attended the training, received the written materials and understand the district policy on hazard communications.

Prior to a new hazardous chemical being introduced into the workplace, appropriate employees will be informed and trained with respect to the new chemical, in the manner provided above.

Supervisors are responsible for ensuring the MSDS on the new chemical(s) is available, and also responsible for new employee training on hazard communication.

5. Information

Notices providing an explanation of the district's container labeling system and the location of the Hazard Communication Manual will be posted on all employee bulletin boards.

6. Index of Hazardous Chemicals

An index of all known chemicals used by district employees will be compiled and implemented into the Hazard Communication Manual. The maintenance of this index for each Hazard Communication Manual shall be the responsibility of the district safety officer.

7. Hazardous Nonroutine Tasks

Some employees may be required to perform nonroutine tasks which involve hazardous chemicals. Prior to starting work on such projects, each affected employee will be given information about hazards involving chemicals to which he/she may be exposed during such activity.

This information will include:

- a. Specific chemical hazards;
- b. Protective safety measures the employee can take;
- c. Measures the district has taken to lessen the hazards including ventilation, respirators and emergency procedure.

8. Chemicals in Unlabeled Systems

Work activities are often performed by employees in areas where chemicals are run through unlabeled pipes. Prior to starting work in these areas, the employee shall contact his/her supervisors for information regarding:

- a. The chemicals in the pipes;
- b. Potential hazard;
- c. Safety precautions which should be taken.

Supervisors, whose work areas might include unlabeled chemicals in the piping, are responsible to identify such conditions and to provide the above information.

9. Informing Contractors

It is the responsibility of the coordinator of facilities and maintenance to provide contractors with the following information:

- a. Hazardous chemicals/materials to which they may be exposed while on the job;
- b. The location of a hazard communication manual containing MSDS's for all hazardous chemicals that are present at each job site;
- c. Precautions employees may take to lessen the possibility of exposure by usage of appropriate protection measures.

10. Definitions

The definition of any term in this regulation shall be as defined in OAR 437-002-360, and if not so defined therein, shall be construed to accomplish the purposes of this regulation and said Oregon Administrative Rules.

