

WRITTEN HAZARDOUS COMMUNICATION PROGRAM PROCEDURAL GUIDE

- 1.0 Introduction: Scarborough School Department has developed a comprehensive hazardous communication program to comply with the provisions of the OSHA Hazardous Communications Standard, 29, CFR 1910.1200. This program is available for review by all employees in the following locations: Superintendent's Office, Scarborough Municipal Center, Facilities Manager's Office, Scarborough High School, and the main office of each school site.
- 2.0 The basic purpose of this program is to identify and record hazardous chemical materials in the work place, maintain a list of Material Safety Data Sheets (MSDS's), assure containers are properly labeled and identified, and to provide employees information and training, informing them of hazards in the work place, the safe use and handling of these materials and where to find MSDS's and a list of hazardous chemicals used.
- 3.0 Responsibilities: Overall supervision for the hazardous materials policy and procedures within the school system is assigned to the Facilities Manager. Each location/building administrator is responsible for complying with school, local, state, and federal policies and regulations dealing with hazardous materials. Day-to-day management of hazardous materials may be delegated to a specific designee.
- 4.0 Definitions: Hazardous materials are defined to be those items listed in state and federal laws and regulation regarding the transportation of hazardous materials. Examples include but are not limited to:
  - 4.1. Non-building related asbestos materials;
  - 4.2. Lead and lead compounds (included in school supplies, i.e., art supplies, ceramic glazes);
  - 4.3. Solvents (gasoline, turpentine, mineral spirits, alcohol);
  - 4.4. Liquids, compounds, solids or other hazardous chemicals which might be toxic, poisonous or cause serious bodily injury;
  - 4.5. Agriculture or the EPA (pesticides, algaecide, rodenticides, and bactericides);
  - 4.6. Regulated underground storage tank hazardous materials (including diesel fuel, regular and unleaded gasoline, oil both new and used, and propylene glycol).
- 5.0 Tracking, Inventory and Material Safety Data Sheets: Each location/building administrator is responsible for ensuring receipt, proper labeling and storage of hazardous materials received at their location. Copies of current inventory and MSDS's will be provided to the Facilities Manager, no later than October 1 of each year. However, each time a hazardous material is received at the building location, an MSDS will be sent to the Facilities Manager to be added to the MASTER LIST, to assure a current list is available at all times, the May 1 Inventory will confirm the materials at the location and should include all previously

listed and newly acquired materials. Inventory lists will be maintained and will be provided to police, fire and emergency services.

- 5.1. The Facilities Manager will be responsible for maintaining a set of material safety data sheets (MSDS's) for the school system.
- 5.2. Each location/building administrator will maintain a set of MSDS's for hazardous materials utilized at their location. These MSDS sheets will be made available for review by employees, citizens and will be provided to appropriate police, fire, health, and emergency service authorities.

#### 6.0 Employee Information and Training:

- 6.1 Each location/building administrator will provide information and training on hazardous chemicals to all employees who are exposed to hazardous chemicals in their work place.
- 6.2 The information and training should commence upon an employee's initial assignment. An annual refresher training session and additional instruction will be provided whenever chemicals or processes change or newly acquired information indicates the need for additional protective measures.
- 6.3 The information training program will include the following:
  - 6.3.a A review of the provisions of the State of Maine Hazard Communication Program requirements;
  - 6.3.b A review of operation in any work areas where hazardous chemicals are present;
  - 6.3.c Methods of detecting the presence or release of a hazardous chemical in the work area;
  - 6.3.d The physical and health hazards of the chemicals in the place;
  - 6.3.e The location and availability of the written hazard communication program;
  - 6.3.f The measures employees can take to protect themselves from these hazards including their purpose, proper use, and limitation of personal protective equipment;
  - 6.3.g An explanation of the labeling system and the material safety data sheets; and
  - 6.3.h Emergency procedure.
  - 6.3.i Each location/building administrator will maintain a list of employees by name and job title or classification who have received training, the type of training provided and the dates it was provided.

Cross Reference: EBAA - Chemical Hazards

Adopted: October 3, 2002