

## CHEMICAL HAZARDS

- 1.0 The Scarborough School Department will comply with all applicable Maine and federal laws and regulations concerning chemical hazards. The Superintendent is responsible for developing and implementing a hazard communication program, training programs, and any other procedures necessary to ensure that the school department is in compliance with this policy and applicable laws/regulations.
- 2.0 Material Safety Data Sheets (MSDS): The school department will obtain MSDS for all hazardous chemicals utilized in the school department. Copies of the MSDS will be available for inspection during regular business hours in each building where the chemicals are used.
  - 2.1. MSDS will be reviewed and updated on an annual basis.
  - 2.2. MSDS for new products put into use in the school department will be reviewed and the employees who may be exposed to the product will receive appropriate training as necessary.
- 3.0 Employee Training and Information Program: All employees who may be exposed to hazardous chemicals will be given a list of hazardous chemicals utilized in the school department and a copy of this policy.
  - 3.1. All employees whose work involves hazardous chemicals are required to attend a training program before commencing work. Training will also be provided whenever a new chemical the employees have not been trained on is introduced into their work area. Employee attendance at each required training program must be documented.
  - 3.2. The school department's training program will be conducted in compliance with applicable laws/regulations and include the following elements at a minimum:
    - 3.2.a. An explanation of applicable laws and/or regulations;
    - 3.2.b. Identification of work/storage areas where hazardous chemicals are present;
    - 3.2.c. Description of methods for detecting the presence or release of hazardous chemicals in work/storage areas;
    - 3.2.d. Explanation of potential health problems associated with hazardous chemicals in the workplace;
    - 3.2.e. Explanation of how to read a MSDS, product labels and other documents related to hazardous chemicals and where in the facility the MSDS may be found.
    - 3.2.f. Explanations of methods to protect employees from hazardous chemicals, including the purpose, proper use and limitations of personal protective equipment; and
    - 3.2.g. Explanation of emergency procedures.
- 4.0 Product Labeling and Disposal: All regulated chemicals and products will be labeled as required by law/regulations. Containers that are not properly labeled will not be allowed in the school department. The school department will dispose of hazardous chemicals

properly. When required by law/regulations, hazardous chemicals will be disposed of through an agency licensed by the State. When it is necessary to store hazardous chemicals prior to removal from school property, storage will be in an approved tank or building.

- 5.0 Outside Contractors: The school department will inform all outside contractors of hazardous chemicals they could be exposed to in the course of their work, along with appropriate protective measures. The school department will also request outside contractors to provide notification about their use of hazardous chemicals.
- 6.0 Annual Review: The Superintendent/designee will review this policy on an annual basis.

Legal Reference: 29 C.F.R. § 1910.1200  
26 M.R.S.A. § 565  
Code of Me. Reg. Ch. 2 § 12-179

Adopted: September 1, 1994

Revised: October 3, 2002