**SEQUATCHIE COUNTY SCHOOLS HAZARD COMMUNICATION PROGRAM**

The CTE Director is responsible for the communication and implementation of the program to employees.

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A. Labels and other forms of warning

Labels and other forms of warning for each incoming hazardous chemical will be inspected for compliance with Section (f) of the standard to ensure that proper forms of warning are posted. For hazardous chemicals produced within the facility (such as carbon monoxide and welding products), warnings must be posted.

1. The GHS labeling system we will use is as described in 29 CFR 1910.1200 with each label to include the product identifier, signal word, hazard statement(s), pictograms, precautionary statement(s), and name, address, and telephone number of the responsible party.
2. The CTE Director is responsible for ensuring that all incoming containers of chemicals are properly labeled.
3. Each person is responsible for reporting unlabeled containers to: CTE Director.

B. Safety Data Sheets (SDS)

SDS for each hazardous chemical to which employees are or may be exposed will be obtained and made readily available according to the requirements of section (g) of the standard. For new chemicals, SDSs will be made available prior to use. For hazardous chemicals produced internally (such as carbon monoxide and welding fumes), an SDS may be used or developed to satisfy the physical and health hazard communication requirements.

C. Employee Information and Training

1. Information and training as required by Section (h) will be provided to all employees at the time of initial assignment for existing hazards, whenever a new hazard is introduced into their work area, and when new information about the hazards of a chemical is found. Additionally, the Tennessee Hazardous Chemical Right-to-Know Law requires **annual refresher training**.
2. Included in the training will be the health, physical, simple asphyxiation, combustible dust and pyrophoric gas hazards of the chemical in the work area**.**
3. Included in the training will be hazards not otherwise classified of the chemicals in the work area
4. Included in the training will be an explanation of the labels received on shipped containers and the workplace labeling system used
5. Included in the training will be safety data sheet information, including the order of information
6. Employees will be trained to be able to verbally recall fundamental hazards associated with the specific chemicals to which they are exposed.
7. The trainer is the CTE Director.
8. The training will utilize such aids and methods as the following: Classroom lecture, audio, video and training aids.

D .Hazardous Chemicals List

The 'Inventory Worksheet' partially fulfills this requirement**.\***

(Please alphabetize and use as the Content page with your overall SDS file).

E. Multi-Employer Activity

Other employers who have employees in our facilities who may be exposed to hazardous chemicals will be provided access to the written hazard communication program. They will be shown the SDSs for the chemicals to which they may be exposed and will be informed of any precautionary measures, such as signs and procedures, necessary to protect them during normal operating conditions or in the event of foreseeable emergencies. The labeling system we use will be explained.

Our employees who work in other employer worksites must be afforded the same requirements as in the preceding paragraph before beginning work.

F. Non-Routine Tasks

Periodically, employees are required to perform non-routine tasks which are hazardous. Some examples of non-routine tasks are: Prior to starting work on such projects, each affected employee will be given information by the safety manager about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee can use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

Other examples of non-routine tasks are:

* Cleaning of the dip tank in the cleaning department
* Emptying the bag house
* Painting the floors and walls

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HCS 1910.1200(e)

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