

GRANTS PASS SCHOOL DISTRICT # 7
WRITTEN HAZARD COMMUNICATION PROGRAM
PRINT SHOP

Grants Pass School District # 7 has developed a Hazard Communication Program to assure our employee's health and safety. Information is provided about chemical hazards and the control of hazards via our comprehensive Hazard Communication Program which includes container labeling, Safety Data Sheets (SDS) and training.

The following program outlines how we will accomplish this program.

1. CONTAINER LABELING

It is the policy of Grants Pass School District #7 that no container of hazardous chemicals will be released for use until the following label information is verified:

- A. Containers are clearly labeled as to the contents.
- B. Appropriate hazard warnings are noted.
- C. The name and address of the manufacturer are listed.

This responsibility for the PRINT SHOP has been assigned to Heather McBride, PRINT SHOP SUPERVISOR.

To further ensure that employees are aware of the chemical hazards of materials used in their work areas it is the policy of Grants Pass School District #7 to label all secondary containers.

The person who has been given this responsibility at each location will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with a generic label that contains the name of the product, all appropriate hazard warnings/safety precautions, and the current name, address, and phone number of the manufacturer.

2. SAFETY DATA SHEETS

The head custodian at each location will keep a binder with Safety Data Sheets for all products being used at that location. In addition, if products are being used in the classroom, a copy of the data sheet for each product should be kept in that classroom. The food service manager at each location will also keep a copy of the Safety Data Sheets for all products being used in the kitchen. If data sheets are missing, the head custodian should be notified immediately. The Warehouse Supervisor also keeps a master copy of SDS for all products being used in the District. **All products brought to school must be approved by the principal prior to use in the classroom. An SDS must be kept in the room where the product is being stored. A copy of the SDS must also be given to the head custodian for the master SDS binder.**

To ensure that SDS are available for all products, the Head Custodian will conduct an annual inventory of products/chemicals. This inventory will contain the name of the product/chemical and where it is being used. The administrator will review and sign this inventory list verifying that there are SDS on-site for each product or chemical listed. A copy of the signed inventory list will be forwarded to the *Safety Officer by August 31 each year.*

3. EMPLOYEE TRAINING AND INFORMATION

New employees are to attend a health and safety orientation prior to starting work for information and training in the following:

- A. An overview of the requirements contained in the Hazard Communication Rules, Division 155.
- B. Review of the chemicals present in their workplace operations.
- C. Location and availability of our written hazard program.
- D. Physical and health effects of the hazardous chemicals.
- E. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- F. How to lessen or prevent exposure to these hazardous chemicals through usage control/work practices and personal protective equipment.
- G. Steps the company has taken to lessen or prevent exposure to these chemicals.
- H. Safety emergency procedures to follow if our employees are exposed to these chemicals.
- I. How to read labels and review SDS to obtain appropriate hazard information.

Initial training will be conducted by the District Safety Officer. It is the responsibility of the administrator to contact the safety officer to schedule this training.

When new product/chemicals are introduced into a work area, the appropriate supervisor will review the items noted above as they relate to the new product/chemical.

4. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they 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 company has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

5. CHEMICALS IN UNLABELED PIPES (if applicable)

To ensure that employees who work in unlabeled pipes that contain hazardous materials are informed of the hazards, the following policy applies:

Prior to starting work on unlabeled pipes our employees are to contact their immediate supervisor for the following information:

- A. The chemical in the pipes.
- B. Potential hazards.
- C. Safety precautions which should be taken.

6. WASTE DISPOSAL

The following procedure will be followed for disposal of regulated waste:

Inform a supervisor, immediately, of the need for disposal.

Prepare a detailed list of waste to be disposed - include compound name and quantity. A copy of this list will be forwarded to the District Safety Officer. Arrangements will be made, with an accredited firm, for disposal.

The waste will be stored in a secure area, away from staff, students, and visitors until the disposal process is complete.

7. UNEXPECTED WASTE RELEASE

If chemicals are released unexpectedly, the release will be reported **IMMEDIATELY** to a supervisor or administrator and the District safety officer. If possible try to contain the spill from entering any waterway.

DO NOT try to clean up the spill. If the spill occurs in the classroom, evacuate the room immediately. The Safety Officer will make arrangements for a hazmat crew to come on-site, that day if possible, to clean up the spill.

8. INFORMING CONTRACTORS

To ensure that outside contractors work safely in our district, it is the responsibility of the administrator or supervisor to provide contractors the following information:

- A. Hazardous chemicals to which they may be exposed while on the job site.
- B. Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

This plan will be monitored by the District Safety Officer to insure that the procedures are followed and that the plan is effective. If anyone has any questions about the District's Hazard Communication Program, please contact the District Safety Officer at 474-5703.