Toxic Substance Policy

The purpose of this policy is to protect employees from hazards associated with the storage and handling of hazardous and toxic substances and to ensure compliance with NH Administrative Rules Department of Labor standards.

Responsibilities
The District shall:

1. Train employees who handle, use, or are otherwise exposed to hazardous and toxic substances in accordance with N.H. RSA 277-A "Worker's Right to Know Act."
2. Keep a running inventory of all hazardous and toxic substances in the workplace.
3. Determine the level of chemical hazards within the workplace.
4. Replace chemicals with less harmful alternatives when applicable.
5. Obtain and make Material Safety Data Sheets for all hazardous and toxic substances in the workplace available to employees, upon request, for examination and reproduction.
6. Ensure proper labeling of all hazardous and toxic substances, including those that are transferred out of their original containers.
7. Post appropriate signs and notices as required by N.H. RSA 277-A "Worker's Right to Know Act."
8. Provide and require the use of appropriate personal protective equipment at no cost to employees.
9. Maintain on file at the workplace material safety data sheets for a period of at least 30 years after discontinuation of the use of each toxic substance. In the event that the employer ceases operations or relocates, all material safety data sheets shall be submitted to the department of labor to be maintained on file for the statutorily required 30 year period. All rights of access to material safety data sheets provided in this chapter shall apply to the full 30 year period.

The Employee shall:

1. Handle, store and dispose of hazardous and toxic substances according to manufacturer's guidelines.
2. Never mix chemicals unless authorized by employer.
3. Never remove labels from containers of hazardous or toxic substances.
4. Use appropriate personal protective equipment when the employer and/or the Material Safety Data Sheet indicate that it is necessary.

Procedural Overview:

- Material Safety Data Sheets:
    1. Material Safety Data Sheets shall be supplied for each hazardous and toxic substance in the workplace.
    2. The Material Safety Data Sheets shall be kept on file in the facilities director's office and made available, upon request, for examination and reproduction.
    3. Each Material Safety Data Sheet must contain the following information about the substance for which it is supplied:
        a) Identity of the substance as it is listed on the label;

b) The chemical's common name;
c) If the chemical is a mixture, the identity of the ingredients;
d) Physical and chemical characteristics;
e) Physical and health hazards including the primary routes of entry into the body;
f) Safe handling, use and disposal procedures;
g) Spill and leak precautions and procedures;
h) Emergency and first aid procedures; and
i) Name, address and phone number of the chemical manufacturer

- Labeling Requirements:
  1. All hazardous and toxic substances must have a label containing the following information;
     a) Identity of the substance
     b) Name and address of the chemical manufacturer, importer, etc.
     c) Hazard warnings including acute and chronic health hazards as well as physical hazards.
  2. Labels must be substantial.
  3. Labels must not be removed under any circumstances.
  4. Containers without labels must be removed from use even if the contents are supposedly known.
  5. Signs, placards, process sheets, batch tickets, operating procedures or other written materials may be used in place of individual container labels as long as the above labeling requirements are met.

- Training Requirements:
  1. Employees will receive training on hazardous and toxic substances in their work area upon initial assignment and whenever a new hazard becomes present.
  2. Employees will receive the following information:
     a) Any operations in their work area where hazardous chemicals are present;
     b) Location and availability of Material Safety Data Sheets and lists of chemicals.
  3. Employees will be trained in the following areas:
     a) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
     b) Physical and health hazards of the chemicals in their work area;
     c) Methods employees can use to protect themselves from hazards in their work area;
     d) Labeling systems;
     e) How to use Material Safety Data Sheets

- Personal Protective Equipment required for handling hazardous and toxic substances will be listed on each Material Safety Data Sheet. Equipment most commonly required includes but may not be limited to:
  - Goggles
  - Face shields
  - Safety glasses
  - Chemical resistant gloves
  - Aprons
  - Appropriate Footwear

Legal References:

N.H. Code of Administrative Rules, Section Lab 1403.61 Toxic Substances
RSA 277-A "Worker's Right to Know Act"

Approved: 05/10/16
Reviewed: 06/11/19 (Category I)