

Policies of the Board of Education

Series 500: Personnel

**GUIDELINES FOR PROVIDING INFORMATION/TRAINING
TO EMPLOYEES**

523.3-Rule

Information

- A. 1. Within 15 days after a written request for information on toxic substances is received (exclusive of weekends and holidays), the school district must provide to the employee or employee representative in writing the following information regarding any toxic substance with which the employee works or worked or to which the employee is likely to be or has been exposed:
- a. The trade name of the toxic substance.
 - b. The chemical name and any commonly used synonym for toxic substance and the chemical name and any commonly used synonym for its major components.
 - c. The boiling point, vapor pressure, vapor density, solubility in water, specific gravity, percentage volatile by volume, evaporation rate for liquids and appearance and odor of the toxic substance.
 - d. The flash point and flammable limits of the toxic substance.
 - e. Any permissible exposure level, threshold limit value or other established limit value for exposure to the toxic substance.
 - f. The stability of the toxic substance.
 - g. Recommended fire extinguishing media, special fire fighting procedures and any unusual fire and explosion hazard information for the toxic substance.
 - h. Any effect of overexposure to the toxic substance, emergency and first aid procedures and a telephone number to be called in an emergency.
 - I. Any condition or material which is incompatible with the toxic substance and must be avoided.
 - j. Any personal protective equipment to be worn or used and special precautions to be taken when handling or coming into contact with the toxic substance.

- k. Procedures for handling, cleanup and disposal of toxic substances leaked or spilled.

1. Infectious Agents

Within 72 hours after a written request by an employee or employee representative, exclusive of weekends and legal holidays, the school district shall provide in writing to the employee or employee representative the following information regarding any infectious agent which the employee works with or is likely to be exposed to if the infectious agent is present in the work place when the request is made or at any time during the 30 days immediately preceding the request:

- a) The name and any commonly used synonym of the infectious agent.
- b) Any method or route of transmission of the infectious agent.
- c) Any symptom or effect of infection, emergency and first aid procedures and a telephone number to be called in an emergency.
- d) Any personal protective equipment to be worn or used and special precautions to be taken when handling or coming into contact with the infectious agent.
- e) Procedures for handling, cleanup and disposal of infectious agents leaked or spilled.
- f) The district is not required to provide information regarding an infectious agent if the employee or employee representative making the request has requested information about the infectious agent within the preceding 12 months, unless the employee's job assignment has changed or there is new information available concerning any of the subjects about which information is required to be provided.

2. Pesticides

Within 72 hours of a request from an employee or employee representative, exclusive of weekends and legal holidays, the school district shall provide the requesting employee or employee representative with access to the container label or the information required by the federal environmental protection agency or the department of agricultural, trade and consumer protection to be on the container label, for any pesticide with which the employee works or to which the employee is likely to be exposed.

3. There are two exceptions to answering a request for information within the previous specified time period:

1. If the District does not have the required information available when the request is made, the District will be given 30 days (exclusive of weekends and holidays) in which to obtain the information and to answer the request.
2. If the District has requested the required information from the manufacturer or supplier, but has not received and does not already have that information, the school district is not required to provide the information. The District must, however notify the requesting employee or employee representative that the District has requested, has not received and does not otherwise have the information.

The District may obtain information on toxic substances and infectious agents from any manufacturer or supplier of such substances or agents. Manufacturers and suppliers shall provide the information which the District is required to provide employees within 15 days of the request, exclusive of weekends and holidays. Such information may be recorded on a Material Safety Data Sheet approved by the Occupational Safety and Health Administration (OSHA).

The District may request a Material Safety Data Sheet from the supplier when purchasing products containing toxic substances or infectious agents. The request could be included on the purchase order.

An employee who has requested information about a toxic substance, infectious agent or pesticide and has not received the information may refuse to work with or be exposed to the substances, agents or pesticides until such time as the District supplies the information. However, the District has the time periods as specified above to obtain the information or to make a good faith effort to obtain it prior to the employee having a right to refuse to work. Replies to employees in such cases where the information could not be obtained should be in writing to provide evidence that the District did respond to the request.

B. Educational Training

1. For toxic substance - the trade name, generic or chemical name and any commonly used synonym for the toxic substance and the trade name, generic or chemical name and any commonly used synonym for its major components. For infectious agent, its name and any commonly used synonym.
2. The location of the toxic substance or infectious agent.
3. Any symptom of acute or chronic effect of overexposure to the toxic substance or infectious agent.
4. For a toxic substance, the potential for flammability, explosion and reactivity.

5. Proper conditions for safe use of and exposure to the toxic substance or infectious agent.
6. Special precautions to be taken and personal protective equipment to be worn or used, if any, when handling or coming into contact with the toxic substance or infectious agent.
7. Procedures for handling, cleanup and disposal of toxic substances or infectious agents leaked or spilled.

In an area where employees usually work with a large number of toxic substances or infectious agents which are received in packages of one kilogram or less and no more than 10 kilograms of which are used or purchased in a year, the District may provide a general education and training program in lieu of the education and training program described above. The general training program in this case shall include: a) the information specified in 1 and 2 listed above, b) the nature of the hazards posed by the toxic substance or infectious agents or both, and c) general precautions to be taken when handling or coming into contact with the toxic substances or infectious agents.

Any school employee or employee representative who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the Department of Commerce to conduct an inspection.

Legal Ref.: Sections 101.58-101.599 Wisconsin Statutes

Cross Ref.: 743, Management of Hazardous Substances/Asbestos

Adopted: 1/10/83

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Waunakee Community School District