

Policies of the Board of Education

Section 700: Support Services

HAZARDOUS MATERIAL PROCUREMENT AND USE

743-Rule (3)

The Waunakee Community School District is firmly committed to providing each of its employees a safe and healthy work environment.

The District's safety coordinator will have the overall responsibility for hazardous procurement and use with assistance from the maintenance personnel and a high school chemistry teacher.

All, or any part of these written Hazardous Material Procurement and Use procedures are available to employees and their designated representatives. Procedures are available from the District Office for review and copying.

Purchase of Products Containing Hazardous Materials

Any requested product containing a hazardous material (except for custodial/maintenance) **MUST** be reviewed and approved by the district's safety coordinator with the help of one of the high school chemistry teachers. The district safety coordinator is responsible for the review and approval of custodial/maintenance products that contain hazardous materials.

The district will attempt to carry **NO** more than a two year's supply of any product containing a hazardous material.

A. Hazardous Determination

1. The initial hazard determination is coordinated by the safety coordinator, with assistance from maintenance personnel and a high school chemistry teacher.
2. Any substance listed in 29 CFT 1910, Subpart 2, Toxic and Hazardous Substances; The American Conference of Governmental Industrial Hygienist's (ACGIH), Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment, the National Toxicology Program's (NPT), the Annual Report on Carcinogens; or the International Agency for Research on Concern's (IARC), monographs will be considered a health or physical hazard, and therefore, hazardous. Furthermore, any substance otherwise known to be hazardous, will be included in the District's Hazardous Material Procurement and Use.
3. The identity of the substance appearing on the "Hazardous Material Inventory" will be the same name that appears on the manufacturer's label and Material Safety Data Sheet (MSDS) for that substance.

B. Labeling

1. No hazardous material(s) will be accepted for use in the District unless labeled with at least the following information:

Identity of the hazardous chemical(s)
Appropriate hazard warnings
Name and address of the manufacturer, distributor, or other responsible party

The safety coordinator, maintenance personnel and the science department are responsible for assuring compliance with the labeling requirement.

2. All containers of hazardous materials must be labeled with at least the following information:

Appropriate hazard warnings

3. No label is to be defaced or removed when a material is received or in use.

C. Material Safety Data Sheets

1. A MSDS containing the information required by the Hazardous Communication Standards and the Employee Right to Know Law will be kept for each substance listed on the "Hazardous Materials Inventory". The MSDS will be the most current one supplied by the chemical manufacturer or distributor. All employees have the right to view these. The safety coordinator is responsible for obtaining and maintaining the file of MSDS's.
2. The MSDS's are filed at the District Office. They are readily accessible to employees at each school during regular working hours.

D. Employee Information and Training

1. All employees working with or potentially exposed to hazardous materials, will be appropriately informed and trained concerning the potential hazards of the materials to which they may be exposed.
2. All employees will be informed of the details of the Hazardous Material Procurement and Use procedure including an explanation of the labeling system and the MSDS, and how employees can use the appropriate hazard information. The safety coordinator is responsible for the overall coordination of the training program.

3. Employees training on the use of hazardous chemicals will be set up through inservices designed by the District's Safety Committee.
4. The extent of the information transmitted to employees during training sessions will be dictated by the degree of hazard presented by the chemicals, the applicable MSDS's, the text of the OSHA Hazard Communication Standard, the Employee's Right to Know Law, the inventory list of hazardous materials, and Board policy and procedures will be used as sources of information during the inservice training.

Cross Ref.: 523.3-Rule, Guidelines for Providing Information/Training to Employees
(Employees Right to Know Law)

Adopted: 4/11/88

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June 2002

Waunakee Community School District