

FERNDALE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

No. 3410 P-5/5500 P-4

HAZARDOUS CHEMICAL COMMUNICATION PROGRAM

I. INTRODUCTION

Hazard Communication Standards, WAC 296-62-054, requires that:

- A. All hazardous chemicals be labeled.
- B. Material data sheets be on file.
- C. Hazardous chemicals training programs for employees be established.
- D. Lists of hazardous chemicals be available in each work station.
- E. Guidelines for hazardous non-routine tasks be written.
- F. Contractors be informed of hazardous chemicals to which they may be exposed while on the job site.

II. CONTAINER LABELING

- A. The principal/supervisor will ensure that all containers received will:
  - 1. Be clearly labeled as to the contents.
  - 2. Note the appropriate hazard warning.
  - 3. List the name and address of manufacturer.
- B. The principal/supervisor will ensure that all secondary containers (a small container that has been filled from a manufacturer's large container) are labeled with either a copy of the manufacturer's original label or the school district's generic label (see Appendix A).
- C. The director of safety will review the labeling annually and update as necessary.

III. MATERIAL SAFETY DATA SHEETS (MSDS)

- A. The director of safety will:
  - 1. Obtain MSDSs.
  - 2. Review incoming sheets for new and significant health/safety information.
  - 3. Keep a master copy of all MSDSs on file in the special services office and a specific work station copy at each work station for employee's review.

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- B. If MSDSs are not available, the employee shall notify the principal/supervisor.

IV. EMPLOYEE TRAINING AND INFORMATION

- A. The director of safety is responsible for developing the employee hazardous chemical training program and ensuring each new employee is trained prior to starting work (see Appendix B). The training must include:

1. An overview of the requirements contained in the Hazard Communication Standards, WISHA WAC 296-62-054.
2. Chemicals present in the workplace.
3. Location and availability of the school district's written hazardous chemical program.
4. Physical and health effects of the hazardous chemicals.
5. Methods and observation techniques used to determine the presence of release of hazardous chemicals in the work area.
6. Procedures to lessen or prevent exposure to these hazardous chemicals through use of safe work practices and personal protective equipment.
7. Emergency procedures to follow is an employee is exposed to hazardous chemicals.
8. Instructions on how to read labels and review MSDSs.
9. Location of MSDS file and hazardous chemical list.
10. Procedures to follow for the disposal of hazardous chemicals.

- B. Prior to the use of a new hazardous chemical at a work station, the principal/supervisor will provide each employee of that site access to the MSDS.

V. LIST OF HAZARDOUS CHEMICALS

- A. The director of safety will provide principal/supervisor with a set of MSDSs for the work station. The set will be revised as hazardous chemicals are added and the MSDSs will be made available.

- B. A complete set will be kept on file in the special services office. The principal/supervisor is responsible to update the hazardous chemical notebook at the workstation and notify staff each September of the availability of the notebook.

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VI. INFORMING CONTRACTORS

If the district hires a contractor, the director of building and grounds will provide the contractor with the following information:

- A. Hazardous chemicals to which they may be exposed while on the job site.
- B. Precautions to be taken and appropriate protective gear to be worn.

VII. DISPOSAL OF HAZARDOUS CHEMICALS

Prior to disposing of a hazardous chemical from a work station the following steps shall be taken:

- 1. The employee will inform the principal/supervisor of the intent to dispose of the chemical.
- 2. The principal/supervisor shall notify the director of buildings and grounds of the intent to dispose of the chemical.
- 3. The director of buildings and grounds will consult the MSDS and/or a qualified chemical disposal agency to determine a safe and environmentally sound method of disposal.

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4. The director of buildings and grounds will arrange for the chemical(s) to be removed from the work station in a timely manner.
5. It shall be the responsibility of the director of buildings and grounds to ensure that all local, state, and federal disposal regulations are met.

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