

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Safety: Hazard Communication Program

A. In General

~~In order to~~To comply with the Virginia Occupational Health and Safety Standard, 1910.1200, Hazard Communication Standard, the following Hazard Communication Program is established by the School Board.

All schools and all departments of the School Division are included within this program. The written program will be available to the public in electronic form upon request.~~in each policy manual at the following locations for review by any employee:~~

- ~~• Superintendent's Office~~
- ~~• Office of Transportation~~
- ~~• Office of School Plant and Supply~~
- ~~• Office of Purchasing~~
- ~~• Principals' Offices~~
- ~~• School Libraries~~

B. Program Elements

- 1. Container Labeling

The administrator of each facility, such as the principal, supervisor of transportation, supervisor of maintenance, or central office administrators/supervisors will verify that all containers received for use will:

- a. Be clearly labeled as to the contents;
- b. Note the appropriate hazard warning;
- c. List the name and address of the manufacturer/importer/or responsible party.

It is the policy of the Sschool Bboard that no container will be released for use until the above is verified.

Each employee of the Sschool Bboard shall ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the "central stores" generic labels which have a block for identity and a block for the hazard warning. For help with labeling, contact see the school principal, the supervisor of maintenance ~~or the superintendent of schools.~~

- 2. ~~Material~~ Safety Data Sheets (MSDS)

Copies of ~~MSDS~~ for all hazardous chemicals to which employees of the Sschool Bboard may be exposed will be kept in the office of the supervisor for the activity. In educational use of hazardous chemicals, the location of the ~~MSDS~~ will be the principal's office. In maintenance use of hazardous chemicals, the location of the ~~MSDS~~ will be the supervisor of maintenance's office. In transportation use of hazardous chemicals, the location of the ~~MSDS~~ will be the supervisor of transportation's office.

- 3. ~~Employee Training/Information~~

Prior to starting work, each new employee ~~of the school board~~ is to receive a health and safety orientation from the immediate supervisor or designee and is to receive information and training on the following:

- a. An overview of the requirements contained in the Hazard Communication Standard.
- b. Chemicals present in their workplace operations.
- c. Location and availability of the school board's written Hazard Communication 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 chemicals through usage of control/work practices and personal protective equipment.

- g. Steps the Sschool Divisionboard has taken to lessen or prevent exposure to these chemicals.
- h. Safety emergency procedures to follow if exposed to these chemicals.
- i. How to read labels and review MSDS to obtain appropriate hazard information.

After receiving training, each employee will sign a form to verify completion of such that he/she received training, that the Hazard Communication Program of the Sschool Bboard was reviewed, and that the employeehe/ she will abide by the MSDS for all hazardous chemicals to which the employee and/or students under supervision may be exposed.

4. List of Hazardous Chemicals

In electronic form as the offices indicated in Part A preceding is a listing of "hazardous substances" from OSHA's "base" or "floor" list under the definitions found in the Hazard Communication Standard. See the introduction to the list for additional information concerning the list.

Information on each chemical actually used in the Sschool Ddivision can be found by reviewing the Material Safety Date Sheets (MSDS) located in the immediate supervisor's office.

• 5. Hazardous Non-Routine Tasks

This information will include:

- a. Specific chemical hazards.
- b. Protective/safety measures the employee can take.
- c. Measures that the school board has taken to lessen the hazards.

6. Chemicals in Unlabeled Pipes

Work activities might possibly be performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these

areas, the employee shall contact their employee's immediate supervisor for ~~his/her~~ information regarding:

- a. The chemical in the pipes.
- b. Potential hazards.
- c. Safety precautions which should be taken.

- 7. Informing Contractors

It is the responsibility of immediate supervisors to provide the following information to all contractors who will have employees that will be exposed to hazardous chemicals:

- 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.

Editor's Note

For hazardous waste containment and disposal see School Board Policy 3-58.

Legal Reference

~~OSHA Virginia Safety and Health Codes Board standard "Hazard Communication Standard" 29 C.F.R. 1910.1200 et seq, as amended, (August 17, 1984 with an effective date of May 25, 1986 for employers, including public sector employers).~~

Virginia Department of Labor and Industry, 16 VAC 25-60-10 et seq., as amended. Hazard Communication Standard (1910.1200) and Information Manual. (September 1985)

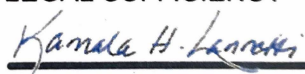
Related Links

School Board [Policy 3-58](#)

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APPROVED AS TO
LEGAL SUFFICIENCY


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