Saint Helens School District

Hazard Communication Plan

The management of the Saint Helens School District is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules and provide a safe, healthful environment for all our employees. This written hazard communication plan is available at the district office for review by all employees.

Identifying hazardous chemicals

A list is attached to this plan that identifies all hazardous chemicals with a potential for employee exposure at this workplace. Detailed information about the physical, health, and other hazards of each chemical is included in a Safety Data Sheet (SDS); the product identifier for each chemical on the list matches and can be easily cross-referenced with the product identifier on its label and on its Safety Data Sheet.

Identifying containers of hazardous chemicals

All hazardous chemical containers used at this workplace will either have the original manufacturer's label --that includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party -- OR a label with the appropriate label elements just described; OR workplace labeling that includes the product identifier and words, pictures, symbols, or combination that provide at least general information regarding the hazards of the chemicals.

The building administrator will ensure that all containers are appropriately labeled. No container will be released for use until this information is verified. Workplace labels must be legible and in English. Information in other languages is available at the Public School Works website.

Keeping Safety Data Sheets (previously known as Material Safety Data Sheets)

Safety Data Sheets are readily available to all employees during their work shifts. Employees can review Safety Data Sheets for all hazardous chemicals used at this workplace. Each building has a SDS notebook in the main office and is available on the district website under; District Office, Maintenance & Facilities, SDS navigation link on the left hand side of the page.

The Safety Data Sheets are updated and managed by the building administrator. If a Safety Data Sheet is not immediately available for a hazardous chemical, employees can obtain the required information by calling the buildings head secretary.

Training employees about chemical hazards

Before they start their jobs or are exposed to new hazardous chemicals, employees must attend a hazard communication training that covers the following topics:

- An overview of the requirements in Oregon OSHA's hazard communication rules.
- Hazardous chemicals present in their workplace.
- Any operations in their work area where hazardous chemicals are used.
- The location of the written hazard communication plan and where it may be reviewed.
- How to understand and use the information on labels and in Safety Data Sheets.
- Physical and health hazards of the chemicals in their work areas.
- Methods used to detect the presence or release of hazardous chemicals in the work area.
- Steps we have taken to prevent or reduce exposure to these chemicals.
- How employees can protect themselves from exposure to these hazardous chemicals through use of engineering controls/work practices and personal protective equipment.
- An explanation of any special labeling present in the workplace.
- Emergency procedures to follow if an employee is exposed to these chemicals.

The building administrator is responsible to ensure that employees receive this training. After attending the training, employees will sign a form verifying that they understand the above topics and how the topics are related to our hazard communication plan.

Informing employees who do special tasks

Before employees perform special (non-routine) tasks that may expose them to hazardous chemicals, their supervisors will inform them about the chemicals' hazards. Their supervisors also will inform them about how to control exposure and what to do in an emergency. The employer will evaluate the hazards of these tasks and provide appropriate controls including Personal Protective Equipment all additional training as required.

Examples of special tasks that may expose employees to hazardous chemicals include the following: None at this time.

Informing employees about hazardous chemicals in pipes

This workplace follows the labeling requirements in OAR 497-002-0378 concerning the labeling of pipes. Before working in areas where hazardous chemicals are transferred through unlabeled pipes or where pipes are insulated with asbestos-containing material, employees will contact the facilities manager for the following information:

- The chemicals in the pipes.
- The physical or health hazards of the chemicals present.
- The safe work practices necessary to prevent exposure.

Informing contractors and other employers about our hazardous chemicals

If employees of other employer(s) may be exposed to hazardous chemicals at our workplace (for example, employees of a construction contractor working on-site) It is the responsibility of the facilities manager to provide contractors and their employees with the following information:

- The identity of the chemicals, how to review our Safety Data Sheets, and an explanation of the container and pipe labeling system.
- Safe work practices to prevent exposure.

The facilities manager will also obtain a Safety Data Sheet for any hazardous chemical a contractor brings into the workplace.