

WRITTEN HAZARD COMMUNICATION PROGRAM

The Lyon County School District is firmly committed to providing each of its employees a safe and healthy work environment. As a matter of District policy as well as an important public program, we have implemented this Hazard Communication Program as outlined herein.

The Lyon County School District Maintenance Supervisor will have the overall responsibility for coordinating the program for Lyon County School District, located at 25 East Goldfield Avenue, Yerington, Nevada, 89447.

ACCESS TO THE WRITTEN PROGRAM

All or any part of this written hazard communication Program is available to employees and their designated representatives. This is available from the person named above for review and copying.

HAZARD DETERMINATION

1. The initial hazard determination is coordinated by Lyon County School District Maintenance Supervisory with the assistance of Lyon County School District Purchasing agent.
2. Any substance listed in 29 CFR 1910, Subpart Z, Toxic and Hazardous substance; the American Conference of Governmental Industrial Hygienists' (ACGIH), *Threshold Limit Values for chemical Substances and Physical Agents in the Work Environment*, the National Toxicology Program's (NTP), the *Annual Report on Carcinogens*; or the International Agency for Research on Cancer's (IARC) monographs will be considered a health or physical hazard, and therefore, hazardous.
3. Furthermore, any substance otherwise known to be hazardous is included in our Hazard Communication Program.
4. Every hazardous substance known to be present in the work place will be listed on the "Hazardous Chemical Inventory". Lyon County School District Maintenance Supervisor is responsible for coordinating and maintaining the list.
5. The identity of the substance appearing on the "Hazardous Chemicals Inventory" will be the same name that appears on the manufacturer's label, in-house, and the MSDS for that substance.
6. The "Hazardous Chemical Inventory" will serve as an index to the MSDS's files.

LABELING

1. No hazardous chemicals will be accepted for use in the facility unless labeled with at least the following information:
 - Identity of the hazardous chemical(s)
 - Appropriate hazard warnings
 - Name and address of the chemical manufacturer, importer, or other responsible party

The Lyon County School District Maintenance Supervisor is responsible for assuring compliance with this labeling requirement. In accordance with 29 CFR 1910.1200.

2. All in plant containers of hazardous chemicals will be labeled with at least the following information:
 - Identity of the hazardous chemical(s)
 - Appropriate hazard warnings
3. In-house labels are stocked in the Lyon County School District office and each school site.
4. The *coordinator of the labeling program* is responsible for reviewing and assuring label information is kept current.
5. No label is to be defaced or removed when a material is received or in use.

MATERIAL SAFETY DATA SHEETS

1. A material safety data sheet (MSDS) containing the information required by the Hazard Communication Standards will be kept for each substance listed on our “Hazardous Chemicals Inventory”. The MSDS will be the most current one supplied by the chemical manufacturer, importer, or distributor. You have the right to view these. The Lyon County School District Purchasing Agent is responsible for obtaining and maintaining the files of MSDS’s.
2. The MSDS’s are filed in the Lyon County School District office and each school site and are readily accessible to employees in the work area during each work shift.

EMPLOYEE INFORMATION AND TRAINING PROGRAM POLICY

1. All employees, including temporary employees, working with or potentially exposed to hazardous chemicals, will be appropriately informed and trained per 1910.1200(h) concerning the potential hazards of the chemicals to which they may be exposed.
2. All employees will be informed of the details of the Hazard Communication Program including an explanation of the labeling system and the material safety data sheets, and how employees can use the appropriate hazard information. The Lyon County School

District Maintenance Supervisor is responsible for the overall coordination of the training program.

3. We will provide employees with training when new hazardous chemicals are introduced and added to the "Chemical Inventory List", or before non-routine tasks are to be performed that could involve exposure to hazardous chemicals.
4. Reinforcement of training will be conducted through topics at safety meetings, as appropriate.
5. The extent of information transmitted to employees during training sessions will be dictated by the degree of hazard presented by the chemicals, the applicable MSDS's, the test of the OSHA Hazard Communication Standard (1910.1200), the inventory of hazardous chemicals, and this written program will be used as sources of information during the training sessions.

CONTRACTOR POLICY

Outside contractors must be provided with all necessary information concerning the potential hazards of the substances to which they may be exposed and appropriate protective measures required to minimize their exposure.

Whenever possible, the contractor or agency management should be provided with a list of hazardous chemical and the safety data sheets for the materials their employees will be using in the course of their work in our area.

SCIENCE LAB POLICY

All Science lab teachers will be responsible for all hazardous chemicals in the classroom and storage room.

The Science teacher will abide by all section of the Lyon County School District Policy on the Hazard Communication Program.

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Policy #EB
Adopted 3/27/90