

**Regulation 5631R.1**

**Non-Instructional/Business Operations**

**HAZARD COMMUNICATION PROGRAM**

The Hazard Communication Program is written to inform employees that the hazards of all chemicals and/or chemical products present, entering and used in the West Irondequoit Central School District have been evaluated and that information concerning the hazards has been transmitted to employees who may be exposed to such chemicals.

This program is written to fulfill the requirements of the Occupational Safety and Health Administration, 29 CFR 1910.1200 and to fulfill the requirements of the New York State Official Compilations of Codes, Part 820 of Title 12. The written program will be available in the Office of the Executive Director of Operations in conjunction with Chemical Hygiene Officer for review by any interested employee.

**Container Labeling**

The Executive Director of Operations will verify that all containers received for use will:

- Be clearly labeled as to the contents
- Note the appropriate hazard warning
- List the name and address of the manufacturer

All secondary containers will be labeled with either an extra copy of the original manufacturer's label or with the generic labels which have a block for identity and blocks for the hazard warning. If written alternatives to labeling of temporary containers are used, a description of the system used will be added. The Executive Director of Operations will periodically review the District labeling system and update as required.

**Safety Data Sheets (SDS)**

The Executive Director of Operations will be responsible for obtaining and maintaining the data sheet system for the School District. Such person will review incoming data sheets for new and significant health/safety information. He/she will see that any new information is passed on to the affected employees. (If alternatives to actual data sheets are used, a description of the system will be provided.) Copies of SDS's for all hazardous chemicals to which employees of this District may be exposed will be kept in the Office of the Executive Director of Operations. SDS's will be available to all employees in their work area for review during each work shift. If SDS's are not available or new chemicals in use do not have SDS's, the Executive Director of Operations should be immediately contacted.

**Employee Training and Information**

The Executive Director of Operations is responsible for the employee training program. He/she will ensure that all elements specified below are carried out. Prior to starting work, each new employee will attend a health and safety orientation and will receive information and training.

After such training, each employee will sign a form to verify that he/she attended the training, received our written materials, and understood the District's regulations on Hazard Communication. Prior to a new chemical hazard being introduced into any section of the District, each employee of that section will be given the necessary information.

### **List of Hazardous Chemicals**

The hazards associated with chemicals used by West Irondequoit Central School District will be identified from the Safety Data Sheets obtained from the chemical supplier. Information on each noted chemical can be obtained by reviewing the Safety Data Sheets located in the Office of the Executive Director of Operations.

### **Hazardous Non-Routine Tasks**

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each effected employee will be given information by their immediate supervisor about hazardous chemicals to which he/she may be exposed during such activity.

### **Informing Contractors**

It is the responsibility of the Executive Director of Operations to provide contractors performing work in the District the following information:

- Hazardous chemicals to which they may be exposed while on the job site
- Precautions the contractors may take to lessen the possibility of exposure by usage of appropriate protective measures

The Executive Director of Operations will be responsible for contacting each contractor before work is started in the District to gather and disseminate any information concerning chemical hazards that the contractor is bringing into the District.

### **Purchase of Hazardous Materials**

All materials (plants, animals, chemicals, solvents, solutions, and cleansers) should be presumed hazardous until they are declared not hazardous.

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