


<b>MSAD #75</b> <b>Safety and Health</b> <b>Program</b>	LOCATION <b>MSAD 75 School District</b>	PROCEDURE NUMBER <b>MSAD-75-001</b>
	TITLE <b>Safety</b>	DATE <b>June 2016, Rev. 3</b>
	<b>Hazard Communication</b>	<b>1910.1200</b>

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## Hazard Communication Program

### I. OBJECTIVE

The objective of this program is to set forth policies and procedures concerning Hazard Communications which will enhance the safety and well being of **MSAD #75** employees and students. Furthermore, execution of this program is designed to provide for compliance with the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard (HCS).

### II. ASSIGNMENT OF RESPONSIBILITY

**The Director of Facilities** will assume duties as Hazard Communication Officer. This position carries the responsibility of insuring this program is adhered to and that proper reporting is executed. It is encouraged that an alternate or back-up Hazard Communication Officer be assigned in case the primary is not available. **School Administrators** will ensure the appropriate education staff (ie, Art/Science) are aware of this procedure and its requirements, including all training.


### III. PROGRAM

The ensuing items are to be followed to insure both compliance with the OSHA Hazard Communication Standard and the safety of our employees and students. It has been updated to reflect the 2012/13 Hazard Communication Standard (HCS) updates for the Global Harmonization System (GHS). MSAD 75 be in by June 1, 2015.

#### A. Hazardous Chemical List

A list of the hazardous materials and chemicals, which are used in the course of MSAD #75 business activities, will be maintained and updated. This list is to include all substances which require a Safety Data Sheet (SDS). Manufacturers have transitioned from the old MSDS format to the new GHS Safety Data Sheet (SDS) format, as required and as depicted later in this procedure.

One copy of this list is to be kept in the front of each SDS book, one copy is to be kept on file at each of the schools main office and on with the Hazard Communication Officer **or** access may be provided through an

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approved on line computerized Database that specifically contains materials used in MSAD 75. For each chemical used in the workplace, a SDS sheet must be available at the work place Facility. Additionally, the High School and Middle School Science Department shall maintain an updated chemical list(s) and provide an update annually to the State and the Director of Facilities.

**B. Safety Data Sheets (SDS)**


All Material Safety Data Sheets (MSDS)/SDS must be kept in an organized fashion and must be placed in an identified and accessible location for all employees to view at will or accessible in an online database. A duplicate set of SDS information must be maintained by the Hazard Communication Officer or accessible in an online database.

SDS books, database and the Hazardous Chemical List must be maintained and kept up to date. As obsolete SDS’s are replaced by updated copies, they must be retained in a separate file of obsolete SDS’s. Do not permanently delete them. It is encouraged, particularly for routinely used chemicals, that the correct SDS be periodically verified since the chemicals may have been reformulated, improved, or the SDS may have been updated. Old (no longer in use) sheets must be maintained on file or a database (disc/file) and available for a period of 30 years.

If a hazardous chemical or substance is received without a proper SDS, the receiving person must immediately notify the Distributor or Manufacturer. The manufacturer or distributor of the product must be contacted immediately and asked to fax or email the SDS and mail a copy as a follow up, if necessary. If, for some reason, the manufacturer or distributor is unable to produce a SDS upon request, the Hazard Communication Officer should be notified immediately. Hazardous materials or substances received without an SDS or not found in the online database are not to be used and returned to the sender. (SDS’s may be obtained from the Manufactures web sites or the online database service organization).

**C. Labeling**

Each container of a hazardous chemical that is used in or around the work area must be properly labeled with the identity of the hazardous material,

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the appropriate hazard warnings, and the name and address of the manufacturer. Appropriate labels must be on all containers, regardless of size. Containers must be approved and recommended for storage and/or dispensing of the particular hazardous chemicals contained in them.

Worn and torn labels must be replaced. It is the responsibility of the employees to report inappropriate labels to their supervisor. It is the responsibility of the Hazard Communication Officer to insure that appropriate labels are in place and that replacement labels are available.


Portable containers of Hazardous Materials do not require labeling if they are transferred from labeled containers and are intended for immediate use by the employee who performs the transfer.

Manufacturers' labels will be utilized wherever possible. However, if the manufacturer's label becomes unreadable or does not contain the required information, a proper label shall be placed on the container. Newer (GHS) labels with Pictograms shall be used where available.

#### **D. Training**

Employee training for this Hazard Communication Program consists of the following:

1. Each affected employee (one who uses or has exposure to chemicals in the workplace) working for, or associated with, **MSAD #75** is required to review the training material with the Hazard Communication Officer or their supervisor, and sign the acknowledgment form which will be placed in the employee's file. This training is to be done during the new employee orientation process before the new employee actually assumes status as an active employee. Employees will receive training on any new hazardous chemical/material introduced in to the work place before the chemical/material is used. In addition to this training, affected employees must be shown the locations of Safety Data Sheets, fire extinguishers, first aid kits, and usage and storage of hazardous materials.
2. If **MSAD #75** engages the services of contract labor personnel, and exposure to hazardous materials is possible, the contract laborers must be made aware of the locations of the Hazardous

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Chemical List and the SDS information book or online electronic database.

- All MSAD #75 employees had to be trained by 01 December, 2013 on the GHS changes to the Hazard Communication Standard per Maine Department of Labor.

Hazard Communication training shall include the following:

- Provisions of the federal and state laws.
- Physical and health hazards associated with chemicals.
- Protective measures from hazards associated with the chemicals, to include: purpose, proper use and limitations of protective equipment (PPE)
- Methods of detecting the presence or release of hazardous chemicals in the work area.
- An explanation of the labeling requirements of this policy.
- Where to locate SDS's and how to read them; for GHS, the new 16 section format being used on Safety Data Sheets (SDS's).
- An explanation of the emergency evacuation procedures for the area.
- A review and explanation of the new GHS Pictograms used on labels.

#### **E. Storage**


All storage areas for hazardous substances are to be secured, properly ventilated, and identified by signs.

#### **F. Non-Routine Tasks**

Before any non-routine task is performed, employees shall be advised and/or they must contact the **Director of Facilities** for special precautions to follow and the **Director of Facilities** shall inform any other personnel who could be exposed. (No non-routine tasks are known to exist at the time of preparation of this program.)

If a non-routine task is necessary, the **Director of Facilities** will provide the following information about the activity as it relates to the specific chemicals expected to be encountered:

- specific chemical name(s) and hazard(s);

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2. personal protective equipment required and safety measures to be taken;
3. measures that have been taken to lessen the hazards including ventilation, respirators, presence of other employees(s); and
4. Applicable emergency procedures.

**G. Other Personnel Exposures (Contractors)**

The ***Director of Facilities*** will provide other personnel or outside contractors with the following information as follows:

1. Hazardous chemicals to which they may be exposed to while in the workplace;
2. Measures to minimize the possibility of exposure;
3. Location of the SDS and labeling requirements for all hazardous chemicals; and
4. Procedures to follow if they are exposed.

The ***Director of Facilities*** will contact each contractor before work is started to gather and disseminate any information concerning chemical hazards the contractor is bringing into the workplace, and vice versa.


**H. Program Compliance**

Any direct or intentional violation or non-compliance with this program may result in the termination of the person or persons involved, in accordance with ***MSAD #75*** policy.

Note: Whenever possible or practical, the use of Green – Environmentally Friendly products should be used.

**GLOBAL HARMONIZATION SYSTEM (GHS) UPDATES**

This policy is updated to encompass the 2012 updates to the Hazard Communication Standard (HCS) for the Global Harmonization System (GHS) being done worldwide and will be fully implemented in June of 2016.


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**SAFETY DATA SHEET (SDS) FORMAT:**

In accordance with the updated Hazard Communication Standard (HCS), the following information from the SDS's will be on all materials:

Each SDS must be in English and will contain at least the following information, found in the following 16 standardized sections:

1. **Product Identification** – Includes product identifier used on label; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.
2. **Hazard(s) Identification** – Includes all hazards regarding the chemical; required label elements.
3. **Composition/Information on Ingredients** - Includes information on chemical ingredients; trade secret claims.
4. **First-aid Measures** – Important symptoms/effects, acute, delayed; required treatment
5. **Fire-Fighting Measures** – List appropriate and inappropriate extinguishing techniques and equipment.
6. **Accidental Release Measures** – List emergency procedures; protective equipment; proper methods of containment and cleanup.
7. **Handling and Storage** – List precautions for safe handling and storage, including incompatibilities.
8. **Exposure Controls/Personal Protection** – List OSHA's Permissible Exposure Limits (PEL); Threshold Limit Values (TLV).
9. **Physical and Chemical Properties** – List the chemicals different characteristics such as appearance, odor, flash point, pH level, vapor density, evaporation rate and viscosity.
10. **Stability and Reactivity** – List chemical stability and possibility of hazardous reactions including such things as conditions to avoid and incompatible materials.
11. **Toxicological Information** – Includes information on likely routes of exposure (such as inhalation, ingestion, skin and eye contact); related symptoms, acute and chronic effects; numerical measures of toxicity.
12. **Ecological Information (Non-Mandatory)** - Includes information on the chemical effects on the ecology.
13. **Disposal Considerations (Non-Mandatory)** - Description of waste residues and information on their safe handling and

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methods of disposal, including the disposal of any contaminated packaging.

14. **Transportation Information (Non-Mandatory)** – Transport information dealing with items.
15. **Regulatory Information (Non-Mandatory)** - Safety, health and environmental regulations specific for the product in question.
16. **Other Information**, Including Date of Preparation, the date of preparation of the SDS or the last change to it.

**LABELING & PRODUCT IDENTIFICATION:**

In accordance with the updated Hazard Communication Standard (HCS), the following information from the SDS’s will be on all materials:

**Hazard(s) Identification** – Includes all hazards regarding the chemical; required label elements

**a) Hazard Classification** of the chemical such as skin corrosion/irritation, serious eye damage, eye irritation;

**b) Signal Word** to alert employees of a potential hazard. Two words are used: DANGER for severe hazards and WARNING for less severe hazards;

**Hazard Statement(s)** describing the nature and degree of the hazard; **Symbol(s)** which may be graphical in nature or the name of the symbol, e.g. Flame, Skull & Crossbones; and

**Precautionary Statement(s)** which recommends the measures taken to minimize or prevent adverse effects resulting from exposure or improper storage/handling.

A phrase describing recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to the hazardous chemical or improper

storage or handling. There are four types of Precautionary Statements used on labels. The four types of statements are:

***Prevention, Response, Storage and Disposal.***

**LABELS** The following must be on all labels:

**Product Identifier** – This is the unique name or number used to identify a hazardous chemical. The same Product Identifier must be used for the label, SDS and required company chemical list for each chemical.

**Signal Word** – A word used to alert employees of a potential hazard and its relative level of severity. The two signal words used are:



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1. Danger - Used for more severe hazards
2. Warning – Used for less severe hazards  
 Only one word will be present on a label. If “Danger” is included then “Warning” should not appear.










**Hazard Statement** – A statement describing the nature of the chemical hazard, including, where appropriate, the degree of hazard. Statements such as “Fatal if swallowed”, “Toxic if swallowed” and “Causes severe skin burns and eye damage” are examples of Hazard Statements.

**Pictogram** – A composition which is intended to convey specific health and physical hazard information about the chemical. OSHA has mandated eight specific pictograms to be used on chemical labels. A ninth pictogram is part of GHS but not mandated by OSHA as the area it covers is regulated by a different governmental agency. Each pictogram is in the shape of a square, set at point and includes a black hazard symbol on a white background, with a red frame sufficiently wide to be clearly visible.

## Chemical Labels

Pictogram	Hazard
Flame Over Circle	Oxidizers
Flame	Flammables, Pyrophorics, Self-Heating, Emits Flammable Gas, Self Reactive, Organic Peroxides
Exploding Bomb	Explosives, Self Reactives, Organic Peroxides
Skull and Crossbones	Acute Toxicity (Severe)
Corrosion	Corrosives
Gas Cylinder	Gases Under Pressure
Health Hazard	Carcinogens, Mutagenicity, Reproductive Toxicity, Respiratory Sensitizer, Target Organ Toxicity, Aspiration Toxicity
Exclamation Point	Irritant, Skin Sensitizer, Acute Toxicity (harmful), Narcotic Effects, Respiratory Tract Irritation
Environment	Non-Mandatory concerning OSHA, this pictogram conveys Aquatic Toxicity

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<b>GHS - Hazard Pictograms and Related Hazard Classes</b>		
		
<b>Explosion Bomb</b> <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-reactives</li> <li>• Organic Peroxides</li> </ul>	<b>Corrosion</b> <ul style="list-style-type: none"> <li>• Skin corrosion/burns</li> <li>• Eye damage</li> <li>• Corrosive to metals</li> </ul>	<b>Flame Over Circle</b> <ul style="list-style-type: none"> <li>• Oxidizing gases</li> <li>• Oxidizing liquids</li> <li>• Oxidizing solids</li> </ul>
		
<b>Gas Cylinder</b> <ul style="list-style-type: none"> <li>• Gases under pressure</li> </ul>	<b>Environment</b> <ul style="list-style-type: none"> <li>• Aquatic toxicity</li> </ul>	<b>Skull &amp; Crossbones</b> <ul style="list-style-type: none"> <li>• Acute toxicity (fatal or toxic)</li> </ul>
		
<b>Exclamation Mark</b> <ul style="list-style-type: none"> <li>• Irritant (eye &amp; skin)</li> <li>• Skin sensitizer</li> <li>• Acute toxicity</li> <li>• Narcotic effects</li> <li>• Respiratory tract irritant</li> <li>• Hazardous to ozone layer (non-mandatory)</li> </ul>	<b>Health Hazard</b> <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive toxicity</li> <li>• Respiratory sensitizer</li> <li>• Target organ toxicity</li> <li>• Aspiration toxicity</li> </ul>	<b>Flame</b> <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-heating</li> <li>• Emits flammable gas</li> <li>• Self-reactives</li> <li>• Organic peroxides</li> </ul>

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**Access to Medical Records:** *The below document provides employee notification of their right to have access to any medical records relevant to workplace exposure to hazardous materials. This document shall be posted in a location visible to employees.*

## **ACCESS TO MEDICAL AND EXPOSURE RECORDS**

**ACCORDING TO OSHA REGULATION 29 CFR 1910.20(g), ANY EMPLOYEE HAS THE RIGHT TO SEE AND COPY:**


HIS/HER MEDICAL RECORDS AND ANY RECORDS OF EXPOSURE TO TOXIC SUBSTANCES OR HARMFUL PHYSICAL AGENTS IN THE WORKPLACE.

RECORDS OF EXPOSURE TO TOXIC SUBSTANCES OR HARMFUL PHYSICAL AGENTS OF OTHER EMPLOYEES WITH WORK CONDITIONS WHICH ARE SIMILAR TO HIS/HERS.

SAFETY DATA SHEETS (SDS) OR OTHER INFORMATION THAT EXISTS FOR CHEMICALS OR SUBSTANCES USED IN THE WORKPLACE, OR TO WHICH EMPLOYEES MAY BE EXPOSED.

MEDICAL RECORDS MAY BE OBTAINED THROUGH:

**Contacting MSAD #75 Human Resources**

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## ATTACHMENT A

### Acknowledgement of Receipt of Hazard Communication Training

My signature below acknowledges that I have received training concerning Hazard Communications. I understand that this training fulfills the employee training requirement of OSHA's Hazard Communication Standard.

The jobsite and/or classroom training included the following:

1. Understanding the purpose and scope of the OSHA Hazard Communication Standard.
2. Explanation of the existence of federal, state and local right-to-know laws.
3. Definition of the classification "hazardous chemical".
4. Explanation of situations and elements that must be present for a material to be considered a health hazard.
5. Explanation and interpretation of labels, what is required on all containers, Pictograms, Warning and Hazard Statements, including those required by the Global Harmonization System (GHS).
6. Understanding and interpretation of Safety Data Sheets (SDS's), which must be obtained for each hazardous chemical.
7. Responsibilities as an employee of **MSAD #75.**
8. Policies and procedures to follow in case of exposure.

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EMPLOYEE NAME (Please print)

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EMPLOYEE SIGNATURE

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DATE

---

MSAD #75 REPRESENTATIVE

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DATE

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## Attachment B

**Personal Protection – Identified by a letter – Higher the letter, Higher the protection required**

**HMIS/NFPA vs GHS**

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☞ HMIS/NFPA

- ☞ 0 Minimal Hazard
- ☞ 1 Slight Hazard
- ☞ 2 Moderate Hazard
- ☞ 3 Serious Hazard
- ☞ 4 Severe Hazard

☞ GHS Hazard Categories


- ☞ 1 Severe Hazard
- ☞ 2 Serious Hazard
- ☞ 3 Moderate Hazard
- ☞ 4 Slight Hazard
- ☞ 5 Minimal Hazard

If you see a label, be sure you know if it is a GHS label or an HMIS/NFPA label

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### GHS Hazard Class comparison changes

**\*NOTE: DURING THE HCS/GHS "TRANSITION PERIOD" OF IMPLEMENTATION THESE RATINGS MAY NOT BE CONSISTENT WITH HMIS/NFPA HAZARD CLASS/CATEGORY RATINGS. FULL COMPLIANCE TO THE GHS SYSTEM IS JUNE, 2016. THIS COMPARISON IS BEING KEPT IN THE PROCEDURE IN CASE OUTDATE LABELS ARE ENCOUNTERED.**

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## Attachment C-Safety Data Sheet (SDS) Information

1. **Product Identification** – Includes product identifier used on label; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.
2. **Hazard(s) Identification** – Includes all hazards regarding the chemical; required label elements.
3. **Composition/Information on Ingredients** - Includes information on chemical ingredients; trade secret claims.
4. **First-aid Measures** – Important symptoms/effects, acute, delayed; required treatment
5. **Fire-Fighting Measures** – List appropriate and inappropriate extinguishing techniques and equipment.
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9. **Physical and Chemical Properties** – List the chemicals different characteristics such as appearance, odor, flash point, pH level, vapor density, evaporation rate and viscosity.
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14. **Transportation Information (Non-Mandatory)** – Transport information dealing with items.
15. **Regulatory Information (Non-Mandatory)** - Safety, health and environmental regulations specific for the product in question.
16. **Other Information**, Including Date of Preparation, the date of preparation of the SDS or the last change to it.