

MSAD #75 Safety and Health Program	<small>LOCATION</small> MSAD 75 School District	<small>PROCEDURE NUMBER</small> MSAD-75-005
	<small>TITLE</small> Safety Chemical Hygiene Plan	<small>DATE</small> June 2016. Rev. 4
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Chemical Hygiene Plan

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(A) - MSAD 75 Board Policies

- (1) GBE Safety Policy**
- (2) EBAA Chemical Hazards**
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(B) Maine School Environmental Guide; Chemical Management in School Science Laboratories

(C) 10CFR§1910.1450; Occupational Exposure to Hazardous Chemicals in Laboratories

(D) Procedure MSAD-75 001 Haz. Com. Program

(E) 29 CFR§ 1910.1200-OSHA Hazard Communication Standard

(F) Global Harmonization System-GHS

(G) Ch. 161 Maine Department of Education regulations

CHEMICAL HAZARDS

MSAD #75 is committed to providing a safe environment for students and employees. It is the policy of the District to follow safe practices in regard to the storage and handling of hazardous chemicals in schools. **MSAD #75** will comply with all applicable Maine and federal laws and regulations concerning hazardous chemicals.

The Superintendent will be responsible for developing a Chemical Hygiene Plan (CHP) that includes procedures relevant to the identification, purchase, storage, inventory, handling, and disposal of hazardous chemicals, maintenance of Safety Data Sheets (SDSs), and for ensuring that employees are provided required training and information concerning hazardous chemicals used in the schools. The Superintendent may delegate responsibilities associated with Plan development to school system staff, as appropriate.

The Superintendent/designee will appoint a Chemical Hygiene Officer (CHO) for **MSAD #75**. The Chemical Hygiene Officer will have the primary responsibility for implementing **MSAD #75's** Chemical Hygiene Plan. The Chemical Hygiene Officer should be familiar with State and federal regulations pertaining to laboratory and chemical safety and the chemicals used in the schools.

The Chemical Hygiene Officer shall achieve such certification and/or attend such training and/or have sufficient work experience in the proper handling of

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chemical hazards as may be mandated by the Maine Department of Education or other State agencies.

Chemical Hygiene Plan

MSAD #75

All personnel have a right to know about health hazards associated with their work. So that personnel can make knowledgeable decisions regarding personal risks, the Chemical Hygiene Plan includes policies, procedures, and responsibilities designed to develop an awareness of potentially hazardous conditions or chemicals in the school and to train personnel in appropriate safe working conditions.

It is important that employers assume responsibility for work site safety. All employees will have access to pertinent safety information through their supervisory staff. The people who work in any given environment are often best able to detect potential hazards in either the facility or work procedures. When safety concerns arise, employees are encouraged to contact their supervisor.

This program is for the benefit and protection of all who use the school facility. It contains information on potential chemical hazards and how they should be handled.

SIGNATURES ON FILE


Signed:

Superintendent: _____

Date: _____

Chemical Hygiene Officer: _____

Date: _____

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I. Responsibilities


Specific to this Chemical Hygiene Plan, employees (teachers, staff), administrators (superintendent, principal), and students all have responsibilities to conform to this standard. The senior administrative officer is ultimately responsible for chemical hygiene within the institution and must, with other administrators, provide continuing support for institutional chemical hygiene.

A. Administration

1. Appoint a Chemical Hygiene Officer (CHO) for the District.
2. Implement a Chemical Hygiene Plan conforming to the OSHA Lab Standard (29 CFR§ 1910.1450).
3. Ensure that applicable employees receive training regarding the Chemical Hygiene Plan. (CHP)
4. Allocate staff time for regular, formal chemical hygiene and housekeeping inspections, including routine inspections of emergency equipment and an annual chemical inventory.
5. Maintain a record of all chemical exposures and provide employee access to these records as well as any medical records. Ensure confidentiality of all personal records.
6. Provide resources to ensure that facilities and equipment align with requirements of the CHP.
7. Phase out mercury in the school and/or school district, per Department of Environmental Protection regulations.

B. Chemical Hygiene Officer

1. Work with the administration, science, and art department staff to develop and implement appropriate chemical hygiene policies and practices.
2. Monitor procurement and disposal of chemicals in the school system.
3. Ensure regular safety audits are performed.
4. Oversee annual chemical inventory. Provide a copy of the current chemical inventory to the Dept. of Education and local first responders.
5. Maintain current knowledge of legal regulations regarding laboratory and chemical safety.
6. Coordinate annual review of the Chemical Hygiene Plan (CHP) by science and art department staff.
7. Coordinate annual hazardous waste disposal for science and art department.

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8. Maintain communication with administration regarding the CHP.
9. Ensure that the local Fire Department receives a copy of the annual chemical inventory.

C. Science Department Head (MS/HS) and/or Science Department Stockroom Manager (HS)

1. Maintain Safety Data Sheet (SDS) for science laboratory chemicals.
2. Ensure all chemicals remain properly labelled as per the applicable Hazard Communication Standard and this policy.
3. Monitor procurement, use and disposal of chemicals in the lab, including determining that facilities and training levels are adequate for the chemicals in use.
4. Oversee maintenance of appropriate spill kit and materials.
5. Perform regular safety audits.
6. Provide training to applicable colleagues, including administrators, teachers, and facilities staff.
7. Submit budget for maintenance of lab equipment and inspections.
8. Maintain current knowledge of legal regulations regarding laboratory and chemical safety. Maintain laboratory safety equipment.
9. Maintain spill kits that are consistent with type and amount of chemicals used.
10. Maintain communication with Chemical Hygiene Officer (CHO).
11. Conduct yearly inventory and submit to CHO.
12. Compile an annual list of Chemicals for Hazardous Waste Disposal.

D. Art Department Head

1. Maintain Safety Data Sheets (SDS) for art department chemicals.
2. Ensure all chemicals remain properly labelled as per the applicable Hazard Communication Standard and this policy.
3. Monitor procurement, use and disposal of chemicals in the department, including determining that facilities and training levels are adequate for the chemicals in use.
4. Oversee maintenance of appropriate spill kit and materials.
5. Perform regular safety audits.
6. Provide training to applicable colleagues, including administrators, teachers, and facilities staff.
7. Submit budget for maintenance of photography lab equipment and inspections.
8. Maintain current knowledge of legal regulations regarding chemical safety.

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9. Maintain spill kits that are consistent with type and amount of chemicals used.
10. Maintain communication with Chemical Hygiene Officer.
11. Compile an annual list of Chemicals for Hazardous Waste Disposal.

E. Teacher Responsibilities

1. Plan and conduct each laboratory operation in accordance with the Chemical Hygiene Plan and Department safe work practices.
2. Develop good personal chemical hygiene habits.
3. Align curriculum with Chemical Hygiene Plan. Teach good personal chemical hygiene habits. Ensure that students meet their lab safety responsibilities. Prohibit unsupervised work by students.
4. Participate in annual chemical inventory, as assigned.
5. Plan and conduct each laboratory exercise with the least toxic materials.
6. Obtain and review SDS prior to requesting new chemical.
7. Annually submit a list materials needed to the Department Head/ Chemical Manager.
8. Label, use, and dispose of each chemical as required by the Hazard Communication Standard and this policy.
9. Provide list of chemicals for disposal, annually.
10. Know where chemical spill kits are located.
11. At least monthly, verify the emergency eye stations in your area are functioning. Check Custodial monthly initial/inspection tag.

F. Student

1. Understand the experimental procedure before starting to work in the laboratory.
2. Become familiar with the properties and hazards of the chemicals in use.
3. Obey all safety rules and regulations. Wear appropriate personal protective equipment as instructed.
4. Clean personal work area immediately after use. Obey good housekeeping practices.
5. Do not engage in inappropriate behavior (*i.e.* no horseplay).
6. Conduct only the experiments assigned by the instructor.
7. Never perform unauthorized or unsupervised experiments.
8. Never remove chemicals from the laboratory.
9. Never work in the laboratory unless authorized to do so.
10. Never work alone in the laboratory.
11. Report chemical spills and accidents to teacher immediately.
12. Know where the emergency eye wash stations are located.

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13. Report any unsafe hazards or conditions to the teacher immediately.

G. Director Facilities and Projects

1. Maintain Safety Data Sheets (SDSs) for custodial and maintenance department chemicals.
2. Monitor procurement, use and disposal of chemicals in the department, including determining that facilities and training levels are adequate for the chemicals in use.
3. Perform regular safety audits.
4. Provide training to applicable colleagues, including administrators, teachers, and facilities staff.


H. Custodian Responsibilities

1. Understand and follow chemical and hazardous waste management regulations and best practices.
2. Clean science laboratories, art room and storage areas with caution.
3. Report chemical spills to the CHO and/or administrator. Do not clean up spills without proper training.

II. Basic Safety Rules and Procedures

"The Chemical Hygiene Plan shall include...standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals." 29 CFR §1910.1450(e)(3)(i) and Appendix A(E).


1. Adhere to the intent and procedures of this CHP.
2. Know the safety equipment. Users of the science and photography labs must know:
 - a. The location of eyewash fountains, safety showers, fire blankets, fire extinguishers, first aid kits, and emergency exits;
 - b. How to respond in case of an emergency; and
 - c. How to use the safety equipment. Those expected to use the equipment (e.g. fire extinguishers) must receive proper training.
3. Know the hazards of the materials being used. Read labels carefully to make sure you are using the right chemical. Know how to interpret information from a Safety Data Sheet.
4. No horseplay, games, or pranks shall be allowed in the labs.
5. Dispose of all waste materials according to instructions. Follow local, state, and federal disposal requirements.

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6. Report any accidents or unsafe conditions to CHO immediately.
7. Assume any chemical mixture is more toxic than its most toxic component. Substances of unknown toxicity will be assumed to be toxic. Do not underestimate the risk of any chemicals.
8. Do not eat, drink, or apply cosmetics in the lab.
9. Do not taste any chemical. Do not smell chemicals directly.
10. Do not pipette solutions by mouth.
11. Wash hands with soap and water before leaving the laboratory, even if you have been wearing gloves.
12. Promptly flush exposed skin with water. Drench showers are located in some science classrooms where most Hazardous chemicals are expected.
13. Inspect personal protective equipment (gloves, aprons, splash goggles, etc.) before use.
14. See also **Housekeeping** section of this CHP.

III. Chemical Procurement

1. Before a chemical is procured, proper handling, storage and disposal methods must be known to those responsible.
2. Purchase the smallest possible amounts. Whenever practical, chemicals should be purchased as pre-diluted solutions to minimize mixing and the chance for improper labeling and storage.
3. No container will be accepted without an adequate label and Safety Data Sheet (SDS)..
4. MSAD 75 will follow purchasing policy and procedures to minimize large quantities of chemicals and/or extremely hazardous chemicals from entering the school.
5. No chemical will be purchased in quantities greater than a two-year supply. (Ch. 161 Maine Department of Education regulations)
6. Requests for procurement of new chemicals will be made through Science Department Head (MS/HS) and/or Science Department Chemical Stockroom Manager(HS), Art Department Head or Director of Facilities and Projects. Any concerns about the safety of a requested chemical should be brought to the attention of the Chemical Hygiene Officer or Department Chemical Manager.
7. All chemicals will be received by the requisitioning department and placed in storage immediately.
8. MSAD 75 will not accept donations of chemicals from outside sources.
9. When more than one product can be used, the safest/healthiest (i.e. environmentally and personal health-friendly) product should be used.

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IV. Control Measures

A. Engineering Controls


Engineering controls are the preferred methods of minimizing exposure to chemicals. Controls must be maintained in proper working order. Engineering controls must not be modified unless testing indicates the changes will not reduce protection. Report improper functioning of engineering controls to the Chemical Hygiene Officer immediately.

1. Science Laboratory Hoods – will be used for all chemical procedures involving volatile substances with a permissible exposure limit (PEL) less than 50 ppm. Work practices for hoods:
 - a. Keep sash closed when not working in the hood. When working in the hood, keep sash height as low as possible.
 - b. Do not store chemicals or non-exposure related items inside the hood.
 - c. Do not use hood for disposal of volatile chemicals.
 - d. Minimize interference with the inward flow of air into the hood.
 - e. Maintain face velocity between 75 and 125 feet per minute. The Department Head/ Chemical Manager is responsible for monitoring the hood and keeping records.
2. Storage cabinets for flammable and hazardous chemicals will be provided and ventilated as needed in compliance with state and federal regulations. The flammable cabinet will be either direct vented to the outside or not vented with bungs left in place.
3. All acids will be stored in an acid cabinet.
4. A general ventilation system will be maintained for each lab with air intakes and exhausts located so as to avoid intake of contaminated air.
5. Chemicals shall be segregated when stored/used as necessary based on manufacturer/industry standards

B. Personal Protective Clothing and Equipment (PPE)

Clothing worn in the laboratory should offer protection from splashes and spills, should be easily removable in case of an accident, and should be fire resistant. A Personal Protective Hazard Assessment must be developed and available for each activity.

1. Students and staff will wear appropriate PPE to avoid chemical exposure.
 - a. Wear eye protection during chemical transfer and handling.
 - b. Do not wear sandals, perforated shoes, or bare feet in labs.


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- c. Shorts and skirts will not be worn unless a full length disposable apron is worn.
 - d. Gloves appropriate to the materials and task will be provided. All gloves have a breakthrough time. The teacher will check manufacturer's recommendations.
2. The school will provide required PPE for all employees and students at no cost to the individuals.
3. The user must inspect PPE before each use. Defective personal protective equipment will not be used and will be reported to the Department Head by the teacher.
4. Each science laboratory , which may contain hazardous chemicals, will have:
 - a. An easily accessible drench-type safety shower;
 - b. An eyewash fountain; and
 - c. An ABC fire extinguisher.
5. Fire alarms and an emergency telephone are located near each lab.
6. Conduct work with toxic chemicals in an operable fume/vapor hood. Confirm hood performance before use.

C. Housekeeping

Each instructor is responsible for keeping his or her workspace clean and is jointly responsible for common laboratory areas.


1. Keep unobstructed access to emergency equipment such as showers, eyewash, fire extinguishers, fire blankets, and emergency exits.
2. Keep work areas clean and uncluttered, with chemicals and equipment properly labeled and stored. Clean the work area at the end of each operation or each day. Make sure all gas and water outlets are completely shut off. Return all items used in the experiment to their proper storage location.
3. Dispose chemical wastes according to Department of Environmental Protection hazardous waste or solid waste rules.
4. Secure gas cylinders.
5. Clean up any spills on the floor or bench immediately.
6. Prohibit exposed food from entering all lab areas; CLOSED bottles of drinking liquids are acceptable.

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D. Hazardous Material Handling and Storage

Follow all federal, state and local regulations for material handling and storage and waste disposal.

1. Science Chemicals are in designated storage rooms. The Department Head/Chemical Manager will oversee the chemical storage room.
2. All used chemicals and hazardous waste will be stored in the same room unless special arrangements have been made for disposal pick-up.
3. Photography chemicals are stored in the dark room off from room 103A. Art Department Head will oversee the storage. Waste shall be in a properly marked barrel with spill protection.
4. All chemicals in the stockroom should be stored according to chemical compatibility. Chemicals will be segregated by hazard classification and compatibility in a well-identified area with local exhaust ventilation.
5. Use appropriate shelving or cabinets. If metal clips are used to hold shelves, they should be inspected for corrosion and replaced as necessary.
6. Store flammable liquids in approved fire cabinets. Where possible, vent flammable cabinets to the outdoors. If not possible to vent to the outdoors, do not vent the cabinet at all (leave the bungs on place).
7. Do not store chemicals on the floor (except gas cylinders) or high above eye level.
8. Gas cylinders should be properly secured, segregated according to compatibility, and stored upright and away from heat sources.
9. Restrict access to chemical storage areas through signage and secure locks. No student or unauthorized faculty should be allowed in storage area unsupervised.
10. Make sure shelves holding containers are secure. Attach anti-roll lips on shelves to prevent chemicals from falling. If possible utilize shelving that will contain a spill or supplement the shelf with a collection pan.
11. When opening newly received chemicals, immediately read the warning label to be aware of any special storage precautions like refrigeration or inert atmosphere storage. Ensure SDS sheets are available for each chemical received.
12. Storage of chemicals is not allowed at the lab bench or areas outside the designated chemical storage room, such as in aisles, stairwells or hallways or on desks or floors.
13. Maintain a complete inventory of chemicals in the chemical storage room. Inventory science chemicals at least annually. File the annual inventory with Secretary, Sagadahoc County LEPC Emergency Management Agency 752 High Street PO Box 246 Bath, ME 04530 and Fire Chief Topsham Fire

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Department, 100 Main Street, Topsham, ME 04086. Also, the CHO shall submit chemical inventory to the Department of Education.

14. Any chemicals identified during the inventory as expired, outdated, unlabeled, unknown, or unwanted must be listed for disposal. See **Waste Disposal** section.
15. Mark the acquisition dates on all peroxide forming chemicals, and test them for peroxides or dispose of them after six months.
16. Provide spill cleanup supplies (absorbents, neutralizers) in any room used for chemical storage.
17. Exhaust air from the storeroom should be ducted directly to the outside. The Director of Facilities and Projects is responsible for ensuring that the exhaust air is properly ducted.
18. Chemicals should be dated upon receipt, dated to be disposed where appropriate, and dated when opened (e.g., peroxides, anhydrous ethers, sodium nitrites, etc.).
19. Chemical containers should be periodically checked for rust, corrosion, and leakage.
20. Chemical labels should state name of chemical, be firmly attached to the container, list hazards, and name responsible party (manufacturer).
21. Chemical labels must be readable and free from chemical encrustation.
22. Maintain a clear access to and from the storage areas. Where possible, two separate exits should be provided in chemical storage areas.
23. Highly toxic chemicals (LD 50 mg/kg) whose containers have been opened will be stored in secondary containers.
24. Science Department Head/Chemical Manager will examine stored chemicals at least monthly for container integrity.
25. Art Department Head will examine stored chemicals at least monthly for container integrity.

E. Inspections

1. Custodial staff is responsible for activating safety showers and eyewash fountains monthly to flush the lines and to verify proper operation.
2. Director of Facilities and Projects is responsible for assuring that fume hoods are tested annually to ensure adequate airflow (75-125 linear feet per minute).
3. Director of Facilities and Projects is responsible for making sure fire extinguisher are the correct type (ABC), at recommended pressure, are easily accessible, and are inspected monthly and professionally serviced annually. Fire extinguishers should be securely mounted on the wall and a sign indicating their location posted above the fire extinguisher.
4. All users should inspect personal protective equipment prior to each use.

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5. Department Head is responsible for conducting safety inspections in each lab weekly to monitor housekeeping and to make sure safety equipment is working. Fume hoods should be monitored for proper operation at least quarterly.

V. Medical Program

The Chemical Hygiene Plan shall include provisions for medical consultation and medical examinations in accordance with paragraph (A) of this section.


A. Medical Consultation and Examination

When employees or supervisors suspect that an employee has been exposed to a hazardous chemical to a degree and in a manner that might cause harm to the employee, the employee is entitled to a medical consultation and examination without cost or loss of pay to the employee. Medical records shall be retained according to state and federal laws in accordance with *29 CFR § 1910.1020*. The events and circumstances that might result in overexposure to a chemical are:

1. A hazardous chemical leaked, was spilled, or otherwise released in an uncontrolled manner.
2. A hazardous chemical was spilled on the skin or splashed in the eye.
3. A person displays signs or symptoms that might indicate overexposure to a hazardous chemical including but not limited to rash, headache, nausea, coughing, tearing, irritation or redness of eyes, irritation of nose or throat, dizziness, loss of motor dexterity or judgment.
4. MSAD 75 has arranged for Occupational Health Associates of Maine at 442-8625 to provide medical consultations/examinations in the event of chemical exposure. An employee seeking medical consultation/examination shall provide the medical personal with a copy of the applicable SDS sheet(s).

B. Exposure Assessment

1. All chemical exposure incidents shall be documented on an accident report form along with any action taken. If no further action is taken, the reason for that decision should be included. The school Nurse is responsible for investigating chemical exposure incidents.

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C. First Aid

1. Personnel trained in first aid should be available during work hours. A list of personnel who have received first aid training and are expected to render first aid shall be maintained at each school.
2. The closest emergency room with medical personnel is Mid Coast Hospital, 123 Medical Center Drive, Brunswick, ME 04011, 207-729-0181


VI. Signs and Labels

The following signs and/or labels should be posted prominently in the laboratory:

1. Emergency telephone numbers of emergency personnel, emergency facilities, administration, and the laboratory instructor.
 Rescue: 911
 Fire: 911
 Hospital: 729-0181
 Poison Control: 1-800-442-6305
 Administration: 729-9961
 Lab Instructor: Number to call when Instructor is not present in Lab.
 Department of Public Safety: 1-800-452-4664
2. Labels on all chemicals and other containers indicating the contents (including waste receptacles) and associated hazards.
3. Location of exits, safety showers, eyewash station, fire extinguisher, fire blanket, and other safety equipment.
4. Label all laboratory refrigerators "NO FOOD STORAGE ALLOWED".
5. Warnings at areas or equipment where special or unusual hazards exist.
6. Post all Electrical Panels "No Storage/Blocking within 3 Ft."
7. All chemicals shall be properly labeled in accordance with the Hazard Communication Standard and MSAD 75 policy and updated with the latest Global Harmonization System requirements as stipulated in District Safety Procedure MSAD-75-001 Haz. Com. Prog.

VII. Spills and Accidents

1. In the event of a spill, staff must contact the Department Head/Chemical Manager **before beginning cleanup**. The Department Head/Chemical Manager or other authorized person will assess the nature of the spill using the School's Emergency Response Plan to determine appropriate response. The Emergency Response Plan for each school is located in the main office.

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2. The responsible staff will evacuate all persons from the spill or accident area until certain that the spill is not hazardous to people in the general area.
3. The Department Head is responsible for writing the accident report and providing a copy to the CHO. The CHO will maintain accident records.
4. Each student, teacher and staff member must know immediately what to do and where to go in case of any emergency.
5. The School Nurse is responsible for promptly addressing the needs of people who may have been exposed.
6. The CHO must be notified and report the spill to the Department of Public Safety (1-800-452-4664).
7. All waste generated from a chemical spill will be treated as hazardous waste.
8. Custodians and faculty cannot respond to chemical spills unless appropriate training and equipment has been provided. A list of people, and/or contracted companies trained to conduct spill response shall be maintained.

VIII. Waste Disposal

Aim: To assure that minimal harm to people, other organisms, and the environment will result from the disposal of waste laboratory chemicals.

Environmental regulations also govern chemical waste disposal. Go to [Department of Environmental Protection Rules](#) and scroll to chapters 850/851.

1. Prior to the start of each school year, Science Department Head (MS), Science Department Head/Chemical Stockroom Manager (HS), and Art Department Head will complete an inventory of stored chemical wastes (including virgin chemical stock identified as waste) and submit it to the CHO.
2. The CHO with the Department Head (MS) and the Science Department Head/Chemical Stockroom Manager (HS) will coordinate hazardous waste disposal. Waste will be collected for disposal at least annually.
3. Indiscriminate disposal by pouring waste down the drain or adding them to the general trash is unacceptable. It is not permissible to neutralize quantities of > 500 milliliters of corrosive hazardous waste or evaporate, distill, filter, or burn other waste chemicals.
4. If large quantities of hazardous chemical wastes are being stored or if a container is full, a hazardous waste pick-up should be scheduled by the CHO within 180 days of the container becoming full.

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5. The CHO is responsible for all hazardous waste manifests and associated paperwork.
6. All chemical wastes destined for hazardous waste disposal must be stored in the designated, signed hazardous waste storage cabinet; Chemical storage room in appropriate DOT approved shipping containers and segregated for compatibility. All containers must have the following information on the label:
 - o "Hazardous Waste"
 - o The chemical contents,
 - o The date that waste was first put in and
 - o The date the container was filled.
7. When a hazardous waste pick-up is needed, the CHO will contact an approved vendor to transport and dispose of hazardous waste.

The High School and Middle School are on a municipal sewer system.

Non-hazardous liquid may be disposed of down the drain with the permission of the sewer district. Corrosive hazardous waste, which is hazardous only due to pH (i.e. no contaminants of heavy metals, solvents, etc.), and which is less than 500 milliliters in quantity, may be neutralized to a non-hazardous waste prior to disposal. Non-hazardous liquid chemicals may also be solidified for solid waste disposal (i.e. put in the trash). The Waste shall be double bagged and the Custodians must be notified of any chemical put in the trash for disposal.

IX. Information and Training

1. Applicable District employees will be trained on the hazards of the chemicals in the laboratory and how to work safely with them. They will receive training at the time of employment and prior to assignments involving new exposure situations.
2. Teachers are responsible for teaching students about hazards and safe practices.
3. The Department Heads are responsible for ensuring that employees receive information and training to ensure they are aware of the hazards of chemicals that are present in their work area. This training must include the following:
 - a. The contents OSHA Lab Standard and appendices;
 - b. Location and availability of Chemical Hygiene Plan, chemical safety reference materials, including Safety Data Sheets and the Permissible Exposure Limits for OSHA regulated substances. In this school:
 - The Chemical Hygiene Plan is kept in the main office

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- Safety Data Sheets are kept in the chemical storage room, custodial office and the main office.
 - The Chemical Hygiene Plan and SDS are also available on line
- c. Signs and symptoms associated with exposure to hazardous chemicals.
 - d. Methods and observations that may be used to detect the presence or release of a hazardous chemical (visible appearance, odor, monitoring equipment, etc.).
 - e. Knowledge of the hierarchy of protective measures such as engineering controls, work practices, personal protective equipment, and emergency procedures to protect workers from overexposure to hazardous chemicals.
 - f. Emergency procedures to be used in case of a spill or exposure, including clean up methods and equipment needed.
 - g. Use of fire extinguishers and other emergency equipment.
 - h. SIGNED attendance sheet for the initial and annual training shall be kept.

X. Annual Chemical Hygiene Plan Review and Audit

The CHO will conduct an annual audit of all phases of the Chemical Hygiene Plan. He or she will provide audit results to the School administrators, who are responsible for taking corrective action. The Review/Audit shall be documented.

XI. Chemical Hygiene Plan Required Elements (Overview)

- A) Does the Site Specific CHP have provisions for:
- a. Standard operating procedures
 - b. Assignment of responsible persons
 - c. Basic rules and procedures
 - d. Chemical procurement policy
 - e. Use of control measures
 - f. Engineering Controls
 - g. PPE and equipment
 - h. Air Monitoring
 - i. Housekeeping
 - j. Handling & Storage
 - k. Medical Program for exposures
 - l. Record keeping procedures
 - m. Use of signs & labels

MSAD #75 Safety and Health Program	<small>LOCATION</small> MSAD 75 School District	<small>PROCEDURE NUMBER</small> MSAD-75-005
	<small>TITLE</small> Safety Chemical Hygiene Plan	<small>DATE</small> June 2016. Rev. 4
		1910.1450

- n. Spills and Accidents plan/forms
- o. Waste Disposal
- p. Training and Information
- q. Annual evaluation