

SALEM SCHOOL DISTRICT
200 Hartford Road
Salem, Connecticut 06420



HAZARD COMMUNICATION PROGRAM
PROCEDURES

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1. INTRODUCTION

It is the intention of the Salem School District to comply fully in a prudent manner with all occupational safety and health standards/regulations. Consequently, this program to comply with the Department of Labor, Occupational Safety and Health Administration's Hazard Communication Standard 29 CFR 1910.1200 will be implemented and enforced.

This program has been established to provide guidelines for all employees, and for the Salem School District to meet the requirements of the Hazard Communication Standard. The program applies to any hazardous chemical(s), which is known to be present on the premises, that employees have been exposed under normal conditions of use or in a foreseeable emergency. The written Hazard Communication Program will be available to all employees in the Director of Facilities office for review.

2. HAZARDOUS CHEMICALS LIST

The Salem School District has established and will maintain a list of all of the hazardous chemicals used on the premises. The Director of Facilities will be made responsible for the maintenance of this list. The master list is attached (Appendix A).

3. LABELING OF HAZARDOUS CHEMICALS

Each container containing a hazardous chemical will be labeled with the identity and the appropriate hazard warning of the contents. In addition, those containers containing hazardous chemicals(s) when received from a supplier or shipped to a customer will also have the name and address of the manufacturer or the responsible party.

It is the responsibility of the Director of Facilities to assure that the identity and the hazard warnings are placed on all containers that have been transferred from the original drum or container. Also, it is the responsibility of the Director of Facilities to assure that the identity, the hazard warnings and the name and address of the supplier are on the received/shipped container(s).

4. SAFETY DATA SHEETS (SDS)

This SDS file will contain an SDS for every hazardous chemical used on the premises. These sheets will be available to employees at all times. The SDS file for this facility are kept in the office of:

School Nurse
Custodial Office
School Main Office

Salem School District
Hazard Communication Program Procedures
(cf. 3524 – Hazardous Materials in Schools)

When ordering a new hazardous chemical, or after an order has been processed and received, it is the responsibility of the Director of Facilities to assure that the SDS file is kept up to date.

Employees wishing to gain access to the SDS file or a copy of SDS for a specific chemical should contact the Director of Facilities.

5. INFORMATION AND TRAINING

It is the policy of the Salem School District to provide an information and training program to all employees with the implementation of this program, at the time of a new employee's initial assignment, and whenever a new hazard is introduced into the working place. This information and training will include:

1. Requirements of 29 CFR 1910.1200.
2. Any operation in employees' work areas where hazardous chemicals are present.
3. Location and availability of the written hazard communication program, the list of hazardous chemicals and material data sheets.
4. Means of detecting the presence or release of hazardous chemicals in the work area.
5. Physical and health hazards of the chemicals in the area.
6. Measures employees can take to protect themselves from these hazards.
7. Explanation of the labeling system and the material safety data sheet.
8. Emergency procedures.
9. Details of the written hazard communication program developed by the employer.

It will be the responsibility of the Director of Facilities to implement and maintain the information and training program.

6. CONTRACTOR WORK

When it is necessary for an outside contractor to perform work at Salem School, it shall be the responsibility of the Director of Facilities to inform the contractor of the identity of any hazardous chemicals to which the contractor may be exposed. The procedure for informing the contractor will include the following:

1. Making the hazardous chemicals inventory of any designated work area where contract work is being performed available to the contractors and advises the contractor of the labeling system.
2. Making the SDS's of the identified hazardous chemicals in the designated work area available to the contractor.
3. Making the contractor aware of the appropriate measures taken by Salem School District employees in a designated work area.

It is also the responsibility of the Director of Facilities to determine if the contractor will be using any hazardous chemicals, and, if so, to take appropriate actions to assure the protection of the Salem School District employees.

7. HAZARD OF NON-ROUTINE TASKS

Prior to starting work on hazardous non-routine tasks, every affected employee will be given information by the Maintenance Supervisor about the hazardous chemical(s) to which they may be exposed. Such information will include, but not be limited to specific hazards associated with the chemical(s), protective measures (i.e., personal protective equipment, work practices, engineering controls, etc.) and emergency procedures.

Hazardous non-routine tasks performed on this site are:

There are no non-routine tasks performed