

HARRISIN TOWNSHIP SCHOOL DISTRICT

Written Hazard Communication Program

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Policy and Administration

This notice is to inform you that Harrison Township School District complies with the Public Employees Occupational Safety and Health Program Hazard Communication Standard (PEOSH HCS), N.J.A.C. 12:100-7.6,7.7,7.8,

We provide information about the hazardous chemicals in our workplace, their associated hazards, and the methods for controlling these hazards. We have put in place the following required elements of the Standard:

- A list of hazardous chemicals;
- Material Safety Data Sheets (MSDSs) Safety Data Sheets (SDS) and Hazardous Substance Fact Sheets (HSFSs) for hazardous chemicals;

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- Labeled containers; and
- A training program for employees who work with or have a potential for exposure to hazardous chemicals.

This written program applies to all work operations in our facility where employees are exposed or may be exposed to hazardous chemicals or conditions under normal working operations or during foreseeable emergency situations.

The Supervisor of Buildings and Grounds is the program coordinator who has overall responsibility for the written program and responsibility for the annual review and update of the written program. **HTS** also makes available the written program to employees upon their request within three days of the request.

As required under the PEOSH HCS, employees will be informed of the contents of this program, the location and availability of health and safety information about hazardous chemicals, the hazardous properties of chemicals with which they work, safe handling procedures for the hazardous chemicals, and measures they should take to protect themselves from the hazardous chemicals. This information will be provided during employee training sessions and/or safety meetings. Employees will also be informed of the hazards of non-routine tasks such as **Entering Confined Spaces**.

List of Hazardous Chemicals

The list of the hazardous chemicals in this facility is prepared by the Coordinator. The list is continually updated.

Right to Know Survey

The Right to Know survey list will have all the hazardous chemicals that are currently being used by Harrison Township School District employees. It is the responsibility of the various departments or divisions who use or store hazardous chemicals to inform the Coordinator so the survey can be updated. The Coordinator will conduct an annual inspection of those listed areas.

Material Safety Data Sheets (MSDS) Safety Data Sheets (SDS) and Hazardous Substance Fact Sheets (HSFS)

MSDSs and HSFSs provide health and safety information on the specific hazardous products or chemicals employees use. In compliance with the PEOSH HCS, the MSDSs are made readily accessible during each work shift to employees when they are in their work area. The Coordinator obtains MSDSs, SDSs on all products containing hazardous chemicals and

HSFSs on all hazardous chemicals, Detailed information is maintained in an electronic library. If additional information is needed about a hazardous chemical or product, if an MSDS, SDS is missing, or if an MSDS, SDS has not been supplied with the initial shipment, the Coordinator will contact the manufacturer or supplier. The Coordinator will ensure that the MSDSs / SDSs are updated as needed. As a policy of this facility, an MSDS, SDS and HSFS hard copy will be provided to the requesting employee immediately upon request, or within 3 working days of the request if the MSDS or HSFS is not immediately available.

The Coordinator must approve any new procedures or products that are planned to be used in this workplace before use to make sure that MSDSs, SDSs and HSFs are obtained before use.

Labels and Warning Systems

The Coordinator requires that each container of hazardous chemicals in this workplace is properly labeled as required by the PEOSH HCS, and the labels updated as necessary if they should become illegible, fall off the container, or are obscured in any manner. Containers not bearing a PEOSH HCS label are not accepted by our facility.

- Stationary containers in an area with similar contents and hazards have signs posted on or above them to convey the hazard information.
- Employees transferring hazardous materials from a labeled container to a portable container intended only for their immediate use during the work shift, do not have to label the portable container. If the portable container is stored beyond the employee's shift, or will be used by other workers, the employee labels the portable container with the PEOSH HCS information from the properly labeled larger container.

Hazardous Non-Routine Tasks

If, any employee should be required to perform hazardous non-routine tasks such as entering confined spaces, a special training session would be conducted to inform them about the hazardous chemicals to which they might be exposed and the proper precautions to take to reduce or avoid exposure. This special session is conducted by the **Supervisor of the Department** prior to employees beginning the task. Employees who perform these non-routine tasks would be notified about the training by their supervisor, and required to attend the training.

Employee Training

- Every employee who works with or has the potential for exposure to hazardous chemicals under normal conditions of use or in foreseeable emergencies will receive initial and refresher training under the PEOSH Hazard Communication Standard on the safe use of those hazardous chemicals. **Supervisor of Building and Grounds** is responsible for coordinating the training. A training program that uses both audiovisual materials and classroom instruction has been prepared for this purpose.
- The trainer meets the definition of a technically qualified person.
- Whenever a new hazard is introduced into the work area, an **additional training session** is provided for workers in a scheduled safety meeting conducted by **Supervisor of the Department** prior to beginning work with the new hazardous material. Supervisors notify employees about the safety meetings.
- **Refresher training**, an abbreviated version of initial training, is conducted every **two years**. Area supervisors notify employees when the training session is scheduled, and a notice is placed on the bulletin board.
- **Attendance is mandatory at all training sessions** for those workers identified as exposed or having the potential for exposure to hazardous chemicals under normal

conditions of use or in foreseeable emergencies.

- Training is provided at no cost to the employee and is provided during working hours. The training is appropriate in content and vocabulary to the educational level, literacy and language of the employees.
- The documentation of training required by PEOSH HCS is maintained in **The office of the Business administrator.**

As a policy of this facility, supervisors receive supplemental training from selected manufacturers' representatives when specialty equipment is purchased and when non-routine hazards arise due to a new operation. They then can answer employee questions and provide daily monitoring of safe work practices.

The **initial training session** includes the following discussion items:

- An explanation of the PEOSH Hazard Communication Standard and this written program;
- Chemical and physical properties of the hazardous materials (e.g., flash point, reactivity) and methods used in this workplace to detect the presence or release of hazardous chemicals (including the chemicals in piping systems);
- Physical hazards of chemicals such as the potential for fire and explosion;
- Health hazards (both acute and chronic) associated with exposure to hazardous chemicals, signs and symptoms of exposure, and any medical condition that may be aggravated by exposure to the chemical, using MSDSs, SDSs and HSFSSs;
- Methods to protect against exposure to the hazard such as engineering and administrative controls, proper work practices, use of personnel protective equipment (PPE), and procedures for emergency response to spills and leaks;
- Standard operating procedures to assure protection when cleaning hazardous chemical spills and leaks;
- The location of and responsible person for maintaining MSDSs, SDSs HSFSSs, RTK Survey, RTK Hazardous Substance List (HSL), and other hazardous material information;
- An explanation of the applicable provisions of the Worker and Community Right To Know Act;
- How to read and interpret the information on PEOSH HCS and RTK labels, HSFSSs and MSDSs, and how employees may obtain additional hazard information using the RTK Survey and RTK HSL;
- A copy of the RTK brochure is handed out during training.

The initial and refresher training programs for employees are reviewed annually by the trainer, who will notify area supervisors of the training needs of their employees. As part of the assessment of the training program, input from employees regarding the training they have received and suggestions for improving the training are obtained through training evaluation forms.

Employee **refresher training** is an abbreviated version of the initial training, and includes a discussion of the following information:

- An explanation of any changes in the written program, PEOSH HCS, or RTK Act.
- Changes in products used or work processes that may cause exposure to hazardous chemicals.
- A review of health hazards, chemical and physical properties of the hazardous

chemicals, and control methods of any routinely used hazardous materials and any new hazardous materials to which the employees may be exposed. The MSDSs and HSFSSs will be used to review information on the hazardous chemicals.

- A review of the facility's health and safety policy and procedure manual.
- A copy of the RTK brochure is distributed.

Contractor Employees

The Coordinator advises outside contractors of any chemical hazards that may be encountered in the normal course of their work on the site, the labeling systems in use, protective measures to be taken, the location and availability of MSDSs, HSFSSs, and other health hazard information, and the safe handling procedures to be used for these materials.

It is our policy that each outside contractor who brings hazardous chemicals on the site will provide the Coordinator with copies of appropriate MSDSs for the hazardous chemicals, information on any special labels used, and precautionary measures to be taken while working with or around their hazardous chemicals or products.

All employees, or their designated representative, can obtain additional information on this written program, the PEOSH HCS, applicable MSDSs, SDSs and HSFSSs, and other chemical information from The Coordinator.