

STORAGE AND USE OF HAZARDOUS SUBSTANCES

In order to comply with regulations in New York State, the Patchogue-Medford Board of Education makes this policy applicable to all departments and divisions of the school district. The policy is to be readily available in the Buildings and Grounds Office, the Personnel Office and the office of each school principal for review by any interested employee or visitor.

Container Labeling **Subsection 3526.1**

Operational administrators or school principals will verify that all containers received for use in the school district will:

- A. Be clearly labeled as to the contents.
- B. Note an appropriate hazard warning.
- C. List the name and address of the manufacturer.

The administrators and principals will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels which provide space for identity and for a hazard warning. For help with labeling, the district's safety officer should be consulted. An alternative labeling system will be employed when:

- A. A manufacturer's label is missing or illegible.
- B. Secondary containers of a manufactured product are used.
- C. Additional information is desired on the container

The system which may be used is the Hazardous Material Information System (HMIS). This system provides the name of the product and uses the following color code and numerical system to represent health, reactivity and flammability hazards for a product and also supplies information about the safe use, storage and handling of a product during normal operations and in emergency situations:

Blue	-	Health
Red	-	Flammability
Yellow	-	Reactivity
White	-	Additional precautions

Storage and Use of Hazardous Substances (Continued)
Container Labeling, Subsection 3526.1 (Continued)

A numerical system from 0-4 will be used to represent a health hazard standard for each product. The numbers in each hazard category are represented as follows:

0	-	Minimal Hazard	-	No significant risk to health.
1	-	Slight Hazard	-	Irritation or minor reversible injury possible.
2	-	Moderate Hazard	-	Temporary or minor injury may occur.
3	-	Serious Hazard	-	Major injury likely unless prompt action is taken and medical treatment is given.
4	-	Extreme Hazard	-	Life-threatening, major or permanent damage may result from single or repeated exposures.

An alternative labeling system may be the use of generic labels identifying the substance, trade name or chemical and also its most appropriate hazard warning (i.e., acid, corrosive, oxidizer, etc.). Storage areas will be kept locked at all times and accessible only to staff members authorized by the principal or operational supervisor to have access.

Designated storage areas will be labeled with appropriate signs or placards to warn of particular classes of chemical substances (i.e., acid, base, flammable, combustible, etc.).

The district's safety committee will review the labeling system being used every six (6) months and will modify and update information as required.

Material Safety Data Sheets (MSDS)
Subsection 3526.2

The assistant superintendent for business will be responsible for obtaining and maintaining a Material Safety Data Sheet (MSDS) system for the school district. The assistant superintendent for business will review incoming data sheets for new and significant health or safety information. The assistant superintendent for business will make certain that information is given to the affected employees.

In addition to Material Safety Data Sheets for commercial products, the use of Chemical Fact Sheets (CFS) are to be used to provide appropriate safety and health information about specific chemical agents found in science laboratories and storerooms. These Chemical Fact Sheets will be made available and located in the same place as the Material Safety Data Sheets.

In the event that a Material Safety Data Sheet is not received when a product is delivered, a telephone call to the supplier will be made requesting the MSDS. If, after a reasonable time, a copy of the MSDS has not been received, a written communication to the supplier will be made. The assistant superintendent for business will notify the New York State Labor Department of difficulties encountered in obtaining the MSDS.

Storage and Use of Hazardous Substances (Continued)
Material Safety Data Sheets, Subsection 3526.2 (Continued)

Material Safety Data Sheets and Chemical Fact Sheets will be available to all employees in their work area for inspection during each work shift.

Employee Training For Hazardous Substances
Subsection 3526.3

The school district's safety director is responsible for the employee training program to ensure that all elements specified below are carried out. Employees of the Patchogue-Medford School District will attend a health and safety orientation and will receive information and training as follows:

- A. An overview of the requirements contained in the Hazard Communication Standard.
- B. Chemicals present in the workplace.
- C. Location and availability of written policies.
- D. Physical and health effects of hazardous chemicals.
- E. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- F. How to lessen or prevent exposure to hazardous chemicals through practices and protective equipment.
- G. Steps the school district has taken to lessen or prevent exposure to chemicals on school sites.
- H. How to read labels and review MSDS to obtain appropriate hazard information.
- I. Other actions as required by the New York State's "Right-to-Know" law.

In the event that hazardous materials are brought onto school district property for any reason, the supplier will provide the MSDS for such materials and these will be made available for employee inspection.

After attending a training class, employees will sign forms to verify that they attended the training, received written materials, and understood the district's policy on hazard communication standards. The safety director will provide a copy of same to the Personnel Office for inclusion in the employees' personnel files. Prior to a new chemical hazard being introduced into any section of the school district, each employee of that section will be given information about the potential hazard.

Storage and Use of Hazardous Substances (Continued)
Employee Training for Hazardous Substances, Subsection 3526.3 (Continued)

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by a supervisor about hazardous chemicals to which an employee may be exposed.

In the event that an employee comes into contact with unlabeled vessels or containers, the employee should not proceed with the use of these items and should immediately report the hazard to a supervisor.

Contractors Working on School Sites
Subsection 3526.4

It is the responsibility of the assistant superintendent for business to provide private contractors assigned to do work in the district with the following information:

- A. Hazardous chemicals to which the contractor's employees may be exposed while on the job site.
- B. Precautions the contractor's employees may take to lessen the possibility of exposure to hazards.

The assistant superintendent for business will inform the contractor before work is started in the school district to disseminate information concerning chemical hazards that the contractor is bringing to the school district.

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