



Pemberton Township School District Written Hazard Communication Program

Policy and Administration

This notice is to inform you that the Pemberton 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, which New Jersey adopted with amendments, on June 5, 2017. 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:

- (1) A list of hazardous chemicals in each school facility (New Jersey RTK Survey)
- (2) Safety Data Sheets (SDS) for hazardous chemicals;
- (3) Labeled containers; and
- (4) A training program for employees who work with or have a potential for exposure to hazardous chemicals, with every other year refresher training program.

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 District Security Chief is the program coordinator who has overall responsibility for the written program, and responsibility for the annual review and update of the written program. The District Security Chief will also make available the written program to employees upon their request within three working days.

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, by their supervisor, prior to commencement of the work.

List of Hazardous Chemicals

The list of the hazardous chemicals in this facility is prepared by or contracted by the program coordinator. The list (known as the Right-To-Know Survey) is comprised of products (listed by name) followed by the actual hazardous ingredients in the product. Although not required by the PEOSH HCS, a separate list of products with hazardous ingredients will be made available in work areas (through the development of a link on the district's website) in which hazardous materials are routinely used. These areas may include kitchens, custodial offices, warehouses, maintenance offices, industrial shops, and middle/high school art rooms.

In accordance with The Right-To-Know Law, the Survey form is completed in its entirety every five years. As new products are introduced into the workplace, additions will be made on a supplemental survey form for review by employees.

Safety Data Sheets (SDS)

SDSs provide health and safety information on the specific hazardous products or chemicals employees use. In compliance with the PEOSH HCS, the SDS are made readily accessible during each work shift to employees when they are in their work area via the district website. The Department Supervisor of each workgroup is required to obtain SDS on all products that could contain hazardous chemicals, and to keep a copy in his/her office. SDS for all hazardous chemicals will be forwarded to the Program Coordinator, who will ensure that they are uploaded into the district's online file. If additional information is needed about a hazardous chemical or product, if an SDS is missing, or if an SDS has not been supplied with the initial shipment, the Department Supervisor will contact the manufacturer or supplier. The people listed below will ensure that the SDSs are accessible from each work area, and are updated as needed. As a policy of this facility, an SDS hard copy will be provided to the requesting employee immediately upon request, or within 3 working days of the request if the SDS is not immediately available.

<i>Name</i>	<i>Work Area Locations</i>
Food Service Supervisor	Kitchens and Storage Facilities
Custodial Supervisor	Custodial Offices and Storage Facilities
Buildings & Grounds Supervisor	Maintenance Work Areas, Maintenance Office
Bus Garage Foreman	Bus Garage
Individual Dept. Supervisors	Shops, Labs, and Art Rooms

Any new procedures or products that are planned to be used in this workplace must be approved by the Department Supervisor and the Program Coordinator before use to ensure that SDS are obtained and placed on file before use.

Labels and Warning Systems

The Department Supervisor conducts routine inspections to make sure that each container of hazardous chemicals in this workplace are properly labeled as required by the PEOSH HCS, and provides new labels as necessary if they should become illegible, fall off the container, or are obscured in any manner. It is the responsibility of Department Supervisors, group leaders, and each employee to report and label unlabeled containers. Containers without a PEOSH HCS label are not accepted by our facility.

Stationary containers in an area with similar contents and hazards will have signs posted on or above them to convey the hazard information.

Employees who transfer 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 must label the portable container with the PEOSH HCS information from the properly labeled larger container.

Hazardous Non-Routine Tasks

Periodically, our employees are required to perform hazardous non-routine tasks such as specialized cleaning, or maintenance and repair work using new products.

When employees are required to perform the above hazardous non-routine tasks, a special training session is 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 Department Supervisor (in consultation with Program Coordinator) prior to employees beginning the task. Employees who perform these non-routine tasks are notified about the training by their supervisor, and are 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. The District Security Chief/Program Coordinator is responsible for scheduling the training in coordination with the Department Supervisor. The objective of the training program is to provide the student with the skills and knowledge required to use the provisions of the law in an effective manner. Students shall be able to interpret information provided by labels, material safety data sheets, and hazardous substance fact sheets, and apply that information and knowledge to their own work assignments. To help acquire this knowledge, students will participate in activities that will require them to research information, answer questions, and participate in discussions about products used in their job assignment. The course materials will be such that they can be customized to the target audience for maximum effectiveness.

Initial and update training may be provided by the District Security Chief, Safe Schools Online Training, or another trainer who meets the qualifications of the regulation. Whenever a new hazard is introduced into the work area, supplemental training will be provided by the Department Supervisor or Program Supervisor prior to beginning work with the new hazardous material.

Refresher training, an abbreviated version of initial training, is conducted every two years. Area supervisors will notify employees when the training session is scheduled, and a notice will be distributed to allow posting in appropriate work areas.

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 will be provided at no cost to the employee, and will be provided during paid working hours. Documentation of all training will be maintained by the District Security Chief, Program Coordinator (if different) and the Department Supervisor.

The **initial training session** will include the following discussion items:

1. An explanation of the PEOSH Hazard Communication Standard and this written program;
2. 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);
3. Physical hazards of chemicals such as the potential for fire and explosion;
4. 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 SDS;
5. 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;
6. Standard operating procedures to assure protection when cleaning hazardous chemical spills and leaks;
7. The location of and responsible person for maintaining SDS, RTK Survey, RTK Hazardous Substance List (HSL), and other hazardous material information;
8. An explanation of the applicable provisions of the Worker and Community Right To Know Act;
9. How to read and interpret the information on PEOSH HCS and RTK labels and SDSs, and how employees may obtain additional hazard information using the RTK Survey and RTK HSL;

The initial and refresher training programs for employees will be 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 evaluation forms or personal interviews with attendees.

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

1. An explanation of any changes in the written program, PEOSH HCS, or RTK Act.
2. Changes in products used or work processes that may cause exposure to hazardous chemicals.
3. 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 SDSs will be used to review information on the hazardous chemicals.
4. A review of the facility's health and safety policy and procedure manual.
5. A copy of the RTK brochure will be distributed.

Contractor Employees

When appropriate, the District Security Chief will advise outside contractors in person 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 SDS, 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 District Security Chief with copies of appropriate SDS 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. These forms must be readily available at the work site.

All employees, or their designated representative, can obtain additional information on this written program, the PEOSH HCS, applicable SDS and HSFs, and other chemical information from the District Security Chief by calling 893-8141, extension 1009.



Program Coordinator / Security Chief

Resources for Additional Information

New Jersey Department of Health
Public Employees Workplace Health and Safety
PO Box 360
Trenton, NJ 08625-0360
877-622-7549
<http://www.nj.gov/health/workplacehealthandsafety/peosh/>

U.S. Department of Labor
Occupational Safety and Health Administration (OSHA)
<http://www.osha.gov>

For information about the Right to Know law, contact:

New Jersey Department of Health and Senior Services
Right to Know Program
PO Box 368
Trenton, NJ 08625-0368
877-622-7549
<http://www.nj.gov/health/workplacehealthandsafety/right-to-know>

Update: September 2025