

CHEMICAL HYGIENE PLAN

Dansville Central School District

Dansville, New York 14437

Chemical Hygiene Officer:

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Date

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**DANSVILLE SCHOOL DISTRICT
CHEMICAL HYGIENE PLAN**

GENERAL GUIDELINES FOR WORKING WITH LABORATORY CHEMICALS

1. It is essential to minimize chemical exposure to the greatest extent possible. Because few laboratory chemicals are without hazards, precautions for handling all chemicals should be exercised. As a rule, skin contact with chemicals should always be avoided.
2. Avoid an underestimation of risk. Exposure to laboratory chemicals should be minimized even for substances of no known significant hazard. Special precautions should be taken for those substances that have special health hazard risks. One should assume that any mixture of substances will be more toxic than either of its single components alone. One should also assume that all substances of unknown toxicity are toxic.
3. Adequate ventilation must be provided. The best way to prevent exposure to hazardous substances is to prevent their escape into the atmosphere by use of fume hoods and other ventilation controls.
4. Institute a chemical hygiene program to minimize exposures to toxic substances.
5. Refer to the Material Safety Sheet for additional information regarding exposure limits. The OSHA Permissible Exposure Limits (PEL's) and the American Conference of Governmental Industrial Hygiene Threshold Limit Values (TLVs) should not be exceeded.

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CHEMICAL HYGIENE RESPONSIBILITIES

1. **The School Superintendent** has the ultimate responsibility for chemical hygiene and must, with other administrators, provide support for the Chemical Hygiene Plan.
2. **The Chemical Hygiene Officer (CHO)** is responsible for chemical hygiene in the District. The CHO is responsible for administering the CHP and assists in the development of standard operating procedures. The CHO helps with the training of faculty, staff, and other personnel. The CHO works with building administrators to coordinate the school-specific plan.
3. The **Principal** or designee is responsible for chemical hygiene in the individual buildings. The Principal works with the CHO to develop and implement appropriate chemical hygiene policies and seeks ways to improve the chemical hygiene program. He/she ensures that training for the use of any materials and equipment is proper and that all record-keeping requirements are met.
4. **Science Department Leaders** will work with administrators, the CHO, and other employees to develop and implement appropriate chemical hygiene practices. They should monitor the use and disposal of chemicals in the lab, see that inventories are maintained, know the current legal requirements that govern regulated substances, and seek ways to improve the chemical hygiene plan.
5. The **Science teacher** has the responsibility for chemical hygiene in the lab, including the responsibility to:
 - Ensure that students know and follow all safety rules, use appropriate personal protective equipment, and provide students with appropriate safety training.
 - Conduct regular formal housekeeping inspections, including inspections of emergency equipment.
 - Ensure that the facilities are adequate for any material being used.
 - Plan and conduct each lesson in accordance with the chemical hygiene program. Lesson plans should include all possible hazards, preventive measures, and emergency responses for each hazard.
 - Develop and follow sound personal chemical hygiene habits.
 - Science Teachers must attend appropriate safety training as required by the district.
 - Conduct 3 inventories of chemicals a year. Beginning of the school year, Mid-year(January), end of the year. Complete Dansville CSD Science Chemical Inventory Sheet. Email electric copy to CHO and store a hard copy in a binder stored in the area.

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THE LABORATORY FACILITY

1. DESIGN

- An appropriate ventilation system should have air intakes and exhausts located to avoid recirculation of contaminated air.
- The facility should provide adequate, well-ventilated storerooms, laboratory fume hoods, and sinks.
- Other safety equipment shall include: eyewash stations, fire extinguishers, goggles, goggle cabinet, fire blanket and spill kit, and drenching showers.

2. VENTILATION

- Natural Dilution: This system should provide a source of air for breathing. It will not be relied upon for protection from toxic substances released into the lab.
- Hoods: A laboratory fume hood should be provided for demonstration. Each hood will be monitored for adequate performance by the Chemical Hygiene Officer or his/her designee. Fume hoods are tested annually by a third party.
- Modifications: Any alterations to the ventilation system should be made only by qualified personnel and only when testing indicates that worker protection from airborne toxic substances will continue to be adequate.
- Quality: Airflow should be six air changes per hour. The hood face velocity should be maintained 80 - 120 linear feet per minute, at minimum. (CFR 1910. 1450)
- 4 – 12 air changes per hour is adequate general ventilation for a science lab per OSHA.
- The storeroom airflow should be 6 air changes per hour in a 24-hour day per NYS SED Chemical Storage guideline.

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COMPONENTS OF THE CHEMICAL HYGIENE PLAN

1. PROCUREMENT

- Before a substance is received, information on proper handling, storage, and disposal should be known to those who will be involved.
- No container will be accepted if leaking or without an adequate label and Material Safety Data Sheet.
- Chemicals should be dated when received.
- CHO must approve all chemicals and must have an SDS sheet before being brought into schools.

2. STORAGE

- Toxic substances should be segregated in a chemical storage cabinet off-limits to unauthorized individuals.
- Stored chemicals should be examined at least annually for replacement, deterioration, and container integrity by the Department Leader. Amounts will be stored in the smallest practicable quantity. Yearly inventories will be conducted, and unneeded items will be disposed of. Contact the GV BOCES Health, Safety, and Risk Management Office for assistance.
- Chemicals will be stored in accordance with accepted standards of compatibility. An inventory list arranged alphabetically will be posted in the storage room. Material Safety Data Sheets will be arranged alphabetically and located in the storage room.

3. DISTRIBUTION FROM STORAGE AREA

- When bulk quantities of chemicals are hand-carried, the container will be placed in a bottle carrier or bucket.

4. AIR MONITORING

- Monitoring of airborne concentrations of toxic substances may be appropriate when testing or redesigning hoods, or when highly toxic substances are used more than was anticipated, or when using chemicals that require initial monitoring.

5. HOUSEKEEPING

- Floors should be cleaned regularly.
- Housekeeping and inspections will be performed regularly by the Chemical Hygiene Officer and Genesee Valley Health, Safety, and Risk Management.

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- Science classrooms and storage areas will be inspected annually. This can be done by the GV BOCES Health, Safety, and Risk Management Office upon request. The purpose of this inspection is to identify hazards and determine whether to implement control measures such as ventilation, modified work practices, or additional personal protective equipment.
- Suitable facilities for the quick drenching of personnel exposed to corrosive or injurious chemicals will be used for eyewash and shower emergencies. This device will be inspected at least quarterly by the CHO or designee. Informal inspections should be continuous. Eyewash fountains and safety showers should be inspected and tested quarterly by CHO or designee. Records of testing and inspections should be maintained. Classroom Teachers where showers and eyewash fountains are located should ensure they are activated weekly.
- Procedures for restarting out-of-service equipment should be established and posted.
- Stairways and hallways should not be used as storage areas.
- Access to exits, emergency equipment, and utility controls should **never** be blocked.

6. MEDICAL PROGRAM

- The school nurse is trained in first aid and available during working hours.
- Medical consultations will be provided in case of spills or emergencies where employees show signs and symptoms of overexposure.

7. PROTECTIVE EQUIPMENT AND APPAREL

- Splash Goggles
- ANSI-approved safety glasses
- Chemical-resistant aprons
- Gloves
- Hair ties
- Open-toed shoes are not permitted

8. RECORDS

- Accident reports will be written and retained for all accidents involving injuries and property damage according to the Dansville Central School District policy.
- Inventories, Material Safety Data Sheets, and records indicating attendance at Employee Right to Know Training and chemical hygiene training will be maintained in accordance with OSHA.
- Records of employee exposure and any medical consultations and exams that are conducted will be maintained for 30 years or for the duration of employment plus 20

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years, whichever is longer, or in accordance with 1910.20.

9. SIGNS AND LABELS

- Emergency telephone numbers will be posted in labs and offices.
- Identifying labels must show the contents of containers and associated hazards.
- Location signs for safety showers, eyewash stations, first aid equipment, exits, spill kit signs, fire blankets and fire extinguishers, areas where food and beverages are prohibited, and warnings at areas where unusual hazards exist, will be posted.

10. SPILLS

- In the case of a serious chemical spill, the administration will be notified by phone. It is the responsibility of the administration to evacuate the school if necessary. In the case of a fire or major spill, the employee is responsible for evacuating the premises by fire alarm.
- The written emergency action plan is located in the Superintendent's Office and in the Main Office at each building and will be communicated to all personnel. Spill control procedures will include approved containment, cleanup, and transportation methods.

11. INFORMATION AND TRAINING

- Employees will be trained upon initial assignment and when deemed necessary by the School District concerning chemicals available, procedures, location of the chemical hygiene plan, location of Material Safety Data Sheets, and method of hazard identification (refer to paragraph F of occupational exposure to hazardous chemicals in the Chemical Hygiene Standard). Training will be provided by the CHO or designee, and/or the GV BOCES Health Safety and Risk Management personnel upon request. Particularly hazardous chemicals (carcinogens, reproductive toxins, etc.) will not be used. If their use is anticipated or a chemical is newly deemed particularly hazardous, proper provisions will be made in accordance with 1910.1450(e)(3)(viii).

12. WASTE DISPOSAL PROGRAM

- The waste disposal procedures should specify how waste is to be collected, segregated, stored, and disposed of. Unlabeled containers of chemicals and solutions should be promptly identified and disposed of if need be. Indiscriminate disposal by pouring waste chemicals down the drain or adding them to refuse for landfill burial is unacceptable. Contact your head custodian to arrange for a hazardous waste disposal pickup through certified waste haulers.

GENERAL LABORATORY RULES/STANDARD OPERATING PROCEDURES

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I. EMERGENCY FIRST AID PROCEDURES

- a) Eye Contact: Flush eyes with copious amounts of water for at least 15 minutes and seek medical attention.
- b) Ingestion: Read the label for directions and immediately seek medical attention. Contact the poison control center **at 1-800-222-1222, Western NY poison control center.**
- c) Skin Contact: Flush the affected areas with copious amounts of water and remove any contaminated clothing. If symptoms persist after flushing, seek medical attention.
- d) Consult the SDS sheet section 4 first aid for treatment.

II. PERSONAL PROTECTIVE EQUIPMENT

- a) Whenever appropriate:
 - ANSI-approved eye protection must be worn.
 - Gloves will be worn, which will resist penetration by the chemical being handled and which have been checked for pin holes, tears, or rips.
 - Lab coats or aprons to protect skin and clothing from chemicals will be worn.
 - Footwear should cover feet completely, and open-toed shoes will be prohibited.

III. HAZARD PREVENTION

- a) Conduct periodic in-house safety and health inspections with an emphasis on identifying safety hazards.
- b) Carry out regular fire or emergency drills, and review the results.
- c) Have actions preplanned in case of an emergency (e.g., equipment should be turned off, preplanned escape routes, designated meeting place outside the building, and designated person to authorize re-entry into the building).
- d) Have the appropriate equipment and materials available for spill control.

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- e) Keep up-to-date emergency phone numbers posted next to the telephone.
- f) Reduce risk by using diluted substances instead of concentrates.
- g) If feasible, use smaller quantities of hazardous materials for laboratory demonstrations.
- h) Use films, videotapes, or other methods rather than conducting experiments involving extremely hazardous substances.
- i) Substitute with a less hazardous substance.
- j) Analyze accidents to prevent repeat performances.
- k) Purchase chemicals in minimum quantities, wherever feasible.
- l) Do not use damaged glassware.
- m) Make sure all chemicals are in a safe condition at the end of each day.

IV. GENERAL LABORATORY SAFETY

- a) Obtain and read the Material Safety Data Sheet for each hazardous chemical.
- b) Analyze new lab procedures in advance to identify possible hazards.
- c) Wash hands before and after work, and after spill cleanups.
- d) Do not smell or taste chemicals.
- e) Never work alone in a science laboratory or storage area, and do not allow students to work unsupervised.
- f) Never eat, drink, smoke, chew gum, or use tobacco or vape in the laboratory environment.
- g) Never store food in laboratory refrigerators.
- h) Never pipette liquids by mouth.
- i) Restrain loose clothing, long hair, and dangling jewelry.
- j) Never leave a heat source unattended (gas burners, hot plates, mantels, etc.).
- k) Do not store reagents or apparatus on the lab bench, and keep shelves organized.

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- l) Always used a fume hood when working with volatile substances
- m) Never lean into the fume hood while hazardous chemicals are being used, or when in use.
- n) Do not use the fume hood as a storage area.
- o) Do not mix chemicals in the sink drain.
- p) Always inform co-workers of plans to carry out hazardous work.
- q) Avoid horseplay, practical jokes, and any other distracting behavior.
- r) Be alert to unsafe conditions and correct them when detected.
- s) Label all chemicals accurately with date of receipt or preparation and any other precautionary information for handling.
- t) Never use a reagent until the label has been read and the contents checked.

V. FACILITY MAINTENANCE

- a) Place fire extinguishers near escape routes, and also in areas of high hazards.
- b) Regularly inspect fire extinguishers, maintain records of inspections, and train personnel in the proper use of extinguishers.
- c) Never block escape routes.
- d) Never block a fire door opening.
- e) Never store materials in aisle ways.
- f) Have separate containers for trash and broken glass.
- g) Regularly inspect safety showers and eyewash stations, and keep records of inspections.
- h) Regularly check the ventilation in hoods for proper air flow.
- i) Chemical storage shelves with closeable doors should be used for flammable materials and acids.
- ii) All chemicals must be labeled and SDS available.

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CHEMICAL HYGIENE PLAN ANNUAL REVIEW AND/OR EVALUATION

Date	Reviewed by	Changes and/or Revisions

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