



Andover Regional School District

CHEMICAL HYGIENE PLAN

Updated & Board Approved
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Prepared for
Andover Regional School District

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This Chemical Hygiene Plan (CHP) is intended to:

1. Inform laboratory employees of the potential health and safety hazards present in their workplace.
2. Inform laboratory employees of the precautions and preventive measures that have been established by this organization to protect employees from a workplace illness or injury.
3. Inform laboratory employees of the required safety rules and procedures established by this organization to meet the requirements of 29 CFR 1910.1450 and 29 CFR 1910.1200.

STANDARD OPERATING RULES AND PROCEDURES

In addition to the specific laboratory standard operating procedures, the following general requirements are mandatory at all times:

1. Routes of emergency egress shall be clearly indicated and unobstructed;
2. All fire extinguishers shall remain functional and accessible;
3. Safety glasses and a lab apron/coat are mandatory at all times in the laboratory;
4. Avoid all skin exposures to hazardous chemicals;
5. Other personal protective equipment shall be used as directed by the CHO;
6. Safety instruction signs, warning signs and exit signs shall be utilized and maintained in legible condition;
7. Good housekeeping procedures shall be conducted daily;
8. Counter tops and work benches shall be maintained clean, neat and orderly;
9. If an incidental spill occurs, clean it up immediately;
10. If a significant spill or leak occurs, the premises shall be vacated immediately or the emergency response plan shall be instituted;

11. Material Safety Data Sheets received shall be submitted to the maintenance office;
12. No manufacturer's label shall be removed or defaced from the original container;
13. Identifying labels shall be utilized on all successive containers;
14. Breakable containers shall be transported within a compatible, unbreakable, secondary container;
15. Equipment which is damaged or malfunctioning shall not be used, particularly chipped glassware;
16. Electrical equipment shall be maintained in good condition;
17. Continuous inventory records shall be maintained on all chemicals;
18. Chemical stock shall be rotated so that the shelf-life is not exceeded;
19. Incompatible chemicals shall be segregated from each other;
20. Chemical disposal shall be in accordance with all applicable laws and regulations;
21. Flammable liquids shall be stored in a flammable storage cabinet;

Employees will be informed of:

- a) The contents of 1910.1450 and its appendices. A copy of the standard will be available to employees for review at the B&G Supervisor's Office.
2. The availability and location of the written Chemical Hygiene Plan.
3. The Permissible Exposure Limits (PELs) for the substances regulated by OSHA or the Threshold Limit Values (TLVs) established by ACGIH for other hazardous chemicals where there is no applicable OSHA standard.

Training

Employee training will include:

1. The methods and observations that may be used to detect the presence or release of a hazardous chemical. These may include monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.
2. The physical and health hazards of chemicals in the work area.
3. The measures employees can take to protect themselves from these hazards. Measures should include specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals such as, standard operating procedures, work practices, emergency procedures, and personal protective equipment to be used.

MEDICAL CONSULTATION AND EXAMINATION

Andover Regional School District shall provide medical consultation to all affected employees. Medical attention, including follow-up examinations that the examining physician deems is necessary, will be provided under the

following circumstances:

- B. Whenever an employee develops signs and symptoms associated with a hazardous chemical to which they may have been exposed, the employee shall be provided an opportunity to receive appropriate medical examination. The employee shall contact the chemical hygiene officer to initiate the medical program.
- C. Where exposure monitoring reveals an exposure level routinely above the OSHA action level (or in the absence of an action level, exposure above the OSHA permissible exposure level (PEL)) for OSHA regulated substances for which there are medical monitoring and medical surveillance requirements, medical surveillance shall be established for that employee.
- D. Whenever an event takes place in the work area, such as a spill, leak, explosion or other occurrence resulting in the likelihood of a hazardous exposure, the affected employee shall be provided an opportunity for a medical consultation. This consultation will be for the purpose of determining the need for a medical examination.

Note: All aspects of these examinations and consultations must be performed by a licensed physician, or under the direct supervision of a licensed physician. These examinations must be provided without cost to the employee, without loss of pay and at a reasonable time and place.

ROLES AND RESPONSIBILITIES

- E. Chemical Hygiene Officer (CHO) responsibilities include:
 - a) Ensuring that workers know and follow the chemical hygiene rules, that protective equipment is available and in working order, and that appropriate training has been provided.
 - b) Providing regular, formal chemical hygiene and housekeeping inspections, including routine inspections of emergency equipment.
 - c) Knowing the current legal requirements concerning regulated substances.
 - d) Determining the required levels of protective apparel and equipment.
 - e) Ensuring that facilities and training for use of any material being ordered are adequate.
- F. Laboratory teacher is responsible for:
 - a) Planning and conducting each operation in accordance with the institutional chemical hygiene procedures.
 - b) Developing good personal chemical hygiene habits.
- G. The Chemical Safety Committee (if applicable) will be responsible for:
 - a) Providing continuing support for institutional chemical hygiene.
 - b) Ensuring that OSHA standards are met and that the chemical hygiene program is being followed.
 - c) Ensuring health and safety in the laboratory is maintained.
 - d) Discussing/updating the chemical hygiene program whenever the standard is updated or new chemicals are introduced in the workplace.