



Hazard Communication Program

The Director of Safety & Facilities will provide information about chemical hazards and other hazardous substances and how to control those hazards in the Hazard Communication Program.

The Program includes the following objectives:

1. Container labeling;
2. Material Safety Data Sheets; and
3. Employee Information and Training

The following program outlines how the School will accomplish these objectives.

Container Labeling

It is the policy of the School that no container of hazardous substances will be released for use until the following label information is verified:

1. Containers are clearly labeled as to the contents;
2. Appropriate hazard warnings are noted; and
3. The name and address of the manufacturer is listed.

The responsibility for label verification has been assigned to the Director of Safety & Facilities. To further ensure that employees are aware of the hazards of material used, it is the School's policy to label all secondary containers. The School shall not remove or deface existing labels on incoming containers of hazardous chemicals unless the container is immediately marked with the required information.

The responsible staff shall ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels that have a block for identity and blocks for the hazard warning.

Material Safety Data Sheets (MSDS)

Copies of MSDS for all hazardous substances to which employees and students may be exposed are kept in each area where the substances are used as well as in a book in the School office. The Director of Safety & Facilities will be responsible for obtaining and maintaining the data sheet system.

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The Director of Safety & Facilities will review incoming material safety data sheets for new and significant health/safety information. She/he will see that any new information is passed on to the employees. MSDS will be reviewed for completeness by the Director of Safety & Facilities. If an MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer. MSDS will be available to all employees in their work area for review. If MSDS are not available or new hazardous substance(s) in use do not have MSDS, please contact the Director of Safety & Facilities immediately.

Staff Information and Training

Staff will attend a health and safety orientation set up by the Director of Safety & Facilities for information and training on the following:

1. An overview of the requirements contained in the Hazard Communication Regulation, including their rights under the Regulation;
2. The details of the written Hazard Communication Program, including the location and availability of the Program, list of hazardous substances, and MSDS;
3. Information on the hazardous substances within the School;
4. Measures staff may take to lessen or prevent exposure to these hazardous substances through usage of control plans, work practices, emergency procedures, and personal protection equipment;
5. Methods and observations that the School may use to detect the presence of, and to lessen or prevent exposure to, these substances;
6. How to read labels and review MSDS to obtain appropriate hazard information. When new hazardous substances are introduced, the Director of Operations will distribute information related to the new material.

Hazardous Substances

Information on all hazardous substances within the School can be found in the MSDS book located in the School office. Hazardous Non-Routine Tasks Periodically, staff are required to perform hazardous nonroutine tasks. Prior to starting work on such projects, each affected employee will be given information by the Director of Safety & Facilities, or the affected employee shall request such information, about hazards to which they may be exposed during such an activity. This information will include:

1. Specific hazards:
2. Protective/safety measures which must be utilized;



3. Measures the School has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

42 U.S.C. 9601 et seq.; 29 CFR §1910.1200; OAC 3701-54; R.C. 4167 et seq.

