

MEDWAY SCHOOL BOARD POLICY

ENVIRONMENTAL AND SAFETY PROGRAM

NEPN/NSBA CODE: EB

Introduction

A Hazard Communication Program has been developed to enhance the safety of and protect the health of employees who work with, or around, hazardous substances. This program was designed to assist employers with meeting the requirements of the Chemical Substance Identification Law and will include the following:

Labels

Each container present in the work areas will be labeled, tagged or marked with the common or chemical names of the hazardous chemicals contained in the container. Each container will be labeled, tagged or marked with the appropriate hazard warning. (If written alternatives to labeling of in-plant containers are used, this system will be consistent in the workplace and a description of this system will be documented.)

Material Safety Data Sheets

Manufacturers, importers, suppliers or distributors will be required to provide material safety data sheets when requested as part of the purchase process.

The employer will keep on file, in a convenient location and in an organized manner, a material safety data sheet for each hazardous chemical. All employees should be made aware of this location.

Chemical identification lists and material safety data sheets will be made available upon request for examination and copying to any affected employee or former employee, authorized employee representative, the Director of the State Bureau of Health and/or the Director of the Bureau of Labor Standards, the chief of the fire department, or as otherwise provided by law or regulation.

Employee Information and Training

The employer will provide information and training on hazardous chemicals to all employees who are exposed to hazardous chemicals in their work areas.

The information and training should commence upon an employee's initial assignment. An annual refresher training session will be provided on the chemicals listed under the Rules Governing the Chemical Substance Identification Law - effective 9/10/84; Rule 4. Minimum Training Programs, Paragraph C. Additional instructions will be provided whenever chemicals or processes change or newly acquired information indicates the need for additional protective measures.

The information and training program will include the following:

- a. a review of the provisions of the state of Maine hazard communication program requirements;
- b. a review of operation in any work areas where hazardous chemicals are present;
- c. methods of detecting the presence or release of a hazardous chemical in the work area;
- d. the physical and health hazards of the chemicals in the work area;
- e. the location and availability of the written hazard communication program and related documents;
- f. the measures employees can take to protect themselves from these hazards, including the purpose, proper use, and limitation of personal protective equipment;
- g. an explanation of the labeling system and the material safety data sheets;
- h. emergency procedures.

List of Hazardous Materials/Chemicals

A chemical list will be kept on file for twenty years. An initial chemical list, as well as an annual update of the chemical list, must be sent to the Bureau of Labor Standards.

Informing Contractors and Non-employees

The employer will, as a matter of policy in all contracts with outside contractors, inform the contractor of the hazardous chemicals to which the contractor may be exposed and the appropriate protective measures. The employer will also request the same information about the contractors chemicals.

Hazardous Non-routine Tasks

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 position/person about hazardous chemicals to which they may be exposed during such activity.

This information will include:

1. specific hazards;
2. protective/safety measures the employee can take;
3. measures the company has taken to lessen the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

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