

MEDWAY SCHOOL BOARD POLICY

CHEMICAL HAZARDS

The Medway School Department is committed to providing a safe environment for students and employees. It is the policy of the Medway School Department to follow safe practices in regard to the storage and handling of hazardous chemicals in its schools. The school unit will comply with all applicable Maine and federal laws and regulations concerning hazardous chemicals.

The Superintendent will be responsible for developing a Chemical Hygiene Plan* that includes procedures relevant to the identification, purchase, storage, inventory, handling, and disposal of hazardous chemicals, maintenance of Safety Data Sheets (SDS's) and for ensuring that employees are provided required training and information concerning hazardous chemicals used in the schools. The Superintendent may delegate responsibilities associated with Plan development to school system staff, as appropriate and to a professional consultant.

The Superintendent/designee will appoint a Chemical Hygiene Officer for the school unit. The Chemical Hygiene Officer will have the primary responsibility for implementing the school unit's Chemical Hygiene Plan. The person appointed Chemical Hygiene Officer should be familiar with State and federal regulations pertaining to laboratory and chemical safety and the chemicals used in the schools.

The Chemical Hygiene Office shall achieve such certification and/or attend such training as may be mandated by the Maine Department of Education or other State agencies.

The written program will be available in the Superintendent's office for review by any interested employee. The school department will meet the requirements as follows:

1. Container Labeling:

The custodian or Chemical Hygiene Officer will verify that all containers received for use will be provided with:

- a. Product identifier
- b. Signal word
- c. Hazard statement(s)
- d. Pictogram(s)
- e. Precautionary statement(s); and
- f. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party

2. Solid Material Labeling

The custodian or Chemical Hygiene Officer will verify that all solid materials not exempted due to their downstream use; were delivered with a label or received the label prior to the initial shipment, and need not be included in subsequent shipments unless information on the label changes.

The custodian or Chemical Hygiene Officer will at each work site will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label, or with our company's own labels which have the requirements of the original label or, product identifier, words, pictures, symbols

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or combination thereof, which provide at least general information regarding the hazards of the chemicals. For help with labeling contact the safety/health officer who is the custodian or Chemical Hygiene Officer.

Additional Guidance for Secondary Labeling:

<https://www.osha.gov/dsg/hazcom/hazcom-faq.html>

The current standard provides employers with flexibility regarding the type of system to be used in their workplaces and OSHA has retained that flexibility in the revised Hazard Communication Standard (HCS). Employers may choose to label workplace containers either with the same label that would be on shipped containers for the chemical under the revised rule, or with label alternatives that meet the requirements for the standard. Alternative labeling systems such as the National Fire Protection Association (NFPA) 704 Hazard Rating and the Hazardous Material Identification System (HMIS) are permitted for workplace containers. However, the information supplied on these labels must be consistent with the revised HCS, e.g., no conflicting hazard warnings or pictograms.

3. Safety Data Sheets (SDS)

Copies of the SDSs for all hazardous chemicals to which employees of this Company may be exposed will be in the custodian's office at 25 Middle School Drive, Medway, Maine.

SDSs will be available to all employees in their work area for review during each work shift. If SDSs are not immediately available or new chemicals in use do not have an SDS, please immediately contact the custodian or Chemical Hygiene Officer.

4. Employee Training and Information

Prior to starting work each new employee of the Medway School Department will attend a safety and health orientation and will receive information and training on the following:

- a. An overview of the requirements contained in the Hazard Communication Standard, Section 1910.1200. This includes the labeling requirements under Global Harmonization System (GHS).
- b. Chemicals present in the workplace operations.
- c. Location and availability of our written hazard communication program, including our list of hazardous chemicals, and safety data sheets.
- d. Physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area.

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- e. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- f. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- g. Steps the company has taken to lessen or prevent exposure to these chemicals.
- h. Safety emergency procedures to follow if they are exposed to these chemicals.
- i. How to read labels on shipped containers, as well as workplace labeling systems and review SDSs format and how to obtain appropriate hazard information.

It is advisable to keep documentation of training on file, as evidence of training may be requested by the U.S. or State of Maine Department of Labor, or Assistant Secretary of Labor may be requested. Documentation should include topic, date, person conducting training and attendance roster. Employees should sign the training roster to verify they attended the training, received our written materials, and understood the Medway School Department's policies on hazard communication.

Prior to a new hazardous chemical being introduced into any section of this company, each employee of that section will be given information as outlined above. The custodian or Chemical Hygiene Officer will be responsible for ensuring that SDSs on the new chemical(s) are available.

5. Hazardous Non-routine Tasks

Occasionally, employees are required to perform hazardous non-routine tasks. Prior to starting work on such given projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- a. Specific chemical hazards
- b. Protective/safety measures the employee can take
- c. Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

7. Informing Contractors

It is the responsibility of the custodian or Chemical Hygiene Officer will to provide contractors (with employees) the following information:

- a. SDSs for hazardous chemicals to which they may be exposed while on the work site.
- b. Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.
- c. The labeling system used in the work place.

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Format of SDS's as part of Global Harmonization System

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/ effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

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Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

29 C.F.R. § 1910.1200 26 M.R.S.A. § 565

Ch. 2 § 179 (Dept. of Prof. Regulation Rule) Ch. 161 (Dept. of Educ. Rule)

Commissioner's Administrative Letter No. 33, June 9,2005 (Chemicals in Schools)

Cross Reference: EBCA - Crisis Response Plan

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PICTOGRAMS

HEALTH HAZARDS



ENVIRONMENTAL HAZARDS



PHYSICAL HAZARDS



Legal Reference:

29 C.F.R. § 1910.1200 26 M.R.S.A. § 565