

All Personnel Hazard Communication	D.13
<i>Adopted: July 23, 2013, AMENDED 10-10-17</i>	

The Hilldale Board of Education is concerned for the safety of the district's employees and will initiate appropriate programs as reasonably required to provide a safe working environment. It is the district's intent to comply with all applicable regulations concerning employee safety and workers' right to know. The Board of Education hereby confers to the superintendent the responsibility for compliance with all applicable health and safety regulations within this district. The board also confers to the superintendent the power to establish such procedures as shall be necessary to accomplish this compliance, including but not limited to the procedures outlined below, which shall be a permanent part of this policy and updated as needed.

Record Keeping

1. The district will maintain and make available to its employees such chemical hazard information as required, including but not limited to Material Safety Data Sheets and Chemical Information Lists. A list, which identifies current hazardous chemicals present in the work place, will be maintained, updated, and periodically reviewed. The list is cross-referenced to the MSDSs. It is kept in this program and MSDSs and serves as an index to aid employees in identifying and locating necessary information.
2. The district will maintain and make available to its employees such accident and safety reports as required.
3. It is the responsibility of the Superintendent or his/her designee to obtain necessary MSDSs for hazardous materials so a comprehensive MSDS file can be maintained. MSDS will be maintained in current status.
Subcontractors working on the jobsite are required to bring copies of all MSDSs for hazardous materials they are bringing on the jobsite to the employer's office so the information is accessible to all employees. It is preferable to have each subcontractor bring their hazardous communication program and the MSDSs in a binder labeled with the contractor's name and identified as a hazardous communication program. Upon leaving a jobsite and removal of all hazardous materials, they may take their information with them.

Placarding and Material Handling

1. The district will work with the local fire authority to identify hazards and placard as required.
2. The Superintendent or his/her designee will verify that all containers received for and used by the school district are clearly labeled as to the contents and the appropriate hazard warnings. Existing labels on incoming containers of hazardous chemicals will not be removed or defaced, unless the container is immediately marked with the required information. DOT shipping labels on containers will not be removed until all residues have been removed from the container. All employees who transfer

hazardous chemicals into portable containers such as bottles, spray bottles, parts cleaning cans, etc., will ensure the containers are appropriately labeled and the contents identified.

3. Before performing non-routine tasks, the supervisor in charge will review applicable MSDSs, instruct employees in the associated hazards and recommended first aid treatment and assure all essential personal protective and emergency equipment is available and operational. He or she will notify all other employees working in this area that non-routine tasks are scheduled or being performed.

Employee Training

1. Education and training will be provided for all employees who may be or potentially may be exposed to hazardous chemicals in the work place. The training will be conducted prior to first exposure to the chemical and whenever a new hazardous chemical is introduced into the work place. All employee will be informed of the location of the written hazard communication program, chemical listing and MSDSs.
 1. Such training will be conducted at least annually and as needed for specific situations.
 2. Any contractors working in the district's facilities or jobsite will be informed of the written hazardous materials program and where the MSDSs. It will be the responsibility of that employer to properly train his/her employees in the avoidance or emergency procedures for these materials.