

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

A. In General

In order to comply with the Virginia Occupational Health and Safety Standard, 1910.1200, Hazard Communication, the following Hazard Communication Program is established for the division.

B. Purposes

The program's purposes include:

1. To ensure the evaluation of chemicals to determine their hazards.
2. To apprise employees of the hazards with which they work.

C. Staff Responsibilities

Employees responsible for implementing the program in the work areas, classrooms and related activities under their supervision are as follows:

Field Coordinator for: Food Services, Environmental Services, and Transportation Services

Assistant Director for: Transportation, Facilities

Supervisor for Instruction

Directors for: Secondary and Elementary Education

Chairpersons of following departments:

Art	Vocational Ed
Home Ec	Industrial Arts
Physical Ed	Science

D. Program Elements

1. Container Labeling

The employees designated in Part C preceding will verify that all containers received for use in their areas of responsibility will:

- a. Be clearly labeled as to the contents;
- b. Note the appropriate hazard warning;
- c. List the name and address of the manufacturer, importer or supplier.

No container will be released for use until the above data are verified.

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Secondary containers are to be labeled with either an extra copy of the original manufacturer's label or a facsimile which clearly indicates subsections (a) and (b) preceding.

2. Material Safety Data Sheets (MSDS)a. Generally

Chemical manufacturers and importers are required to develop material safety data sheets for each hazardous chemical they produce or import.

When hazardous chemicals are ordered it shall be specified on the purchase order that the chemicals are not to be shipped without corresponding materials safety data sheets.

b. Availability/Information

Copies of the pertinent MSDS's must be readily available to employees. The MSDS must provide information on:

1. Physical and chemical characteristics of each hazardous chemical,
2. Known acute or chronic health effects,
3. Exposure limits,
4. Whether the chemical is considered to be a carcinogen,
5. Precautionary measures,
6. Emergency and first aid procedures, and
7. The identity of the organization which prepared the MSDS.

3. Inventory of Hazardous Chemicals

Persons designated in Part C preceding will be responsible for maintaining an inventory of all hazardous chemicals used by employees under their supervision. The inventory will include the following information.

- a. The name of the chemical - the name of the chemical listed on the Hazardous Chemical Inventory will be the same name that appears on the corresponding Material Safety Data Sheet;

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- b. The location of chemicals (i.e., room number, etc.);
- c. The work processes (how the chemical is used - i.e., cleaning agent etc.)

The Hazardous Chemical Inventory will be maintained in front of the Material Safety Data Sheet file and will serve as an index to the applicable Material Safety Data Sheets that follow.

4. In-service Education

The persons designated in Part C preceding shall provide a health and safety orientation for employees under their supervision who may be exposed to hazardous chemicals in their work areas. This orientation will include information and training on the following:

- a. This regulation,
- b. Chemicals present in their work place operations,
- c. Physical and health effects of the hazardous chemicals,
- d. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area,
- e. How to lessen or prevent exposure to these hazardous chemicals through usage of control/ work practices and personal protective,
- f. Safety emergency procedures to follow if they are exposed to these chemicals,
- g. How to read labels and review material safety data sheets (MSDSs) to obtain appropriated hazard information.

After attending the training class, each employee will sign a form to verify that he/she received the in-service and understands the division's regulation on Hazard Communication.

5. Inspection Checklist

Twice annually persons designated in Part C preceding will be responsible for completing an inspection check list for areas under their assigned responsibilities. The assistant superintendent for operations will be

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responsible for forwarding the inspection checklist forms to designated personnel and maintaining the completed forms.

Regulatory Authority:

Virginia Safety and Health Codes Board standard "Hazard Communication" (August 17, 1984 with an effective date of May 25, 1986 for employers, including public sector employers).

Virginia Department of Labor and Industry, "Hazard Communication Standard (1910.1200) an Information Manual,"(September, 1985).

Approved by Superintendent: September 2, 1986

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