

## Hazard Communication Program

### General

The following written hazard communication program established by NWBOCES. This program, a listing of chemicals, and safety data sheets (SDS), will be available at the school, the school shop, NWBOCES bus barn and each NWBOCES cottage for review by all employees.

### Policy

Education and training will be provided for all employees or potentially may be exposed to hazardous chemicals in place. The training will be conducted prior to first exposure to a chemical (during on-the-job orientation and training) and when a new hazardous chemical is introduced into the work place. Employees will be informed of the location of the written hazard communication program, chemical listing, and SDS's.

### Container Labeling

The Maintenance Supervisor will verify that all containers for and used by NWBOCES are clearly labeled as to the contents and the appropriate hazard warnings. No containers will be re-used until the above data is verified. The Maintenance Supervisor shall ensure that each container is labeled and tagged or marked with the following information: identity of the hazardous chemical contained therein; and appropriate hazard warnings, or a combination thereof, which includes at least general information regarding the hazards of the chemical, which, in conjunction with the other information immediately available to employees under the hazard communication program, will inform employees with the specific information regarding the physical and health hazards of the hazardous chemical.

Existing labels on incoming containers or hazardous chemicals shall be removed or defaced, unless the container is immediately labeled with the required information. DOT shipping labels on containers shall be removed until all residue has been removed from the container. If a container of hazardous chemicals has no label or the label is removed or defaced, or is inadequate for any reason, the Maintenance Supervisor shall contact the appropriate distributor, importer, or manufacturer to obtain an accurate label.

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All employees who transfer hazardous chemicals into containers (such as bottles, spray bottles, parts cleaning) will ensure the containers are appropriately labeled and then identified. If the hazardous chemicals are transferred to a container with the intent of using those chemicals in the future, employees need not label that container.

#### List of Hazardous Chemicals

The Maintenance Supervisor shall maintain, update and periodically review a list which identifies current hazardous chemicals in the work place. The list shall be cross referenced to the SDS's and shall be kept with this program and SDS's, and serves as an aid to employees in identifying and locating necessary information. The Maintenance Supervisor shall periodically review and update the list at least once every twelve (12) months.

#### Safety Data Sheets

It is the responsibility of the Maintenance Supervisor to ensure that a safety data sheet (SDS) is available for each hazardous chemical used. The Maintenance Supervisor shall maintain a comprehensive and up-to-date file.

Copies of the SDS's for all hazardous chemicals to which employees may be exposed will be kept at the school, school shop, bus bay, and employee residence and will be readily available for review to all employees during each work shift. The SDS's shall be maintained in the same order as the list of hazardous materials which the Maintenance Supervisor maintains.

Subcontractors working on the job site are required to bring all SDS's for hazardous materials they are bringing on the job site to the employer's office so the information is accessible to all employees. It is preferable to have each subcontractor keep all hazardous communication program and SDS's in a binder labeled with the contractor's name and identified as a hazardous communication program. Upon leaving the job site and removal of all hazardous materials, the subcontractor may take their information with them.

A recommendation is for employees to take a copy of the SDS's to the medical facility if emergency treatment is needed due to exposure.

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## Information and Training

Employees will be provided information on these training re any operations in their work area where hazardous che present, and the location of the written hazard communicati chemical listing, and safety data sheets.

Training may be either in the classroom or on-the-job, an presented prior to first exposure to the hazardous Information and training may be designed to cover cat hazards (flammability) or specific chemicals. Chemic information must always be available through labels Attendance shall be documented.

Employee training will include at least the following:

- Methods and observations that are in place or may detect the presence or release of a hazardous chem: work area;
- The physical and health hazards of the chemicals i area;
- The measures employees can take to protect themselv hazards, such as in-place work practices, procedures, and personal protective equipment to be
- Details of the hazard communication program, inc labeling system;
- Safety data sheets, and how employees can obtain a appropriate hazard information.
- If an employee is instructed to use a hazardous ma which he/she has not been trained, it will responsibility to inform the employer prior to ha material, so proper training can be given.

## Non-routine Hazardous Tasks

Since many tasks are not done on a routine basis (for exam cleanout or replacing hazardous chemical piping), they will through specific pre-task actions and training. Before non-routine tasks, the supervisor in charge will review SDS's, instruct employees in the associated hazards and first aid treatment, and assure all essential personal pro emergency equipment is available and operational. He o notify all employees working in this area that non-routine scheduled or being performed.

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## Subcontractors and Other Employees

The Maintenance Supervisor shall inform any and all working in NWBOCES facilities or job site of the written material program and where to locate SDS's. It will be the responsibility of that employer to properly train his/her employees on the avoidance of emergency procedures for these materials.

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