

## Hazard Communication Program

### General

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

### Policy

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 (during on-the-job orientation and training) and whenever a new hazardous chemical is introduced into the work place. All 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 received for and used by NWBOCES are clearly labeled as to the contents with the appropriate hazard warnings. No containers will be released for use 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 chemicals contained therein; and appropriate hazard warnings, or alternately, words, pictures, symbols, or a combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

Existing labels on incoming containers or 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 residue has been removed from the container. If a container of hazardous chemicals has no label or the label has been 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 portable containers (such as bottles, spray bottles, parts cleaning cans, etc.) will ensure the containers are appropriately labeled and the contents identified. If the hazardous chemicals are transferred to a portable container with the intent of using those chemicals immediately, 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 present in the work place. The list shall be cross referenced to the SDS's. It shall be kept with this program and SDS's, and serves as an index to aid 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 obtain a safety data sheet (SDS) for each hazardous chemical used. The Maintenance Supervisor shall maintain a comprehensive and current SDS 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 barn and each 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 copies of 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 bring their 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, they may take their information with them.

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

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## Information and Training

Employees will be provided information on these training requirements, any operations in their work area where hazardous chemicals are present, and the location of the written hazard communication program, chemical listing, and safety data sheets.

Training may be either in the classroom or on-the-job, and shall be presented prior to first exposure to the hazardous material. Information and training may be designed to cover categories of hazards (flammability) or specific chemicals. Chemical-specific information must always be available through labels and SDS's. Attendance shall be documented.

Employee training will include at least the following:

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

### Non-routine Hazardous Tasks

Since many tasks are not done on a routine basis (for example, boiler cleanout or replacing hazardous chemical piping), they will be handled through specific pre-task actions and training. Before performing non-routine tasks, the supervisor in charge will review applicable SDS's, 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 employees working in this area that non-routine tasks are scheduled or being performed.

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## Subcontractors and Other Employees

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

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