

REPORTING OF HAZARDS

The Board of Education recognizes its responsibility to provide an environment which is reasonably secure from known hazards. The Board therefore directs the Superintendent of Schools and all professional and support staff members to comply with occupational safety and health regulations, including the Hazard Communication Standard and "Right-to-Know" legislation.

The Superintendent authorizes the Building Maintenance Supervisor/Occupational Safety and Health Manager to develop and oversee a written hazard communication program. Such program will include the following:

1. the acquisition, maintenance and review of Material Safety Data Sheets (MSDS) for all known hazardous materials on district property;
2. the compilation of a hazardous materials inventory;
3. employee training in hazardous materials management and protection; and
4. the recording of all incidents involving exposure to known hazardous materials.

The district will comply with the requirements for the visual notification of pesticide spraying as set forth in the Environmental Conservation Law.

It is the responsibility of the entire school community to report any unsafe building or equipment conditions to the main office as soon as possible. In addition, designated administrators will provide notice of hazardous materials within 72 hours of an employee request.

If students observe other students acting in an unsafe manner, this behavior should be reported to the nearest available staff member.

Cross-ref: 1120, School District Records
7700, Facilities Renovations
8120, Accident Prevention and Safety Procedures

Ref: 29 CFR §1910.1200 and 12 NYCRR Part 800 (Hazard Communication Standard)
40 CFR §763.95
Public Health Law, Article 48 and Labor Law, Article 28 ("Right-to-Know" Law)
Labor Law §876
Environmental Conservation Law §33-0101

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REPORTING OF HAZARDS REGULATION

The Hazard Communication Program is intended to address the issue of evaluating and communicating hazard information to district employees. The following summarizes the responsibilities of those persons most directly involved with the successful implementation of this program:

Occupational Safety and Health (OS&H) Manager:

1. develops and oversees the implementation of a written hazard communication program;
2. provides employees with training on hazardous materials and the measures required to maintain optimum protection while working with these agents;
 - a. each employee who works with or is potentially exposed to hazardous chemicals is to receive initial training on the Hazard Communication Standard (HCS) and the safe use of those hazardous chemicals. The training will emphasize these elements:
 1. a summary of the HCS and the Hazard Communication Program;
 2. hazardous chemical properties, including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals;
 3. physical and health hazards associated with potential exposure to workplace chemicals;
 4. procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures;
 5. hazardous chemical spill and leak procedures; and
 6. the location of Material Safety Data Sheets (MSDS); how to understand their content; and how employees may obtain and use appropriate hazard information.
 - b. the OS&H Manager or his/her designee is to monitor and maintain records of employee training and advise the facility manager on training needs. Additional training is to be provided for employees whenever a new hazard is introduced into their work areas. Hazardous chemical training is to be conducted by the OS&H Manager or his/her designee;
3. compiles MSDS for each hazardous material used and obtains updates when necessary;
 - a. the OS&H Manager is to review each MSDS for accuracy and completeness and consult with the Area/Region Headquarters OS&H Manager if additional research is necessary. New procurement for the facility must be cleared by the OS&H Manager. Whenever possible, the least hazardous substance is to be procured;
 - b. MSDS which meet the requirements of the OSHA Hazard Communication Standard (HCS) must be fully completed and received at the facility either prior to, or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. Procurement from vendors failing to provide approved MSDS in a timely manner are to be discontinued;

4. reviews MSDS for all products currently in use or being considered for use;
5. maintains a library of MSDS for all hazardous materials in the district. The MSDS are to contain a fully completed OSHA Form 174 or its equivalent. The OS&H Manager is to ensure that each work area or shop maintains an MSDS for hazardous materials used in that area. MSDS are to be readily available to all employees;
6. acts as employee contact for obtaining MSDS from the State Health Department and/or manufacturers/suppliers of materials currently in use or being considered for use;
7. ensures that MSDS are readily accessible to employees, and will provide such information within 72 hours of an employee request;
8. requests specific chemical information when such material has been designated as a trade secret by a manufacturer or supplier.
9. establishes procedures to maintain the confidentiality of trade secret information;
10. implements the Hazard Communication Program;
11. generates and maintains inventory listings of all hazardous materials present and provides updates where and when necessary. The hazardous chemical list is to be updated upon receipt of hazardous chemicals at the facility. This list is to be maintained at the District Office, Northeastern Clinton Central School District, Route 276, Champlain, New York; and
12. ensures that each container identified as holding a hazardous material is properly labeled as to the identify of its contents and appropriate hazard warnings, including building materials containing asbestos. Labels are to list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer and other responsible parties. The OS&H Manager is to refer to the corresponding MSDS to verify label information. Immediate-use containers, small containers into which materials are drained for use on that shift by the employees drawing the material, do not require labeling. To meet the labeling requirements of HAS for other in-house containers, reference must be made to the label supplied by the manufacturer. All labels for in-house containers are to be approved by the OS&H Manager prior to their use. The OS&H Manager or his/her designee is to check, on a monthly basis, that all containers in the facility are labeled and that the labels are up-to-date.

Contractor Employers

The local OS&H Manager, upon notification from the Superintendent of Schools, is to advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises.

Non-Routine Tasks

Maintenance employees or other supervisors contemplating a non-routine task, e.g., boiler repair, are to consult with the local OS&H Manager and ensure that employees are informed of chemical hazards associated with the performance of these tasks and the appropriate protective measures available. This is to be accomplished by a meeting of supervisors and the OS&H Manager with affected employees prior to the commencement of such work.

Staff Members:

1. actively participate in mandated training programs and comply with training provisions;
2. familiarize themselves with the MSDS of those hazardous materials with which they work; and
3. utilize those measures that have been distributed to protect themselves from adverse exposure to hazardous materials. A program in this area is required by the Federal Hazards Communication standard.

Additional Information

Further information on this written program, the Hazard Communication Standard, and applicable MSDS are available at Northeastern Clinton Central School District Office, Route 276, Champlain, New York 12919, (518) 298-8242.

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