

## **Business/Non-Instructional Operations**

### **Hazardous Materials Communication**

The Board of Education recognizes that employees have both a need and a right to know the hazards and identities of the chemicals they are exposed to when working. They also need to know what protective measures are available to prevent adverse effects from occurring.

The Board of Education is committed to providing safer workplaces for its employees in order to prevent the occurrence of work-related illnesses and injuries caused by chemicals. To this end, the Board, through its agent, the Superintendent of Schools, and school district administrators will provide information about the chemicals being used, communicate such information to employees, and train them in the proper use of such chemicals in order to reduce exposures, substitute less hazardous materials, and establish proper work practices.

Accordingly, it is the intention of the Board of Education to comply fully and in a prudent manner with all occupational safety and health standards and regulations. The Superintendent of Schools shall see to it that the school district is in compliance with the Department of Labor Safety and Health Administration's Hazard Communication Standard and that the program is implemented and enforced.

Thus, building principals/the Director of Building Services, under the direction of the Superintendent of Schools and within their respective areas of responsibility, shall do the following:

1. provide guidelines for all employees to meet the requirements of the Hazard Communication Standard;
2. make the Hazard Communication Program available to all employees of the Board of Education for review at all times;
3. establish and maintain an inventory of all hazardous chemicals used on the premises;
4. make certain that containers containing hazardous chemicals are labeled with the identity and the appropriate hazard warning of the contents as well as the name and address of the manufacturer, supplier, or responsible party;
5. obtain Material Safety Data Sheets (MSDS) from vendors for every hazardous chemical used on the premises and make such sheets available to employees at all times;
6. provide an information and training program for all employees at the time of a new employee's initial assignment, and whenever a new hazard is introduced into the working place and keep a record of such program and all those who attended and periodic review for employees, as necessary;
7. inform outside contractors of the identity of any hazardous chemicals to which the contractor may be exposed when working in any school facility by making available the hazardous chemicals inventory, the MSDS's and advising him/her of the labeling system and of appropriate protective measures taken by the Board's employees;
8. determine if the contractor will be using any hazardous chemicals, and, if so, take appropriate action to assure the protection of the Board's employees;

9. prior to starting work on hazardous non-routine tasks, informing every affected employee about the hazardous chemicals to which they may be exposed, protective measures, and emergency procedures.

Legal Reference: Connecticut General Statutes

Section 199-329 through Section 195-333

The Asbestos Hazard Emergency Response Act of 1986 (AHERPA)

29 CFR 1910.2000 Sections 5 and 6, OSHA Act of 1970

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