

HAZARD COMMUNICATION PROGRAM

For

Long Lake Central School District

NOTE: The written program must include the specific methods that are used to achieve compliance with the requirements of the Hazard Communication Standard (29 CFR 1910.1200). The specific methods described in this sample written program are for illustrative purposes, and other effective methods may be substituted to satisfy local needs or practices.

I. GENERAL

The purpose of this instruction is to ensure that Long Lake Central School District is in compliance with the OSHA Hazard Communication Standard (HCS) 29 CFR 1910.1200.

Anthony Clark (with assistance from Jefferson Lewis BOCES) is the overall coordinator of the facility program acting as the representative of Noelle Short, who has overall responsibility.

In general, each employee in the facility will be apprised of the substance of the HCS, the hazardous properties of chemicals they work with, and measures to take to protect themselves from these chemicals.

II. LIST OF HAZARDOUS CHEMICALS

Anthony Clark will maintain a list of all hazardous chemicals used in the facility, and update the list as necessary, such as when new chemical products are received. The list will be made to correspond to the Product Name on the Safety Data Sheets and the order in which they are organized. This list also serves as an index for the Safety Data Sheets and is attached to this program.

NOTE: The written program is **NOT** complete without the list of hazardous chemicals used in the facility.

III. SAFETY DATA SHEETS (SDS)

Anthony Clark will maintain a SDS for every substance on the list of hazardous chemicals at the Long Lake Central School District. SDS will be organized to correspond with the chemical list so they can be located quickly. Anthony Clark will ensure that each work area maintains an SDS for hazardous materials used in that area. SDS will be readily available to all employees.

Anthony Clark is responsible for acquiring SDS from the manufacturer, distributor or importer and ensuring that they are updated. Anthony Clark will review each SDS for accuracy and completeness and will consult with the Jefferson Lewis BOCES if additional research is necessary. Information on the standardized 16-section SDS format is provided in the attached fact sheet. All new procurements for the facility must be cleared by the Anthony Clark. Whenever possible, the least hazardous substance will be procured.

SDS that meet the requirements of the 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. It may be necessary to discontinue procurement from vendors failing to provide approved SDS in a timely manner.

IV. LABELS AND OTHER FORMS OF WARNING

Anthony Clark is designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels should list at least the product identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. Labels on containers shipped after December 1, 2015 must conform to the updated label requirements, which are detailed in the attached fact sheets. Anthony Clark will refer to the corresponding SDS to verify label information. Immediate use containers, small containers into which materials are drained for use on that shift by the employee drawing the material, do not require labeling. To meet the labeling requirements of HCS for other in-house containers, refer to the label supplied by the manufacturer. All labels for in-house containers will be approved by Anthony Clark prior to their use.

Anthony Clark will check on a monthly basis to ensure that all containers in the facility are labeled and that the labels are up-to-date.

V. TRAINING

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those hazardous chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. Hazardous chemical training is conducted by Anthony Clark with assistance from Jefferson Lewis BOCES.

The training will emphasize these elements:

- A summary of the standard and this written program;
- Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals;
- Physical and health hazards associated with potential exposure to workplace chemicals;
- Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures;
- Hazardous chemical spill and leak procedures; and
- An explanation of the labels received on shipped containers and the workplace labeling system used by their employer; and the SDS, including their location, and the order of information and how employees can obtain and use the appropriate hazard information. (Refer to attached fact sheets)

Anthony Clark will monitor and maintain records of employee training and advise the facility manager on training needs.

VI. CONTRACTOR EMPLOYERS

Anthony Clark will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises.

VII. NON-ROUTINE TASKS

Any maintenance employee contemplating a non-routine task, e.g., boiler repair, will consult with Anthony Clark and will ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures. This will be accomplished by a meeting of supervisors and the OS&H manager with affected employees before such work has begun.

VIII. ADDITIONAL INFORMATION

Further information on this written program, the hazard communication standard, and applicable Safety Data Sheets is available at Long Lake Central School District (518)-624-2221.

Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*








Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

Employers must ensure that SDSs are readily accessible to employees.

See Appendix D of 1910.1200 for a detailed description of SDS contents.

Pictograms

<p>Health Hazard</p>  <ul style="list-style-type: none">▪ Carcinogen▪ Mutagenicity▪ Reproductive Toxicity▪ Respiratory Sensitizer▪ Target Organ Toxicity▪ Aspiration Toxicity	<p>Flame</p>  <ul style="list-style-type: none">▪ Flammables▪ Pyrophorics▪ Self-Heating▪ Emits Flammable Gas▪ Self-Reactives▪ Organic Peroxides	<p>Exclamation Mark</p>  <ul style="list-style-type: none">▪ Irritant (skin and eye)▪ Skin Sensitizer▪ Acute Toxicity▪ Narcotic Effects▪ Respiratory Tract Irritant▪ Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none">▪ Gases Under Pressure	<p>Corrosion</p>  <ul style="list-style-type: none">▪ Skin Corrosion/Burns▪ Eye Damage▪ Corrosive to Metals	<p>Exploding Bomb</p>  <ul style="list-style-type: none">▪ Explosives▪ Self-Reactives▪ Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none">▪ Oxidizers	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none">▪ Aquatic Toxicity	<p>Skull and Crossbones</p>  <ul style="list-style-type: none">▪ Acute Toxicity (fatal or toxic)

Sample Label

Product Identifier

CODE _____

Product Name _____

Supplier Identification

Company Name _____

Street Address _____

City _____ State _____

Postal Code _____ Country _____

Emergency Phone Number _____

Precautionary Statements

Keep container tightly closed. Store in cool, well ventilated place that is locked.

Keep away from heat/sparks/open flame. No smoking.

Only use non-sparking tools.

Use explosion-proof electrical equipment.

Take precautionary measure against static discharge.

Ground and bond container and receiving equipment.

Do not breathe vapors.

Wear Protective gloves.

Do not eat, drink or smoke when using this product.

Wash hands thoroughly after handling.

Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO₂) fire extinguisher to extinguish.

First Aid

If exposed call Poison Center.

If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

Hazard Pictograms



Signal Word

Danger

Hazard Statement

Highly flammable liquid and vapor.

May cause liver and kidney damage.

Supplemental Information

Directions for use

Fill weight: _____ Lot Number _____

Gross weight: _____ Fill Date: _____

Expiration Date: _____

