

Non-Instructional/Business  
Operations**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT****SUBJECT: HAZARD COMMUNICATION PROGRAM**

The Hazard Communication Program is written to inform employees that the hazards of all chemicals and/or chemical products present, entering and used in the Mount Pleasant Cottage School Union Free School District have been evaluated and that information concerning the hazards has been transmitted to employees who may be exposed to such chemicals.

This program is written to fulfill the requirements of the Occupational Safety and Health Administration, 29 CFR 1910.1200, and to fulfill the requirements of the New York State Official Compilations of Codes, Part 820 of Title 12.

All work units of the Mount Pleasant Cottage School Union Free School District are included within this program. The written program will be available in the Office of the Risk Management Coordinator for review by any interested employee.

**Container Labeling**

The Risk Management Coordinator will verify that all containers received for use will:

- 1) Be clearly labeled as to the contents;
- 2) Note the appropriate hazard warning;
- 3) List the name and address of the manufacturer.

All secondary containers will be labeled with either an extra copy of the original manufacturer's label or with the generic labels which have a block for identity and blocks for the hazard warning. If written alternatives to labeling of temporary containers are used, a description of the system used will be added. The Risk Management Coordinator will periodically review the District labeling system and update as required.

**Material Safety Data Sheets (MSDS)**

The Risk Management Coordinator will be responsible for obtaining and maintaining the data sheet system for the Mount Pleasant Cottage School Union Free School District. Such person will review incoming data sheets for new and significant health/safety information. He/she will see that any new information is passed on to the affected employees. (If alternatives to actual data sheets are used, a description of the system will be provided.) Copies of MSDS's for all hazardous chemicals to which employees of this District may be exposed will be kept in the Office of the Risk Management Coordinator. MSDS's will be available to all employees in their work area for review during each work shift. If MSDS's are not available or new chemicals in use do not have MSDS's, the Risk Management Coordinator should be immediately contacted.

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**SUBJECT: HAZARD COMMUNICATION PROGRAM (Cont'd.)****Employee Training and Information**

The Risk Management Coordinator is responsible for the employee training program. He/she will ensure that all elements specified below are carried out. Prior to starting work, each new employee will attend a health and safety orientation and will receive information and training.

After such training, each employee will sign a form to verify that he/she attended the training, received our written materials, and understood the District's regulations on Hazard Communication. Prior to a new chemical hazard being introduced into any section of the District, each employee of that section will be given the necessary information.

Both the "Right to Know" poster and the "Labor Law Information Relating to Public Employees" poster must be posted in common areas informing workers of relevant work hazards and associated rights.

**List of Hazardous Chemicals**

The hazards associated with chemicals used by Mount Pleasant Cottage School Union Free School District will be identified from the Material Safety Data Sheets obtained from the chemical supplier. Information on each noted chemical can be obtained by reviewing the Material Safety Data Sheets located in the Office of the Risk Management Coordinator.

**Hazardous Non-Routine Tasks**

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their immediate supervisor about hazardous chemicals to which he/she may be exposed during such activity.

**Informing Contractors**

It is the responsibility of the Risk Management Coordinator to provide contractors performing work in the District access to the following information via the existing Hazard Communication Program, including:

- 1) Access to Material Safety Data Sheets for each hazardous chemical the contractor may be exposed to;
- 2) Any precautionary measures that need to be taken to protect contractors during normal operating conditions and in foreseeable emergencies; and

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**SUBJECT: HAZARD COMMUNICATION PROGRAM (Cont'd.)**

- 3) Information on the labeling system used in the workplace.

Each contractor, before work is started, is required to notify and provide access to the Risk Management Coordinator to any information concerning chemical hazards that the contractor is bringing into the District.