

HAZARD COMMUNICATION PROGRAM

29 FR 1910.1200

FEBRUARY 2017

I. Introduction

It is the intention of the **Oxford Public Schools** to comply fully in a prudent manner with all occupational safety and health standards/regulations. Consequently, this program is to comply with the Department of Labor, Occupational Safety and Health Administration's Hazard Communication Standard 29 CFR 1910.1200 will be implemented and enforced.

This program has been established to provide guidelines for all employees, and for **Oxford Public Schools** to meet the requirements of the Hazard Communication Standard. The program applies to any hazardous chemical(s), which is known to be present on the premises, that employees may be exposed under normal conditions of use or in a foreseeable emergency. This written Hazard Communication Program will be available to all employees in the **Oxford Public Schools**.

II. Hazardous Chemical List

The Oxford Public Schools has established and will maintain a list of all hazardous chemicals used on the premises. **Lead Custodian** will be made responsible for the maintenance of this list.

III. Labeling of Hazardous Chemicals

Each container containing a hazardous chemical will be labeled with the identity and the appropriate hazard warning of the contents. In addition, those containers containing hazardous chemical(s) when received from a supplier **The Oxford Public Schools** will also have the name and address of the manufacturer or the responsible party.

It is the responsibility of **Lead Custodian** to assure that the identity and the hazardous warnings are placed on all containers that have been transferred from the original drum or container. Also, it is the responsibility of **Lead Custodian**, to assure that the identity, the hazard warnings and the name and address of the supplier are on the received container(s).

IV. Safety Data Sheets (SDS)

This SDS file will contain an SDS for every hazardous chemical used on the premises. These sheets will be available to employees at all times. The MSDS files for the facility are kept: In the Main.

When ordering a new hazardous chemical, it is the responsibility of the **Lead Custodian** to assure that the SDS file is kept up to date.

V. Information & Training

It is the policy of the **Oxford Public Schools** to provide information and training program to all employees with the implementation of this program, at the time of a new employee's initial assignment, and whenever a new hazard is introduced into the working place.

This information and training program will include:

- (1) Requirement of 29 CFR 1910.1200.
- (2) Any operation in employee's work area where hazardous chemicals are present.
- (3) Location and availability of the written hazard communication program, the list of hazardous chemicals and material safety data sheets.
- (4) Means of detecting the presence or release of hazardous chemicals in the work area.
- (5) Physical and health hazards of the chemicals in the area.
- (6) Measures employees can take to protect themselves from these hazards.
- (7) Explanation of the labeling system and the material safety data sheet.
- (8) Emergency procedures.
- (9) Details of the written hazard communication program developed by the employer.

It will be the responsibility of the **Oxford Public Schools, Facilities Manager**, to implement and maintain the information and training program.

VI. Contractor Work

When it is necessary for an outside contractor to perform work at the **Oxford High School**, it shall be the responsibility of the **Lead Custodian** to inform the contractor of the identity of any hazardous chemicals to which the contractor may be exposed. The procedure for informing the contractor will include the following:

- A. Making the hazardous chemicals inventory of any designated work area where contractor work is being performed available to the contractor and advise the contractor of the labeling system.
- B. Making the SDS's of the identified hazardous chemicals in a designated work area available to the contractor.

- C. Making the contractor aware of the appropriate protective measures taken by **Oxford High School** employees in a designated work area.

It is also the responsibility of **Lead Custodian** to determine if the contractor will be using any hazardous chemicals and, if so, to take appropriate actions to assure the protection of the employees at **Oxford High School**.

VII. Hazard of Non Routine Tasks

Prior to starting work on hazardous non routine tasks, every affected employee will be given information by **Lead Custodian** about the hazardous chemicals to which they may be exposed. Such information will include, but not limited to specific hazards associated with the chemicals, protective measures (i.e. personal protective equipment, work practices, engineering controls, etc.) and emergency procedures.