

Board Policy

Code No. 403.4R1

HAZARDOUS CHEMICAL DISCLOSURE

BETTENDORF COMMUNITY SCHOOL DISTRICT'S HAZARD COMMUNICATION PROGRAM

PURPOSE

To communicate, whenever appropriate, Bettendorf Community School District's Hazard Communications Program to staff, students, parents, and community members.

OBJECTIVES

1. To safeguard our employees' health by providing a management guide for compliance.
2. To provide our employees with the necessary information concerning health and physical hazards of the chemical materials used in our operations.
3. To comply with OSHA Title 29, 1910.1200: Hazard Communication.
4. To include flexibility within the compliance program so that changes can be made to comply with possible state and local "right-to-know" laws.

SCOPE

This compliance program will provide the means for the transmission of information to inform employees of the chemical products to which they are exposed. It will be accomplished by the following:

- A. Safety Data Sheets (S.D.S.) Book listing all hazardous chemical products used on the property.
- B. Appropriate labels on containers of all hazardous chemical products used.
- C. Safety Data Sheets (.S.D.S.) will be available for all hazardous chemical products on the property.
- D. Employees will be trained to recognize and interpret labels, warnings, color coding, signs, etc. that are affixed to containers, so that they can properly protect themselves against potential hazards.
- E. Employees will be trained to understand the elements of the S.D.S. and to recognize possible risks to health and physical harm so that they can properly protect themselves against potential hazards.
- F. This written Hazard Communication Program will be available upon request to employees, their designated representative(s) and to local/state/federal officials who have proper authority.

I. Listing of Chemical Products

- A. A list of all hazardous chemicals used within the school district will be maintained. This list should be updated yearly or more often as hazardous chemicals are added or deleted, and a copy of the hazardous chemical list for each building shall be kept in the main office of the building.
- B. Provide a system for the Purchasing/Safety Department(s) to obtain Material Safety Sheets from all suppliers of chemicals. This system must include:
 1. Form letter requesting information.
 2. A flagging system to ensure that S.D.S. have been received.
 3. Maintenance of S.D.S. files that would be available to employees, their representative(s), local jurisdictional authorities and to health or medical personnel as required by regulations.
 4. The purchase requisitions should note that the proper labels are to be attached to all containers shipped.

II. Labels/Signs

- A. All chemicals/hazardous materials received must have proper labels. These labels must include:
 - 1. Identity of chemical products or substances in the containers.
 - 2. Hazardous warnings.
 - 3. Name and address of the manufacturer or other responsible party.
- B. The Director of Operations should be notified by the Receiving Department when material is received which does not comply with proper labeling so that the supplier can be contacted to provide the necessary labeling as soon as possible.
- C. All containers having hazardous chemicals must be labeled. Laboratory bottles, solvent cans, safety containers and dispensers will be included. Labels on containers smaller than one gallon (3.7 liters) will be provided that are consistent with these standards. The only exception to this rule is that a dispensing container does not need labeling if used by one person who fills the container from a bulk source and empties this dispensing container while on the same shift and being in control of the chemical 100 percent of the time without it leaving their possession.
- D. The original labels must not be removed from the containers; illegible labels must be replaced with spare labels or labels with similarly warnings as on the original. In cases where we substitute a different hazardous chemical or mixture into a container, we must re-label the container to accurately reflect the hazards of the identity of the contents of the container.
- D. **SIGNS** In storage areas where similar hazardous chemical products are stored, we will post signs or placards to identify the material and transmit the required hazard information to employees.

If any materials are to be transferred from a storage tank or container through a pipe line, labels with the required information will be affixed to the line at the discharge point.

III. Training

- A. All employees who normally use, handle, or transport hazardous chemicals will be trained in the hazards of that chemical. In the case when new hazardous chemicals are brought into the work area, additional training on the hazards of the new chemicals must include:
 - 1. The requirements of the Hazard Communication Program.
 - 2. The operations of the work area where hazardous chemical products are present.
 - 3. The location and availability of the Safety Data Sheets (S.D.S.).
 - 4. How to interpret and understand the S.D.S. data and warning labels.
 - 5. Methods and observations that the employee may use to detect the response or accidental release or spill of hazardous materials in the work area.
 - 6. The measure(s) that employees can take to protect themselves from these hazards (i.e. work practices, personal protective equipment, emergency procedures), as well as first aid/medical procedures.
- B. When a new employee is assigned or transferred to a department in which hazardous materials are used, orientation must include all of the above training elements, as well as all other specific safety and health training required.
- C. "Specific" - All employees who work with or may come into contact with a hazardous chemical receive specific training on that hazardous chemical by Bettendorf Schools or by the company from whom Bettendorf Schools purchases the chemical. These employees have received training on the physical and health hazards and how to read and understand the S.D.S. at all times.
- D. Contractors, Vendors and Service personnel - Contractors, vendors and service personnel, who have employees assigned to work on our plant premises in areas where potential exposure to

hazardous chemicals exist, must be informed of the hazardous material. They should be informed of hazardous chemicals, availability of S.D.S. and suggested appropriate protective measures. It is required that this be done at the start of a project when other safety, security and fire protection procedures are discussed and reviewed.

IV. Responsibility

- A. The Director of Operations for the Bettendorf School System is responsible for establishing specific written building procedures in line with this policy. These specific building procedures must be developed, approved by the Superintendent, and must be implemented to be in compliance with the federal Hazard Communication Standard or respective state "Right-To-Know" laws. A copy of the procedure for each building shall be included with this plan.
- B. After receiving the proper training, staff at each building will follow proper procedures in purchasing hazardous chemicals. They should continually review chemical needs/uses in order to replace with a less hazardous or non-hazardous chemical.
- C. Building principals and building-level supervisors will be responsible for enforcing the established work rules for employees to ensure that hazardous chemicals are being handled and used properly to eliminate or reduce exposures.
- D. Every employee will accept responsibility for safely performing his or her work in line with established work practices and precautions outlined on hazardous materials labels.

V. Community Right to Know

- A. All S.D.S. are accessible to the public in all our schools during regular school hours.
- B. All purchases of the Bettendorf Community School District go through the purchasing department in the Administration Building.
- C. Quantities on hand or stored by the District vary during the year. Most products are purchased in quantities at the beginning of the school year and used as needed during the year.

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