

# Board Policy

Code No. 403.4

## HAZARDOUS CHEMICAL DISCLOSURE

The Board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

All employees at time of hire will review information about hazardous substances in the workplace. Nutrition Services, custodians and seasonal employees will also review this information. When a new school district employee is hired, the information and training about hazardous chemicals shall be included in the orientation of the employee. When an additional hazardous substance enters the workplace, information about it shall be distributed and training shall be conducted for the appropriate employees. Refresher training will be provided as necessary, or at least annually to ensure that employees are apprised of the hazards of chemicals that are present in their work area. The Superintendent or designee shall maintain a file indicating when training and informing takes place.

Employees who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals the students will be working with as part of the instructional program. School district employees are required to disseminate the information when the materials are used in the instructional program.

It shall be the responsibility of the Superintendent to develop administrative regulations regarding this program.

*Legal Reference:* 29 C.F.R. Pt. 1910; 1200 et seq. (2012).  
Iowa Code chs. 88; 89B (2013).  
347 I.A.C. 120.

*Cross Reference:* 403 Employees' Health and Well-Being  
804 Safety Program

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