

Davenport Community School District Hazard Communication/Employee Right-to-Know Program

(Revised 12/2006)

Introduction

It is the policy of Davenport Community Schools, that the first consideration in the performance of work shall be the protection of the safety and health of all students, employees and workers. The District has established the following written program to comply with the OSHA Hazard Communication Standard (29 CFR Part 1910.1200). The purpose of the Hazard Communication Program, also known as Right-To-Know, is to ensure employers and employees are informed about the potential hazards of materials used within the workplace. As necessary this program will be reviewed and updated.

Hazard Determination

OSHA defines a hazardous chemical as any chemical that is a physical hazard or a health hazard. The District does not intend to evaluate any of the hazardous substances purchased from suppliers and/or manufacturers but has chosen to rely upon the evaluation performed by the suppliers or by the manufacturers of the substance to satisfy the requirements of hazard determination. (Material Safety Data Sheets)

Container Labeling

No container or hazardous substance will be released for use unless the container is correctly labeled and the label is legible. All chemicals in bags, drums, barrels, bottles, boxes, cans, cylinders and the like will be checked to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any container found to have damaged labels will be quarantined until a new label has been installed. This is the responsibility of the warehouse staff at the time of delivery or; in the case of building direct delivery; this will be done by a responsible person in the department receiving the materials.

Original labels on containers in which the material was received are not to be removed.

If a material is transferred from the original container to a secondary container, the secondary container must be labeled properly.

If a different material is placed in a secondary container other than what the label designates, the incorrect label is to be removed or covered, a new label, designating the correct material is to be applied.

Label information will include the name of the substance and the appropriate hazard warning. Labels are to be legible and displayed prominently on the container.

Employees using hazardous material are responsible for ensuring containers are properly labeled. Building administrators, district supervisors and district curriculum coordinators are to verify that all containers are appropriately labeled.

Material Safety Data Sheets

Each building must maintain a master MSDS notebook in their administrative office for all hazardous materials used in their building. Other departments such as custodial and food & nutrition may choose to maintain a MSDS notebook specific to their departments. MSDS information is to be available to all employees at all times. Copies of specific MSDSs will be available upon request from the building secretary.

The purchasing department will make it an ongoing part of their function to obtain MSDSs for all new materials when they are first ordered. Department supervisors and building staff will be responsible for obtaining MSDSs on any direct purchases. If any MSDS is missing or obviously incomplete, a new MSDS will be requested by Purchasing or the departmental supervisor, from the manufacturer or distributor. The Purchasing Department is to be notified if the manufacturer or distributor will not supply the MSDS or if it is not received after 30 days from request. No hazardous material can be used without an MSDS on file.

New and/or updated MSDSs are to be sent to Kris Kleinsmith, Operations Center. Additional information to provide with the MSDSs is name of buildings/departments using the product or PO# of purchase. Kris will electronically mail the MSDS and updated Hazardous Materials listing to all building secretaries and departmental supervisors (as appropriate). It is the responsibility of the building secretary to update the building's master notebook. Departmental supervisors are responsible for updating departmental notebooks.

New materials will not be introduced into the work environment until a MSDS has been received. Samples of potential hazardous materials, without a MSDS, will not be accepted.

Employee Information and Training

All new employees at the time of hire will receive training by the District Human Resources Department informing them of the requirement of the Iowa Hazardous Chemical Risks- Right-to-Know Law. If there will be hazardous materials in the employee's work areas, the employee will be given training by the building principal, departmental supervisor, or appropriate designee before they become exposed to the hazardous materials.

The elements of the training shall include:

- Notice of written program- copies are to be available as well as referral to program posted on the district web site.

- Location of Master and Departmental MSDS notebooks
- Information on all hazardous materials in their work areas, including hazards associated with chemicals contained in unlabeled pipes in their work areas.
- How to read labels and material safety data sheets to obtain the appropriate hazard information.
- Explanation of HMIS labeling system
- The controls, work practices and personal protective equipment which are available for protection against possible exposure.
- Emergency and first aid procedures to follow if employees are exposed to hazardous materials.
- Questions and answer session

Training will be conducted with the introduction of any new hazardous material. Refresher training will be conducted as needed.

All training must be documented by recording the training sessions' agenda, date, and attendees' name and signature. It is the responsibility of each building administrator and supervisor to maintain records of training, which they provide. A record of employee's initial training will be placed in their personnel file.

Non-Routine Tasks

Infrequently, employees may be required to perform non routine tasks which involve the use of hazardous substances. Prior to starting work, each involved employee will be given information by his/her supervisor about hazards to which they may be exposed during such an activity.

This information will include:

- The specific hazard
- Protective/safety measures which must be utilized.
- The measures the company has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, air sample reading, and emergency procedures.

Informing Contractors

It is the responsibility of the district to provide contractors and their employees with the following information:

- Hazardous chemicals/materials to which they may be exposed while on the jobsite.
- Measures the employees may take to lessen the possibility of exposure.
- Location of MSDSs
- Procedures to follow if the contractor's employees are exposed to hazardous chemicals/materials.

The district provides this notification through the District Vendor Qualification Form. Contractors working on District property shall maintain onsite a MSDS file of all hazardous chemicals/materials used onsite. These will be made available to district staff upon request.

Informing Students

School district personnel who will be instructing or otherwise working with students shall disseminate information about hazardous chemicals/materials they will be working with as part of the instructional program. MSDSs must be posted for students to review.

District personnel are required to document instructions given to students and have students sign off on instructions. These sign off sheets are to be maintained by the building administrator.

Questions regarding this plan should be directed to:

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