

# Mason City Schools Written Program

for

## *Hazard Communication*



**OSHA Hazard Communication Standard (29 CFR 1910.1200)**  
**Hazard Communication Program**  
**Table of Contents**

- I. Objective
- II. Assignment of Responsibility
- III. Program
  - A. Hazardous Chemical List
  - B. Material Safety Data Sheets (MSDS)
  - C. Labeling
  - D. Training
  - E. Storage
  - F. Non-Routine Tasks
  - G. Other Personnel Exposure (Contractors)
- IV. Attachments
  - A. Acknowledgement of Receipt of Hazard Communication Training Form

# Mason City School

## **Hazard Communication Program**

### **I. OBJECTIVE**

The objective of this program is to set forth policies and procedures concerning Hazard Communications which will enhance the safety and well being of Mason City Schools employees and students. Furthermore, execution of this program is designed to provide for compliance with the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard.

### **II. ASSIGNMENT OF RESPONSIBILITY**

The Assistant Superintendent of Operations/Designee will assume duties as Toxic Hazard Preparedness (THP) officer. This position carries the responsibility of insuring this program is adhered to and that proper reporting is executed.

### **III. PROGRAM**

The ensuing items are to be followed to insure both compliance with the OSHA Hazard Communication Standard and the safety of our employees and students.

#### **A. Hazardous Chemical List**

A list of hazardous materials and chemicals which are used in the course of the Mason City Schools normal business activities must be maintained and continually updated. This list is to include all substances which require a Material Safety Data Sheet (MSDS).

One copy of this list is to be kept in the front of each MSDS book and one copy is to be kept on file with the Toxic Hazard Preparedness (THP) officer. For each chemical used in the workplace, an MSDS sheet must be available in that location.

#### **B. Material Safety Data Sheets (MSDS)**

All Material Safety Data Sheets must be kept in an organized fashion and must be placed in an identified and accessible location where the chemicals are used for all employees to view at will. A second set of MSDS information must be kept in the school office and a duplicate set of MSDS information must be maintained by the Toxic Hazard Preparedness (THP) officer.

MSDS books and the Hazardous Chemical List must be maintained and kept up to date. As obsolete MSDS's are replaced by updated copies, they must be retained in a separate file of obsolete MSDS's. **Do not throw them away.**

If a hazardous chemical or substance is received without a proper MSDS, the receiving person must immediately notify the Toxic Hazard Preparedness (THP) officer. The manufacturer or distributor of the product must be contacted immediately and asked to fax the MSDS and mail a copy as a follow up. If, for some reason, the manufacturer or distributor is unable to produce a MSDS upon request, the Toxic Hazard Preparedness (THP) officer should be notified immediately. Hazardous materials or substances received without an MSDS are to be returned to the sender.

### **C. Labeling**

Each container of a hazardous chemical that is used in or around the work area must be properly labeled with the identity of the hazardous material, the appropriate hazard warnings, and the name and address of the manufacturer. Appropriate labels must be on all containers, regardless of size. Containers must be approved and recommended for storage and/or dispensing of the particular hazardous chemicals contained in them.

Worn and torn labels must be replaced. It is the responsibility of employees to report inappropriate labels to their supervisor. It is the responsibility of Toxic Hazard Preparedness (THP) officer to insure that appropriate labels are in place and that replacement labels are available.

### **D. Training**

Employee training for this Hazard Communication Program consists of the following:

1. Each affected employee working for, or associated with *Mason City Schools* is required to review the training material and sign the acknowledgment form which will be placed in the employee's file. This training is to be done during the new employee orientation process before the new employee actually assumes status as an active employee. In addition to this training, affected employees must be shown the locations of Material Safety Data Sheets, fire extinguishers, first aid kits, and usage and storage of hazardous materials.
2. Fire extinguisher training may be provided to designated employees. An acknowledgment form must be signed by the employee and filed for documentation purposes.
3. If the management of *Mason City Schools* engages the services of contract labor personnel, and exposure to hazardous materials is possible, the contract laborers must be made aware of the locations of the Hazardous Chemical List and the MSDS information book.

## **E. Storage**

All storage areas for hazardous substances are to be secured, properly ventilated, and identified by signs.

## **F. Non-Routine Tasks**

Before any non-routine task is performed, employees shall be advised and/or they must contact their supervisor for special precautions to follow and their supervisor shall inform any other personnel who could be exposed. (No non-routine tasks are known to exist at the time of preparation of this program.)

If a non-routine task is necessary, the supervisor will provide the following information about the activity as it relates to the specific chemicals expected to be encountered:

1. specific chemical name(s) and hazard(s);
2. personal protective equipment required and safety measures to be taken;
3. measures that have been taken to lessen the hazards including ventilation, respirators, presence of other employees(s); and
4. emergency procedures.

## **G. Other Personnel Exposures (Contractors)**

The Toxic Hazard Preparedness (THP) officer will provide other personnel or outside contractors with the following information as follows:

1. hazardous chemicals to which they may be exposed to while in the workplace;
2. measures to minimize the possibility of exposure;
3. location of the MSDS and labeling requirements for all hazardous chemicals; and
4. procedures to follow if they are exposed.

The Toxic Hazard Preparedness (THP) officer will contact each contractor before work is started to gather and disseminate any information concerning chemical hazards the contractor is bringing into the workplace, and visa versa.

ATTACHMENT A

**Acknowledgement of Receipt of Hazard Communication Training**

My signature below acknowledges that I have received training concerning Hazard Communications. I understand that this training fulfills the employee training requirement of OSHA's Hazard Communication Standard.

Online Hazard Communication: Right to Know and Material Safety Data Sheets (MSDS) training includes the following:

1. Understanding the purpose and scope of the OSHA Hazard Communication Standard.
2. Explanation of the existence of federal, state and local right-to-know laws.
3. Definition of the classification "hazardous chemical".
4. Explanation of situations and elements that must be present for a material to be considered a health hazard.
5. Explanation and interpretation of labels, what is required on all containers, and the Hazard Materials Identification System (HMIS).
6. Understanding and interpretation of Material Safety Data Sheets (MSDS), which must be obtained for each hazardous chemical.
7. My responsibilities as an employee or contractor of Mason City Schools.
8. Policies and procedures to follow in case of exposure.

\_\_\_\_\_  
EMPLOYEE NAME (Please print)

\_\_\_\_\_  
EMPLOYEE SIGNATURE DATE

\_\_\_\_\_  
MASON CITY SCHOOL REPRESENTATIVE DATE