

## WRITTEN HAZARD COMMUNICATION PROGRAM

### General

The written hazard communication program will be available in the Academy office for review by all employees.

#### A. Hazard Determination

School Leader will rely on Material Safety Data Sheets from material suppliers to meet hazard determination requirements.

#### B. Labeling

The School Leader will be responsible for ensuring the following:

1. all in-incoming labels are properly labeled;
2. all in-coming products are checked for identity, hazard warning, and name and address of the responsible party;
3. all portable containers are labeled with identity and hazard warning;
4. piping systems are painted at access points and every ten (10) feet where the piping is eight (8) feet or closer to employee contact.

#### C. Material Safety Data Sheets (MSDS)

1. The School Leader will be responsible for compiling the master MSDS file. It will be kept in the Administrative office.
2. MSDSs will be available for review to all employees. Copies will be available upon request to the School Leaders and other supervisors.
3. The School Leader shall make requests for MSDSs on all purchase orders. A file of follow-up letters shall be maintained for all shipments received without MSDSs.
4. The School Leader shall provide employees with the required OSHA Right to Know poster and postings notifying them of new or revised MSDSs within five (5) days of receipt of a new or revised MSDS.

#### D. Employee Information and Training

1. The THP Officer shall coordinate and maintain records of training.
2. Before starting work, each new employee will attend a safety class and be given a Hazardous Materials Handbook, which will have information on the following:
  - a. chemicals and their hazards in their work areas;

- b. how to lessen or prevent exposure to these hazardous chemicals;
  - c. what has been done to lessen or prevent workers' exposure to these chemicals;
  - d. procedures to follow if they are exposed to these chemicals;
  - e. how to read and interpret labels and MSDS.
3. After attending the training class, each employee will sign a form stating that he/she received the written materials outlined above and received the safety training.
  4. Before any new hazardous material is allowed in the Academy, appropriate employees will be given information in the same manner as during the safety class. The School Leader will be responsible for seeing that MSDS on the new chemical are available.

New Guideline Spring 2017