

PLEASANTVILLE SCHOOL DISTRICT

WRITTEN HAZARDOUS COMMUNICATION STANDARD

**Prepared For:
Pleasantville Board of Education
Pleasantville, New Jersey
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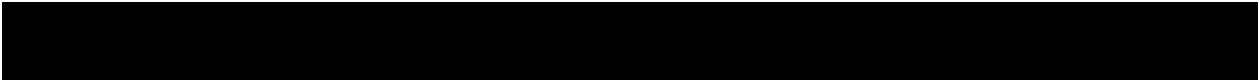

September 4, 2007

PLEASANTVILLE SCHOOL DISTRICT

Written Hazard Communication Program

Policy and Administration

This notice is to inform you that our agency complies with the Public Employees Occupational Safety and Health Program Hazard Communication Standard (PEOSH HCS), N.J.A.C. 12:100-7, which New Jersey adopted with amendments, on May 3, 2004. We provide information about the hazardous chemicals in our workplace, their associated hazards, and the methods for controlling these hazards. We have put in place the following required elements of the Standard:

- (1) A list of hazardous chemicals;
 - (2) Material Safety Data Sheets (MSDSs) and Hazardous Substance Fact Sheets (HSFSs) for hazardous chemicals;
 - (3) Labeled containers; and
 - (4) A training program for employees who work with or have a potential for exposure to hazardous chemicals.
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This written program applies to all work operations in our facility where employees are exposed or may be exposed to hazardous chemicals or conditions under normal working operations or during foreseeable emergency situations.

The Chief Facilities Coordinator is the program coordinator who has overall responsibility for the written program and responsibility for the annual review and update of the written program. The Chief Facilities Coordinator also makes available the written program to employees upon their request within three days of the request.

As required under the PEOSH HCS, employees will be informed of the contents of this program, the location, and availability of health and safety information about hazardous chemicals, the hazardous properties of chemicals with which they work, safe handling procedures for the hazardous chemicals, and measures they should take to protect themselves from the hazardous chemicals. This information will be provided during employee training sessions and/or safety meetings.

Employees do not conduct non routine tasks in house, such as asbestos abatements and roof replacement. However, minor concrete repair and replacement activities due occur on non asbestos material. Therefore, additional training is not necessary.

List of Hazardous Chemicals

The list of the hazardous chemicals in each facility was prepared by the District's Environmental Consultant. The Right to Know Survey is used for the required hazardous chemical list, and is updated annually. The Right to Know survey is included as an attachment of this program.

Material Safety Data Sheets (MSDS) and Hazardous Substance Fact Sheets (HSFS)

MSDSs and HSFSs provide health and safety information on the specific hazardous products or chemicals employees use. In compliance with the PEOSH HCS, the MSDSs are made readily accessible during each work shift to employees when they are in their work area. The Chief Facilities Coordinator along with the District's Environmental Consultant, obtains MSDSs on all products containing hazardous chemicals and HSFSs on all hazardous chemicals, and places copies of the MSDSs in a binder in each work area of each facility. If additional information is needed about a hazardous chemical or product, if an MSDS is missing, or if an MSDS has not been supplied with the initial shipment, the Chief Facilities Coordinator, and/or the District's Environmental Consultant will contact the manufacturer or supplier. The people listed below will ensure that the MSDSs kept in each work area are updated as needed and the MSDS file is kept intact, and that HSFSs are updated as needed. As a policy of this facility, an MSDS and HSFS hard copy will be provided to the requesting employee immediately upon request, or within 3 working days of the request if the MSDS or HSFS is not immediately available.

<i>Name</i>	<i>Work Area</i>
The Chief Facilities Coordinator	Maintenance Office
The District's Environmental Consultant	

Any new procedures or products that are planned to be used in this workplace must be approved by the Chief Facilities Coordinator prior to use, to ensure that MSDSs and HSFSs are obtained, and readily available.

Labels and Warning Systems

The Chief Facilities Coordinator and/or the District's Environmental Consultants ensures that each container of hazardous chemicals in this workplace is properly labeled as required by the PEOSH HCS, and updates the labels as necessary if they should become illegible, fall off the container, or are obscured in any manner.

Containers not bearing a PEOSH HCS label are not accepted by any of the District's facilities.

- 0 Stationary containers in an area with similar contents and hazards have signs posted on or above them to convey the hazard information.
- 0 Employees transferring hazardous materials from a labeled container to a portable container intended only for their immediate use during the work shift, do not have to label the portable

container. If the portable container is stored beyond the employee's shift, or will be used by other workers, the employee labels the portable container with the PEOSH HCS information from the properly labeled larger container.

Hazardous Non-Routine Tasks - Not Applicable

Employees do not conduct non routine tasks in house, such as asbestos abatements, roof replacement, concrete repair/replacements, etc. Therefore, additional training is not necessary.

Employee Training

Every employee who works with or has the potential for exposure to hazardous chemicals under normal conditions of use or in foreseeable emergencies will receive initial and refresher training under the PEOSH Hazard Communication Standard on the safe use of those hazardous chemicals. The Chief Facilities Coordinator is responsible for coordinating the required training. A training program that uses both audiovisual materials and classroom instruction has been prepared for this purpose, and is conducted by the District's Environmental Consultant. The Environmental Consultant provides Initial and Refresher training to each required employee. (location of each training to be determined)

- 0 The trainer meets the definition of a technically qualified person.
- 1 Whenever a new hazard is introduced into the work area, an **additional training session** is provided for workers in a scheduled safety meeting conducted by the Environmental Consultant's program instructor, prior to beginning work with the new hazardous material. The Chief Facilities Coordinator notifies employees about the safety meetings via memo and/or e-mail.

- 0 **Refresher training**, an abbreviated version of initial training, is conducted every two years. The Chief Facilities Coordinator notifies employees when the training session is scheduled, via memo and/or e-mail.

- 0 **Attendance is mandatory at all training sessions** for those workers identified as exposed or having the potential for exposure to hazardous chemicals under normal conditions of use or in foreseeable emergencies. A sign-in sheet is required for each training session, which will be maintained in the training file.

- 0 Training is provided at no cost to the employee and is provided during working hours. The training is appropriate in content and vocabulary to the educational level, literacy, and language of the employees.

- 0 The documentation of training required by PEOSH HCS is maintained in the maintenance Office.

The **initial training session** includes the following discussion items:

1. An explanation of the PEOSH Hazard Communication Standard and this written program;
2. Chemical and physical properties of the hazardous materials (e.g., flash point, reactivity) and methods used in this workplace to detect the presence or release of hazardous chemicals (including the chemicals in piping systems);
3. Physical hazards of chemicals such as the potential for fire and explosion;
4. Health hazards (both acute and chronic) associated with exposure to hazardous chemicals, signs and symptoms of exposure, and any medical condition that may be aggravated by exposure to the chemical, using MSDSs and HSFs;
5. Methods to protect against exposure to the hazard such as engineering and administrative controls, proper work practices, use of personnel protective equipment (PPE), and procedures for emergency response to spills and leaks;
6. Standard operating procedures to assure protection when cleaning hazardous chemical spills and leaks;
7. The location of and responsible person for maintaining MSDSs, HSFs, RTK Survey, RTK Hazardous Substance List (HSL), and other hazardous material information;
8. An explanation of the applicable provisions of the Worker and Community Right To Know Act;
9. How to read and interpret the information on PEOSH HCS and RTK labels, HSFs and MSDSs, and how employees may obtain additional hazard information using the RTK Survey and RTK HSL;
10. A copy of the RTK brochure is handed out during training.

The hazards of the chemicals reviewed, using MSDSs and HSFs, should reflect the actual hazardous chemicals used at your workplace.

The initial and refresher training programs for employees are reviewed annually by the the Chief Facilities Coordinator, who will notify employees of their training.

As part of the assessment of the training program, input from employees regarding the training they have received and suggestions for improving the training are obtained through training evaluation forms. In addition, suggestions may be placed in the employee's suggestion-box.

Employee **refresher training** is an abbreviated version of the initial training, and includes a discussion of the following information:

1. An explanation of any changes in the written program, PEOSH HCS, or RTK Act.
2. Changes in products used or work processes that may cause exposure to hazardous chemicals.
3. A review of health hazards, chemical and physical properties of the hazardous chemicals, and control methods of any routinely used hazardous materials and any new hazardous materials to which the employees may be exposed. The MSDSs and HSFs will be used to review information on the hazardous chemicals.
4. A review of the facility's health and safety policy and procedure manual.
5. A copy of the RTK brochure is distributed.

Contractor Employees

The Chief Facilities Coordinator and/or Custodial Maintenance Staff advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on site. The labeling systems in use, protective measures to be taken, the location and availability of MSDSs, HSFs, Hazardous Communication Plan, and other health hazard information, and the safe handling procedures to be used for these materials.

It is our policy that each outside contractor who brings hazardous chemicals on the site will provide the Chief Facilities Coordinator, and/or Custodial Maintenance Staff with copies of appropriate MSDSs for the hazardous chemicals, information on any special labels used, and precautionary measures to be taken while working with or around their hazardous chemicals or products.

All employees, or their designated representative, can obtain additional information on this written program, the PEOSH HCS, applicable MSDSs and HSFs, and other chemical information from the Chief Facilities Coordinator and/or Maintenance Staff located at each facility.

(Signature of Owner/Manager Representative)

Title

Date _____