

# HAZARD COMMUNICATIONS PLAN

## **References:**

OSHA/VOSH 1910.1200 Hazard Communications

Stafford County Public Schools Emergency Management Plan

Chemical Hygiene Plan for Science Departments Stafford County Public Schools - Revised May 2010

## **Purpose**

The purpose of this plan is to identify typical hazardous chemical uses in the School Division, assign responsibilities for communicating the hazards associated with exposure to these chemicals to employees and students, and establish procedures for mitigating those hazards through a hazard communications program.

## **Scope**

The following list provides a brief synopsis of typical activities occurring in the Division where occupational exposures to hazardous chemicals may occur:

## **Operations & Maintenance**

Exposure to solvents, refrigerants and petroleum products during maintenance and custodial operations.

## **School Nutrition**

Exposure to solvents, refrigerants and disinfectants during food preparation and storage.

## **Career & Technical and Art Education**

Exposure to solvents, paints, inks, bonding agents and petroleum products during hands-on shop training.

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## **Science Education**

Exposure to acids, bases and solvents during laboratory work.

## **Nursing**

Exposure to antiseptics during first aid procedures.

## **Central Garage**

Exposure to solvents, refrigerants and petroleum products during maintenance and repair operations.

## **Identification of Hazardous Chemicals**

Facility administrators are responsible for surveying their facilities to determine what hazardous chemicals are in use. Following the survey, the facility administrator is responsible for preparing and maintaining a Chemical Inventory List (CIL), listing hazardous chemicals in use. The resource personnel listed herein are available to assist facility administrators in compiling their CIL.

## **Labeling Hazardous Chemicals**

Hazardous chemicals used in the Division are normally labeled by the manufacturer and delivered with label intact. Personnel receiving shipment of chemicals are responsible for ensuring packages received are properly labeled. Personnel who repackage chemicals for any reason are responsible for labeling the new package to convey the identity of the material and appropriate hazard warnings.

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

Facility administrators will ensure that an MSDS corresponding with each entry on the CIL is maintained at the facility. The MSDS will be posted in an area accessible to all employees. The resource personnel listed herein are available to assist facility administrators in obtaining MSDS.

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## **Initial and Refresher Employee Training**

Facility administrators are responsible for ensuring that initial and refresher training for hazard communications are provided for their employees. Initial training will be made a matter of record on the new employee processing checklist. Refresher training will normally be scheduled to coincide with annual in-service training. The following resources are available, at the request of the facility administrator, for initial and follow-up training on hazard communications.

## **Student Training**

Hazard communications training for students will be a normal part of the curriculum for those classes where exposure to hazardous chemicals is part of the instructional plan. This hazard communication training is a responsibility of the instructor, as required, in Career & Technical, Art and Science instruction.

## **Hazard Communication Training Lesson Plans**

The following topics should be covered, as appropriate, during initial and refresher training on hazard communications.

- Location and contents of Hazard Communication Plan.
- Location of facility chemical list and MSDS.
- Use of chemical safety equipment.
- Chemical spill immediate action and first aid.
- Interpretation of MSDS.