

# Amity School District 4J

Code: **GBE-AR(2)**  
Adopted: 12/11/91

## **Staff Health and Safety - Hazard Communications**

### **Introduction**

Safety in the school “is an integral part of all school activities and is an ongoing responsibility of all employees and students.”

All employees of the school district are required to be aware of hazards in the workplace and to protect themselves, others, and the school district from hazardous materials which may exist in the workplace.

By law the employer (Amity School District) is responsible for informing, training, and protecting workers. It is the policy of the district that each employee, as a representative of the district, be required to accept personal responsibility to learn of hazards in the workplace, laboratory, shop or classroom, to participate in the district sponsored training, and to follow established procedures to protect themselves, students, and others from hazardous materials.

### **General Information**

In order to comply with the Oregon Occupational Health and Safety Code, OAR Chapter 437, Division 155, Hazard Communication, the following written Hazard Communication Program has been established for the Amity School District.

All workplaces and activities of the district are included within this program. The written program is available in the superintendent’s office and the principal’s office of each school for review by any interested employee.

THE AMITY SCHOOL DISTRICT will meet the requirements of this rule as follows:

#### 1. Container Labeling

The building principal, or his/her designee will verify that all containers received for use will:

Be clearly labeled as to the contents;

Note the appropriate hazard warning

List the name and address of the manufacturer;

Assure that appropriate Material Safety Data Sheets (MSDS) are on file in the workplace.  
All materials will require proper labels, warnings, manufacturer’s name and address in the

workplace. In the case of new materials the MSDS should accompany the shipment and packing list. No container will be released for use until the above data is verified.

The supervisor in each building or workplace will ensure that all secondary containers are labeled with an extra copy of the original manufacturer's label or with labels which clearly identify the material and hazard warning.

2. Material Safety Data Sheets (MSDS)

Copies of MSDS for all hazardous chemicals to which employees of the district may be exposed will be kept in the Hazard Communication file in the principal's office of each school, and the district office.

MSDSs will be available to all employees in their work area for review during each work shift. If MSDS are not available or new chemicals in use do not have MSDS, employees should immediately notify their principal or supervisor. Use of the material (chemical) should be discontinued until the MSDS can be obtained and employees have read the label and hazard instructions. See OAR 437-155-0025.

3. Employee Training and Information

Each employee of the Amity School District will attend a health and safety orientation and will receive information and training on the following:

An overview of the requirements contained in the Hazard Communications Rules, Division 155;

Chemicals present in their workplace operations;

Locations and availability of the written hazard communication program;

Physical and health effects of the hazardous chemicals;

Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;

How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment;

Steps the district has taken to lessen or prevent exposure to these chemicals;

Safety emergency procedures to follow if they are exposed to these chemicals;

How to read labels and MSDS to obtain appropriate hazard information.

After attending the training class, each employee will sign a form to verify that they attended the training, received the written materials and understood the district requirements on Hazard

Communication.

Prior to starting work each new employee of the district will receive a health and safety orientation which will include the information and training described above.

Prior to a new hazardous chemical being introduced into any workplace of the district, each affected employee will be given information as outlined above. The principal or supervisor is responsible for insuring that MSDS of new chemical(s) are available and properly filed.

4. List of Hazardous Chemicals

A list of all known Hazardous Chemicals used by employees of Amity School District will be available for review. Further information on each chemical can be obtained by reviewing Material Safety Data Sheets located in the Hazard Communication file in the principal's office or district office. (See Attached)

**LIST OF HAZARDOUS CHEMICALS**

Product	Supplier	Location	MSDS
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5. Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their section supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

Specific chemical hazards;

Protective/safety measures the employee can take;

Measures the district has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures;

Examples of non-routine tasks performed by employees of this organization:

Tasks	Hazardous Chemical
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As of the preparation of this Hazard Communication Program the district has not identified non-routine tasks. Typically hazardous non-routine tasks would be performed by an outside contractor (see #7 below).

As the district identifies tasks performed by employees which are not part of the regular work

routine, these tasks will be included in this program.

6. Chemicals in Unlabeled Pipes

Amity School District does not typically have hazardous materials in unlabeled pipes or tanks. Exceptions to this would be natural gas, and fuel oil (#2 diesel.)

Work activities may occasionally be performed by employees in areas where these materials are transferred through unlabeled pipes.

Prior to starting work in these areas, the employee shall contact the supervisor for information regarding:

The chemical in the pipes;

Potential hazards;

Safety precautions which should be taken.

7. Contractors

It is the responsibility of Amity School District to provide contractors (with employees) the following information:

Hazardous chemicals to which they may be exposed while on the job site;

Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

Contractors who bring hazardous chemicals onto the school district property are required to notify the district officials as early as possible and not later than 24 hours (one working day) in advance.

The contractor's notice shall include:

- a. A list of hazardous chemicals which the contractor will be using in the schools; and
- b. Precautions the district may take to reduce exposure to the hazardous materials.