

**ELEMENTARY SCHOOL/FACILITY**  
**WRITTEN HAZARD COMMUNICATION PROGRAM**  
**MODEL HAZCOM PLAN**  
**JEFFERSON COUNTY PUBLIC SCHOOLS**

---

**SCHOOL**

---

**DATE**

Each JCPS School/Facility will have a Hazard Communication Program to comply with the OSHA Hazard Communication Standard 1910.1200. The law was implemented and effective on May 23, 1988.

**OSHA WRITTEN HAZARD COMMUNICATION PROGRAM**

The purpose of this law is to ensure that information about the hazards of all chemicals and chemical products used by JCPS Schools/Facilities is known to employees who have them in their work area. It is advised that all JCPS Schools/Facilities must participate in the Hazard Communication Program.

The written Hazard Communication Program of the School/Facility will be maintained in the administrative office and in each work area, as necessary, in order to be readily available to employees on all shifts. This written program explains the methods used to comply with the law including the following:

- Implementation Summary
- Chemical Inventory List
- Container Labels and Secondary Labels
- Informing Contractors
- Material Safety Data Sheets
- Employee Training
- Work Area Responsibility Assignment List
- Hazardous Non-Routine Task Exposures
- Definitions for Reference
- School Chemical Pick-Up List Form

## IMPLEMENTATION SUMMARY

### Introduction

The safety of chemicals in the school workplace is regulated by OSHA. As required by regulation, the **JCPS Chemical Hygiene Plan** sets District standards and responsibilities for using chemicals safely in the science laboratory. The **Hazard Communication Program** is required by OSHA for making safety information on chemicals and chemical products used at your school readily available to employees in each work area. Help in compliance is available by contacting the Environmental Services Office at 485-3698 for implementation materials, guidance, training and disposal needs.

### Hazard Communication Program

1. **Chemical Inventory List** – Complete and/or update the inventory lists for each work area in the school, and send a copy to the Environmental Coordinator. Keep a copy in the work area's red Material Safety Data Sheets (MSDS) binder and one in the main office's red MSDS binder. Be sure to record the exact product name and the manufacturer's name. Lists should be updated near the beginning of each school year for chemicals not previously listed. These forms are available upon request.
2. **Secondary Labels** – Label all unlabeled chemical and chemical-product containers that do not have the original manufacturer's label intact. Also, unlabeled containers, such as custodial spray bottles that hold chemicals during more than one work shift, must be labeled with the yellow/black Secondary Labels that are available upon request.
3. **Material Safety Data Sheets (MSDS)** – Chemical product manufacturers supply MSDS upon request. Each school is responsible for obtaining a MSDS for each chemical and chemical product and for sending a copy to the Safety and Environmental Office. There should be a red MSDS binder containing current MSDS readily available in each work area and in the main school office. After updated inventory lists have been forwarded to the Environmental Coordinator, the Safety and Environmental Office will assist by sending MSDS back to your school from Central Office files or will help by contacting manufacturers. Red MSDS binders are available upon request.
4. **Written Program** – Each school is to keep its own school Written Hazard Communication Program on file in the red MSDS binder in the school's main office. This written program is based on a Model Plan available to principals. The blanks in the Model Plan are filled in, including names of staff members responsible for each work area.
5. **Training** – A signature record of who has received training also must be a part of the written program. Some Central Office departments such as School and Community Nutrition Services, Housekeeping, and Transportation have ongoing training programs. All employees who handle hazardous chemicals must have training to be in compliance. Training will be scheduled upon request and offered at announced times.

## **CHEMICAL INVENTORY LIST**

Essentially all chemicals/chemical products used in schools/facilities are considered hazardous and need to have inventory lists and annual updates. Each work area in a building has its own types of chemicals. The person assigned the responsibility for a work area such as the science department chairperson or plant operator should complete a Chemical Inventory List and send a copy to the Safety and Environmental Office.

The person assigned the responsibility for the work area shall make sure all chemical/chemical products are properly labeled, inventoried and have the MSDS sheet in a red binder in each work area that is readily accessible and available to employees on all shifts including the written program. A master must be kept in the school/facility office in a red binder. (Available on request)

## **CONTAINER LABELING AND SECONDARY LABELS**

The principal/building manager or the designated school safety activities person (indicate name/position) \_\_\_\_\_ is responsible to assign individuals in each work area to verify that all containers in the school/facility that do not have original manufacturers labels have secondary labels with the following:

- Contents of the container
- Appropriate hazard warning (taken from the original container label or from the material safety data sheets)
- Name and address of the manufacturer

Each of the persons/positions identified on the Work Area Responsibility Assignment List will verify that all containers received for use in their area will be clearly labeled as to the contents, note the appropriate hazard warning and list the name and address of the manufacturer. Secondary labels are available on request for use on containers that do not have manufacturer's labels.

These individuals will also insure that all secondary containers have secondary labels containing the same information. Secondary labels will be available by request from the office of Safety & Environmental Services.

Temporary containers that will not contain chemicals or chemical products beyond the current work shift placed and only used by the same person need not have a secondary label.

## **INFORMING CONTRACTORS**

All contractors and their employees must be notified of the presence of JCPS hazardous chemicals to which they may be exposed while on a JCPS job site. They will be advised of measures their employees can take to lessen the possibility of exposure. The supervisor should be advised of the location of the school/facility Hazard Communication Program and the Material Safety Data Sheets.

## **MATERIAL SAFETY DATA SHEETS (MSDS)**

The principal or the designated school safety activities person (indicate name/position)

---

will be responsible to assign individuals to verify that corresponding Material Safety Data Sheets are on file for all hazardous chemicals/chemical products in the school/facility.

Material Safety Data Sheets for hazardous chemicals/chemical products will be maintained in the school/facility Administrative Office and in their respective work area. The work areas are identified on the Work Area Responsibility Assignment List as well as the person/position responsible.

The MSDS is the most reliable way to determine the hazardous nature of chemicals. Revised copies of the MSDS's received by the school must be reviewed for new or significant health and safety information which must be passed on to work area employees. The revised MSDS must be copied, distributed, and inserted into the school's main office MSDS file and the work area file by the person/position identified on the Work Area Assignment Sheet.

If an MSDS is not available from the JCPS warehouse or manufacturer, contact the Safety and Environmental Services Office. MSDS's are to be readily available to employees in each work area on all shifts. The principal/facility manager must ensure that MSDS's are obtained on any chemical they procure locally or purchase directly from a vendor.

## **EMPLOYEE TRAINING**

The principal/facility manager and/or designee will be responsible for coordinating school employee training on OSHA Hazard Communication and on hazardous chemicals used in the work area. Assistance is available from the Safety and Environmental Services Department to provide training upon request.

The training will emphasize these items:

- Summary of the standard and this written program;
- Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes);
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc);
- Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical;
- Procedures to protect against hazards (e.g., personal protective equipment required, proper use, and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response);
- Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks; and
- Where MSDS's are located, how to read and interpret the information on both labels and MSDS's, and how employees may obtain additional hazard information.
- Retraining is required when the hazard changes or when a new hazard is introduced into the workplace.

**WORK AREA RESPONSIBILITY ASSIGNMENT LIST**

The person/position assigned responsibility below will complete the Chemical Inventory List to identify all chemicals and chemical products in their assigned work area. The list should be readily available to all employees on all work shifts for that work area. They are also responsible for verifying that all hazardous chemical containers are labeled and Material Safety Data Sheets are readily available for their assigned work area.

If the work area listed below is found in your School/Facility place and “x” in the box and fill out below.

<b>WORK AREA</b>	<b>PERSON/POSITION RESPONSIBLE</b>
<input type="checkbox"/> Administrative Offices	_____
<input type="checkbox"/> Art/Graphic Arts	_____
<input type="checkbox"/> Food Services	_____
<input type="checkbox"/> Home Economics	_____
<input type="checkbox"/> Housekeeping	_____
<input type="checkbox"/> Instructional Classrooms	_____
<input type="checkbox"/> Library/Media Services	_____
<input type="checkbox"/> Maintenance/Boiler Room	_____
<input type="checkbox"/> Photography	_____
<input type="checkbox"/> Physical Education/Health	_____
<input type="checkbox"/> Outside Buildings	_____
<input type="checkbox"/> Science	_____
<input type="checkbox"/> Teacher Workroom/Lounge	_____
<input type="checkbox"/> Other (Paint booths, shops)	_____
<input type="checkbox"/> _____	_____
<input type="checkbox"/> _____	_____
<input type="checkbox"/> _____	_____
<input type="checkbox"/> _____	_____

List all school work areas above where hazardous chemicals are used or stored.

**NONROUTINE TASK**

When you are required to perform hazardous non-routine tasks (e.g., cleaning tanks, entering confined spaces, etc), a special training session will be conducted to inform you regarding the hazardous chemicals to which you might be exposed and the proper precautions to take to reduce or avoid exposure. (Contact the Safety and Environmental Service office.)

School Name \_\_\_\_\_

Work Area \_\_\_\_\_

**CHEMICAL HAZARD COMMUNICATION PROGRAM  
CHEMICAL INVENTORY LIST**

The following is a complete and accurate list of products and chemicals used or stored in this work area at this time.

<b>ADD or DELET (+ or -)</b>	<b>PRODUCT BRAND NAME</b> Example: Lysol (Usually on front of bottle.) (Area should use chemical name)	<b>MANUFACTURER'S NAME</b> Example: L & F Products (Usually on back of package or bottle.)	<b>PURPOSE OF Chemical/Chemical Product</b> Example: Disinfectant
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		

\_\_\_\_\_  
Approved signature of person responsible for work area  
Note: Send photocopy to Safety & Environmental Office to update lists.

## **HAZARD COMMUNICATION PROGRAM DEFINITIONS FOR REFERENCE\***

**Acute Health Effect** – rapidly occurring health effect

**Chemical** – any element, chemical compound, or mixture.

**Chemical Manufacturer** – where chemicals are produced for use/distribution.

**Chemical Name** – based on a scientific nomenclature system and assigned a number.

**Chronic Health Effects** – health effect from long-term exposure.

**Combustible Liquid** – any liquid having a flashpoint above 100°F

**Common Name** – trade name or other name of chemical.

**Compressed Gas** – a pressurized gas or mixture of gasses.

**Container** – bag, barrel, bottle, box, can, cylinder, tank containing a hazardous chemical.

**Distributor** – a supplier of hazardous chemicals to other distributors or to employers.

**Employee** – a worker having possible exposure to hazardous chemicals under normal operating conditions or in foreseeable emergencies. (Office workers are excluded.)

**Employer** – a business where chemicals are used/distributed/produced (incl. Contractors).

**Explosive** – a chemical that causes a sudden release of pressure.

**Exposure** – employee is subjected to a chemical causing physical/health hazard at work.

**Flammable** – aerosol, gas, liquid, or solid causing a fire due to its ignitability.

**Flashpoint** – min. temp. at which a liquid gives off enough vapor to ignite.

**Foreseeable Emergency** – potential occurrence of equipment or container failure.

**Hazardous Chemical** – any chemical with a physical or health hazard on MSDS.

**Hazard Warning** – words/pictures/symbols on label, etc. of a physical/health hazard.

**Health Hazard** – scientifically established acute or chronic health effects on employees.

**Identity** – chemical or common name.

**Immediate Use** – used only by one person during the same work shift.

**Label** – written/printed/graphic affixed to container of hazardous chemical.

**Material Safety Data Sheet (MSDS)** – an information sheet developed by the manufacturer under guidelines for each chemical/chemical product that employer shall have in the workplace for each hazardous chemical used.

**Mixture** – a non-reactive combination of chemicals.

**Oxidizer** – initiates or causes a fire through release of oxygen.

**Physical Hazard** – chemical that is a combustible liquid, compressed gas, explosive, flammable, organic peroxide, oxidizer, pyrophoric, unstable (reactive), or water reactive.

**Pyrophoric** – a chemical that ignites spontaneously in air at less than 130°F.

**Responsible Party** – someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

**Unstable (reactive)** – a chemical that reacts vigorously under shock, pressure, or temp.

**Water-reactive** – reacts with water to release gas that is flammable or is a health hazard.

**Work Area** – a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

**Workplace** – building/site/project at one geographical location with work area(s).

\*Refer to regulation for more details (available on request).



