



Lawton Public Schools

Hazardous Communication Program

2016-2017

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LAWTON PUBLIC SCHOOLS
HAZARD COMMUNICATION PROGRAM

I. POLICY STATEMENT

A. Purpose

The purpose of this program is to communicate the procedures, rules, and guidelines for the handling of all hazardous chemicals and substances that may be present in the workplace.

B. Existence of Chemicals

Although the District is not in the chemical business, it does purchase and use a variety of chemicals and substances that, if not handled properly, could be hazardous to district employees.

C. Affected Employees

All work sites and departments of the district are included as a part of this plan. A safe working environment can only be maintained when all employees of the district take the responsibility of developing safe work habits and following all safety plans including, but not limited to this plan.

II. LOCATION AND UP-DATE OF THE PLAN

A. Location of Plan

A copy of this plan will be located in the Principals office at each school site. The plan will be located at the Shoemaker Center in the office of the Personnel Director and maintained by the Safety Coordinator at the Maintenance office.

C. Review and Up-date of Plan

The plan will be reviewed by the Safety Coordinator annually on or before June 30th of each fiscal year or when changes to plan are warranted to require modification of the work practices and procedures.

III. MATERIAL SAFETY DATA SHEETS (MSDS)

A. Location of Material Safety Data Sheets

Material Safety Data Sheets, herein referred to as MSDS, for every chemical or hazardous substance located at each school site will be maintained at the location where the chemical is present.

A file containing all MSDS for the chemicals located at each school site shall be kept in the custodians' room of that site. The Safety Director at Maintenance and each Custodian Supervisor at each site will be responsible to see that this file is kept up-to-date. A file containing all MSDS of hazardous materials and chemicals located in each department office. It shall be maintained by the respective Departmental Director's designees.

A district-wide master file of all MSDS will be maintained in the Maintenance Offices at 1901 S. W. Lee Blvd.

A copy of MSDS for all corrosive and hazardous chemicals used in science labs must be kept in the labs; however, a copy of all such MSDS must also be maintained in the school's master file at the Maintenance office.

- B. All MSDS shall be legible and written in the English language. If the manufacturer of the chemical offers the MSDS in other languages, the District may also maintain MSDS in other languages.

- C. Maintenance of MSDS Files

The directors of the Food Service, Transportation, and Operations Departments shall designate an appropriate employee to maintain and keep current MSDS files for their respective areas. The ultimate responsibility for the file remains with the Directors.

- D. Introduction of New Chemicals into the Workplace

All new chemicals entering the workplace shall not arrive on the premises unless an MSDS has been delivered to its destination at the same time of the arrival of the chemical.

If a chemical is being delivered through the Distribution Center, all MSDS shall be on file in the Distribution Center prior to the arrival of the chemical.

Chemicals must not be picked up or delivered unless a copy of the MSDS is on file at the workplace where the chemical is to be delivered: Distribution Center or school site. Chemicals delivered to a site prior to receipt of MSDS should be rejected and returned to supplier.

The Director of Purchasing or his designee will request an MSDS from the supplier and forward the MSDS to the Lawton Public Schools Maintenance warehouse. The original MSDS copy must be sent to the Maintenance Office and added to district-wide master file. Employees ordering chemicals should plan ahead for delivery of chemicals to ensure that an MSDS is on file before the chemical arrives.

The Maintenance warehouse Foreman or his/her designee will keep a copy of the MSDS for each new chemical delivered and stored in the Maintenance office.

The Safety Coordinator(s) may at his/her discretion inspect any/all facilities at any time to determine if chemicals have been introduced into the workplace without required documentation.

IV. CHEMICAL INVENTORY

- A. Location of Chemical Inventory List (CIL)

A chemical inventory list (CIL) of all chemicals located at each school site will be located with the MSDS file. The CIL must be updated monthly by the same employee responsible for maintaining the MSDS files, with a copy of the CIL forwarded to the Maintenance Offices. CIL can be updated utilizing electronic mail, if available.

If no new chemicals were introduced to the workplace/site during the one (1) month period, an up-dated CIL is not required to be updated.

B. Obtaining MSDS for Existing Chemicals

If a chemical, located on the property, is discovered with no corresponding MSDS on file, the *employee* responsible for maintaining the MSDS files shall contact the Maintenance warehouse, who will contact the supplier or manufacturer of the chemical and obtain an MSDS within thirty (30) days. If no MSDS is provided by the supplier/manufacturer within the specified time, the chemical shall be removed from the property and disposed of properly. A follow up letter should be sent to the manufacturer/supplier notifying them of their failure to provide the MSDS. All letters notifying the manufacturer of their failure to provide MSDS should also be copied to OSHA.

V. LABELING

A. Label Information

All containers must be labeled by the manufacturer with the following information legibly written in English:

- Name of the chemical names and CAS numbers;
- An appropriate hazard warning;
- Name and address of the manufacturer.

It will be each department head's responsibility to ensure that all containers with hazardous substances/chemicals including secondary containers are properly labeled.

B. Secondary Containers

All secondary containers must be labeled, preferably with a label provided by the manufacturer or with a generic label with appropriate identity and hazard warning information listed, as indicated.

Secondary containers, containing chemicals for immediate use (during one work shift), are not required to be labeled; however, the chemical must be placed back into the original container at the end of the employee's shift and the secondary container cleaned appropriately.

C. Removal of Labels

Employees shall not remove or deface existing labels on incoming containers of hazardous chemicals. Labels that become illegible should be replaced. If a label is removed, it must be replaced immediately.

D. Storage and Building Labeling

The Lawton Public Schools Operations Department will provide the City of Lawton Fire Department with information as required by local fire codes.

Placards and signs will be posted outside of storage areas and buildings in accordance with local fire codes or copies of any waivers granted by fire departments will be kept on file in the Safety Coordinator's Office.

VI. TRAINING

A. Frequency of Training

The Director and/or Principal of each of the Lawton Public Schools sites and/or departments, e.g., Transportation, will be responsible for providing training on hazardous chemicals to employees assigned to their work area within thirty (30) days of initial assignment or re-assignment and annually thereafter.

The Director and/or Principal of each site and/or department will be responsible for notifying and providing training to employees within his/her responsibility whenever the employee may be routinely exposed to additional hazardous substances or when changes in work practices increase risk for potential exposure.

B. Training Objective

Training will be provided to equip Lawton Public Schools' employees with the information and skills necessary for recognizing existing hazardous chemicals, knowing the location of chemicals in their work area, and knowing the means to protect themselves from the existing hazards.

C. Contents of Training

Information and training on hazardous chemicals/substances will include, but may not be limited to:

- Operations in an employee's work area where hazardous chemicals are present;
- Location and availability of written hazard communication program, chemical list, and MSDS at each site;
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
- Physical and health hazards of the chemicals in the work area;
- Employees' "Right to Know" law;
- Measures employees can take to protect themselves from hazards;
- Labels and labeling system used by employer; and
- Location and availability of records.

D. Records Inspection

Safety Coordinator(s) or their designee(s) may inspect training records and/or question any employee regarding Hazard Communication Training at any time.

VII. RECORD KEEPING

A. Location of Training Records

Training records will be maintained in a file at each school site in the Principals office, Transportation, and Food Service and a copy sent and filed at the Maintenance office for certified and support employees.

Anytime an employee is transferred to another site or department, training on the hazards at the new location should be conducted. Original training records should remain at the employee's original assigned site or department. A new record of training shall be made and kept at the new location upon completion of the training session.

B. Contents of Training Record

All training shall be documented using the attached training record.

Training records shall contain the following information:

- The name of each employee legibly printed;
- The employee's signature;
- The date training was conducted; and
- The name of the trainer
- A copy of a post-training exam for each employee listed on the training record sheet, if used.

C. Exposure Records

A copy of all chemical exposure reports will be maintained in a file at the Maintenance office for forty (40) years. Employees experiencing a chemical exposure may request a copy of their exposure records upon termination of employment. The request must be in writing.

D. Requesting Safety and Hazard Information

Upon request, any Lawton Public Schools employee will be allowed to see a copy of safety or hazard communication information within a reasonable time, place and manner, but no later than one (1) calendar day after the request has been made. The request should be made to the department head.

Upon receipt of a written request, any employee will be given a copy of safety or hazard communication information within fifteen (15) days.

The employee's "right to access" is limited to records on substances to which that employee may reasonably expect to be exposed to during normal working hours.

VIII. RIGHT TO REFUSE WORK

Any Lawton Public Schools employee, who after having requested to see a copy of hazard information, which that employee may reasonably be expected to be exposed to during normal working hours or after having requested a copy of the information in writing, is not provided the information by the time specified in section (8.01, D), has the right to refuse to work with hazardous chemicals/substances or in a location where the specific substance is being used until such a time information is provided. No punitive action shall be taken against the employee for refusing to work with hazardous chemicals or substances, based on the conditions specified in this paragraph.

IX. NON-ROUTINE TASKS

Periodically, employees might be required to perform hazardous non-routine tasks, such as spills or clean-up, repairs, and construction activities. Prior to starting work on such projects, the employees will be given information by their immediate supervisor on hazardous chemicals to which they may be exposed. The information will include:

- Specific chemical hazards
- Protective/safety measures the employee can take.
- Measures the company has taken to lessen the hazards including ventilation, respiration, and safety aids.

X. CONTRACTOR AND SUB-CONTRACTOR INFORMATION

A. Contractor's Notification of Hazardous Chemicals

Lawton Public Schools project managers, who are responsible for overseeing any project involving the services of an outside contractor, shall contact the safety coordinator to assess and provide the contractor with the following information:

- Hazardous chemicals which contractors and/or sub-contractors or their employees may be exposed to while on the job site; and
- Precautions the employer may take to lessen the possibility of exposure.

B. District's Notification of Contractor's Hazardous Chemicals

Lawton Public Schools project managers will be responsible for notifying each contractor before any chemicals or hazardous substances enter the workplace to gather and disseminate any information concerning those chemical hazards that the contractor is bringing into the district's workplace.

All hazardous chemicals/materials information must be forwarded to the Maintenance Director prior to the introduction of the chemicals or hazardous substance into the workplace.

It shall be the responsibility of contracting companies to train their own employees in hazardous materials.

C. Substitute or Temporary Employees

Training and hazardous substance information should be provided within ten (10) days of initial assignment.

XI. DISCIPLINARY ACTIONS

Lawton Public Schools employees not following the procedures outlined in this plan or using chemicals improperly against the manufacturer's recommendations may be subject to disciplinary action including and up to, but not limited to, suspension, demotion, and/or termination in accordance with Lawton Public Schools Board Policy and Human Resources procedures and protocol for disciplinary action.