

EBA. HAZARD COMMUNICATION PROGRAM

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 Bethel School District.

All schools and buildings of the District are included within this program. The written program will be available in each location for review by any interested employee.

Bethel School District will meet the requirements of this rule as follows:

1. Container Labeling

The secretary/custodian 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

It is the policy of this District that no container will be released for use until the above data is verified.

The Supervisor in each work area will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the "central stores" generic labels which have a block for identity and blocks for the hazard warning. For help with labeling, please see our safety/health officer.

2. Safety Data Sheets (SDS)

Copies of SDS for all hazardous chemicals to which employees of this District may be exposed will be kept at each school or building.

SDS will be available to all employees in their work area for review during each work period. If SDS are not available, immediately contact Maintenance.

3. Employee Training and Information

Within a reasonable time after starting work, each new employee of Bethel 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 Communication Rules, Division 155
- Notice of chemicals present in their workplace operations
- Location and availability of our written hazard program

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 review SDS to obtain appropriate hazard information

After attending the training class, each employee will sign a form to verify that he/she attended the training, received our written materials, and understood this District's policies on Hazard communication. (Optional item which APD recommends for the employer to use to track the employee training.)

Prior to a new hazardous chemical being introduced into any area of this District, each employee of that

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area will be given information as outlined above. The secretary/custodian is responsible for ensuring that SDS on the new chemical(s) are available.

4. **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 his/her section supervisor about hazardous chemicals to which he/she may be exposed during such activity.

This information will include:

- Specific chemical hazards
- Protective/safety measures the employee can take
- Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures

TASK	HAZARDOUS CHEMICAL
_____	_____
_____	_____

5. **Chemicals In Unlabeled Pipes**

Work activities are often performed by employees in areas where chemicals are transferred through unlabeled pipes.

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

- The chemical in the pipes
- Potential hazards
- Safety precautions that should be taken

6. **Informing Contractors**

- Hazardous chemicals to which they may be exposed while on the job site
- Precautions the employee may take to lessen the possibility of exposure by using appropriate protective measures.