HAZARD COMMUNICATION PROGRAM

A. General

The following written hazard communication program has been established for Ingham Intermediate School District. The program will be available in the main office of each school building for review by affected employees.

B. Hazard Determination

1. The district will be relying on material safety data sheets from material suppliers to meet hazard determination requirements.

C. Labeling

1. The supervisor of administrative services will be responsible for seeing that all containers coming in are properly labeled.

2. All incoming labels shall be checked for: identity, hazard warning, name and address of responsible party.

3. Head custodians in each building shall be responsible for seeing that all portable containers used in work areas are labeled with identity and hazard warning. He/she will obtain label materials from the supervisor of administrative services.

4. Piping systems shall be painted at access points and every 10 feet where the piping is 8 feet or closer to employee contact.

5. Piping shall be painted according to a standard safety coded system which shall be communicated to custodial and maintenance staff.

D. Material Safety Data Sheets (MSDS)

1. The supervisor of administrative services or his/her designee will be responsible for compiling the master MSDS file. It will be kept in the purchasing office.
2. Copies of MSDS's for all hazardous chemicals to which employees may be exposed will be kept in a binder in the office of each building, and in the office of the physical plant supervisor.

3. MSDS's will be available for review to all employees during each work shift. Copies will be available upon request to the building secretary.

4. The supervisor of administrative services shall make requests for MSDS's on all purchase orders. A file of follow-up letters shall be maintained for all shipments received without MSDS's.

5. The supervisor of administrative services shall provide the principal or program supervisor in each building with the required MIOSHA "Right To Know" poster and posting notifying employees of new or revised MSDS's within 5 days of receipt of a new or revised MSDS.

E. Employee Information and Training

1. The human resources department shall coordinate and maintain records of training conducted in schools.

2. New employees will attend a safety class which will have information on:
   a. Chemicals and their hazards in their work areas,
   b. How to lessen or prevent exposure to these hazardous chemicals,
   c. What the schools have done to lessen or prevent worker's exposure to these chemicals,
   d. Procedures to follow if they are exposed to these chemicals, and
   e. How to read and interpret labels and MSDS's used in schools.

3. After attending the class each employee will signify that they have received the materials outlined above and safety training.

4. Before any new hazardous chemical is introduced, each affected employee will be given information in the same manner as during the safety class. The supervisor of administrative services will be responsible for seeing that MSDS's on the new chemical are available. Notices will be posted in the staff lounge and in material preparation areas that provide the location of the written hazard communication
program.

F. Hazardous non-routine tasks-maintenance personnel will be trained to respond to emergencies involving hazardous materials in the workplace. Should they or other employees be asked to undertake work in a confined space or of a nonroutine nature for which they have not been specifically trained, they will first be given a safety briefing by their supervisor.

G. Informing Contractors

1. It is the responsibility of the supervisor of administrative services to provide contractors with the following information:
   
   a. Hazardous chemicals to which they and their employees may be exposed while in school buildings,
   
   b. Measures the employees may take to lessen the risks,
   
   c. Measures the schools have taken to lessen the risks,
   
   d. MSDS's for all hazardous chemicals are on file in the main office, and
   
   e. Procedures to follow if they are exposed.
   
   f. The contractors will be responsible for informing their employees.

2. The supervisor of administrative services will coordinate with physical plant supervisor to ensure that contractor is given this information prior to beginning work.

H. List of Hazardous Chemicals

1. A master list will be maintained of hazardous materials used in the district. Further information on each hazardous chemical noted can be obtained by reviewing the MSDS's in the purchasing office or in other designated locations where these are available.

ADMINISTRATIVE REGULATION

Approved: November 20, 1990