

## SAFETY: HAZARD COMMUNICATION PROGRAM

### A. In General

In order to comply with the Virginia Occupational Health and Safety Standard, 1910.1200, Hazard Communication, the following Hazard communication Program is established for the division.

### B. Purposes

The program's purposes include:

1. To ensure the valuation of chemicals to determine their hazards.
2. To apprise employees of the hazards with which they work.

### C. Staff Responsibilities

Employees responsible for implementing the program in the work areas, classrooms and related activities under their supervision are as follows:

#### Editor's Note

*This list should include those personnel supervising employees who may use, or be exposed to, hazardous chemicals and supplies such as science departmental chairman, agricultural departmental chairman, transportation supervisor (bus garage), maintenance supervisor, purchasing officer.*

*Type and paste your list over this Editor's Note.*

### D. Program Elements

#### 1. Container Labeling

The employees designated in Part C preceding will verify that all containers received for use in their area of responsibility will;

- (a) Be clearly labeled as to the contents;
- (b) Note the appropriate hazard warning; and
- (c) List the name and address of the manufacturer, importer or supplier.

No container will be released for use until the above data are verified.

Secondary containers are to be labeled with either an extra copy of the original manufacturer's label or a facsimile which clearly indicates subsections (a) and (b) preceding.

#### 2. Materials Safety Data Sheets (MSDS)

##### (a) Generally

Chemical manufacturers and importers are required to develop material safety data sheets for each hazardous chemical they produce or import.

When hazardous chemicals are ordered, it shall be specified on the purchase order that the chemicals are not to be shipped without corresponding material safety data sheets.

##### (b) Availability/Information

Copies of the pertinent MSDA's must be readily available to employees. The BSDA must provide information on:

1. Physical and chemical characteristics of each hazardous chemical;
2. Known acute or chronic health effects;
3. Exposure limits;
4. Whether the chemical is considered to be a carcinogen;
5. Precautionary measures;
6. Emergency and first aid procedures; and
7. The identity of the organization which prepared the MSDA.

3. In-service Education

The persons designated in Part C preceding shall provide a health and safety orientation for employees under their supervision who may be exposed to hazardous chemicals in their work area. This orientation will include information and training on the following:

- a. A copy of this regulation;
- b. Chemicals present in their work place operations;
- c. Physical and health effects of the hazardous chemicals;
- d. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
- e. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment;
- f. Safety emergency procedures to follow if they are exposed to these chemicals;
- g. How to read labels and review material safety data sheets (MSDSs) to obtain appropriate hazard information.

After attending the training class, each employee will sign a form to verify that he/she received written materials and understands the division's regulation on Hazard communication.

Adopted: November 17, 1997

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Regulatory Authority: (1985)

Virginia Safety and Health Codes Board standard "Hazard communication" (August 17, 1994 with an effective date of May 25, 1996 for employers, including public sector employers).

Virginia Department of Labor and Industry, "hazard Communication Standard (1919.1200) an Information Manual," (September, 1985).

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