

HAZARDOUS MATERIALS

The Brunswick School Department has developed this Hazard Communication Program to enhance the safety and protect the health of employees who work with or near hazardous substances.

This program meets the requirements of Chapter 22, Title 26 MRSA, and shall include the following:

I. INVENTORY

A list of hazardous substances and chemicals in use in the District will be maintained in the Superintendent's office for a twenty year period, updated annually. A copy of this inventory will be forwarded to the Bureau of Labor Standards.

II. LABELS

Each container of hazardous chemicals in storage or use shall be labeled, tagged or marked with the common or chemical names of the hazardous substances therein. The appropriate hazard warnings shall also be included. Secondary refilled containers will be labeled using the HMIS labeling system. Exempted from the labeling requirement are containers which are filled and used by one single employee during one work shift.

III. MATERIAL SAFETY DATA SHEETS

Purchase orders initiated by the School Department will require the vendor to provide material safety data sheets (MSDS) where applicable. Local purchases of substances intended for household use, in household concentrations and in household quantities are exempt from the MSDS requirement. The School Department will maintain these MSDS on file in each major work area. Employees will be made aware of these locations and will be encouraged to use the sheets when questions or doubts arise. These sheets as well as chemical inventory lists will also be made available upon request to an employee's or former employee's authorized representative or designated physician, the Director of the State Bureau of Health, the Director of the Bureau of Labor Standards, the Chief of the Brunswick Fire Department or as otherwise provided by law or regulation.

IV. EMPLOYEE INFORMATION AND TRAINING

The School Department will provide information and training to all employees who are normally exposed to hazardous substances in their work areas. This training will commence upon an employee's initial assignment; additional instructions will be provided whenever new chemicals are introduced into the work place and when new information indicates the need for additional protective measures. Annual refresher training will be provided to those employees handling the chemicals specifically listed under the "Rules Governing the Chemical Substance Identification Law" (available from the Bureau of Labor Standards), as well as to those employees using non-specified hazardous substances. The training program shall include the following:

- A. The location and availability of Material Safety Data Sheets;
- B. A review of operations where hazardous substances are present;
- C. Methods of detecting the accidental release of hazardous substances;
- D. The physical and health hazards of the substances being used;

- E. The measures employees must take to protect themselves from these hazards, including the purpose, proper use, limitation and availability of personal protective equipment;
- F. An explanation of Material Safety Data Sheets and the secondary container labeling system;
- G. Emergency procedures;
- H. Records of employee training, detailing topics covered, will be maintained on file in the Superintendent's office for twenty years.

V. HAZARDOUS NON-ROUTINE TASKS

Occasionally, employees are required to perform non-routine tasks using hazardous chemicals. Prior to starting work on such projects, each affected employee will be given specific information by the immediate supervisor about the hazardous chemicals to which there will be exposure. This information will include:

- Specific hazards;
- Protective and safety measures the employee will take;
- The measures the School Department has taken to reduce the hazard, including ventilation, presence of another employee, and emergency procedures.

VI. CONTRACTORS

The maintenance supervisor will as a matter of policy in all contracts with outside contractors, inform the contractor of any hazardous materials to which the contractor may be exposed, and the appropriate protective measures. He will also require the same information about chemicals the contractor will bring on to School Department property.

Adopted: 12/11/90

Reviewed: 12/28/09