

WORKPLACE SAFETY AND REPORTING OF HAZARDS

The Board of Education recognizes its responsibility to provide an environment which is reasonably secure from known hazards. The Board therefore, directs the Superintendent of Schools and all professional and support staff members to comply with occupational safety and health regulations, including the Hazard Communication Standard and “Right-to-Know” legislation.

The Superintendent will direct appropriate personnel to develop and oversee a written hazard communication program which will include the following:

1. The identification and reporting of hazards.
2. The compilation of a hazardous materials inventory as compiled in the Material Safety Data Sheets (MSDS) files.
3. The acquisition, maintenance and review of Material Safety Data Sheets (MSDS) for all known hazardous materials on district property on an ongoing basis. Additionally, fully review all files annually.
4. Employee training in hazardous materials management and protection (yearly HazCom training).
5. The recording of all incidents involving exposure to known hazardous materials.

Any employee who requests a copy of a Material Safety Data Sheet will be provided that sheet within 72 working hours, or as near thereafter as possible.

If a staff member or student(s) observe other student(s) acting in an unsafe manner, this behavior should be reported to the nearest available staff member.

The District will comply with the requirements for the visual notification of pesticide application, as set forth in the Environment Conservation Law.

A program in this area is required by the Federal Hazards Communication Standard.

Cross-Reference: 1120, School District Records/Public’s Right to Know
8120, Accident Prevention and Safety Procedures

Reference: 29 CRF 1910.1200 and 12 NYCRR Part 800 (Hazard Communication Standard)
40 CRF 763.95
Public Health Law, Article 48 and Labor Law, Article 28 (“Right-to-Know” Law)
Labor Law 876
Environmental Conservation Law 33-0101

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REPORTING OF HAZARDS REGULATION

The Hazard Communication Program is intended to address the issue of evaluating and communicating hazard information to District employees. The following summarizes the responsibilities of those persons most directly involved with the successful implementation of this program.

Assistant Superintendent for Management Services & Strategic Planning

1. Develops and oversees the implementation of a written hazard communication program.
2. Provides employees with training on hazardous materials and the measures required to maintain optimum protection while working with these agents.
3. Reviews Material Safety Data Sheets (MSDS) for all products currently in use or being considered for use.
4. Maintains an inventory of Material Safety Data Sheets (MSDS) for all hazardous materials.
5. Oversees and supervises the implementation of the Hazards Regulation and the District Health and Safety Specialist.

District Health and Safety Specialist

1. Implements the Hazard Communication Program.
2. Generates and maintains inventory listings of all hazardous materials present and provides updates where and when necessary.
3. Acts as employee contact for obtaining Material Safety Data Sheets (MSDS) from the State Health Department and/or manufacturers/suppliers of materials currently in use or being considered for use.
4. Compiles Material Safety Data Sheets (MSDS) for each hazardous material used and obtains updates when necessary.
5. Ensures that Material Safety Data Sheets (MSDS) are readily accessible to employees, and will provide such information within 72 hours of employee request.
6. Ensures that each container identified as holding a hazardous material is properly labeled as to the identity of its contents and appropriate hazard warnings, including building materials containing asbestos.

Employees

1. Actively participate in mandated training programs and comply with training provisions.
2. Familiarize themselves with the Material Safety Data Sheets (MSDS) of those hazardous materials with which they work.
3. Utilize those measures that have been distributed to protect themselves from adverse exposure to hazardous materials.
4. Employees will promptly report any incidents or concerns involving the District's safe work environment to the Health and Safety Specialist