



Windham School District

School Administrative Unit 95

*19 Haverhill Road
Windham, NH 03087
Phone (603) 845-1550
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Hazard Communication Plan

Windham School System SAU 95 is complying with the requirements of OSHA's Hazard Communication Standard, completing a list of hazardous chemicals used at our site, using MSDSs, ensuring that containers are labeled, and training our farm workers.

This program applies to all operations in the District where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The Director of Facilities is the program coordinator, acting as the representative of SAU 95, who has overall responsibility for the program. He/she will review and update the program, chemical inventory and obtain Material Safety Data Sheet (MSDS) documents as necessary. Copies of the inventory, MSDS's, or the written program may be obtained from the Director of Facilities by request at 19 Haverhill Road Windham NH 03087.

All employees are encouraged to make suggestions because we are committed to the success of our written hazard communication program. We strive for clear understanding, safe behavior, and involvement in the program from everyone.

Hazard Evaluation Procedures

The chemical inventory is a list of hazardous chemicals known to be present in the District. Anyone who comes into contact with the hazardous chemicals on the list needs to know what those chemicals are and how to protect themselves. It is important to understand how hazardous chemicals are identified, whether they are found in a container or generated in work operations (for example, welding fumes, dusts, and exhaust fumes). The hazardous chemicals on the list can cover a variety of physical forms including liquids, solids, gasses, vapors, fumes, and mists.

Material Safety Data Sheets (MSDSs)

The MSDSs we use are fact sheets for chemicals which pose a physical or health hazard in the workplace. MSDSs provide our employees with specific information on the chemicals they use.

The procedures followed if the MSDS is not received at time of first shipment are to not use the chemical until the MSDS is received. When new and significant health information is found the procedure is to inform employees as soon as possible with either written information or a training session.



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Labels and Other Forms of Warning

Labels list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. The chemical identity is found on the label, the MSDS, and the chemical inventory. Therefore, the chemical identity links these three sources of information. The chemical identity used by the supplier may be a common or trade name, or a chemical name. The hazard warning is a brief statement of the hazardous effects of the chemical (i.e., "flammable," or "causes lung damage"). Our labels are legible and prominently displayed, though their sizes and colors can vary.

The Head Custodian at each school is responsible for ensuring that all hazardous chemicals in containers are properly labeled and updated, as necessary. He/she also ensures that newly purchased materials are checked for labels prior to use.

If employees transfer chemicals from a labeled container to a portable container that is intended only for their IMMEDIATE use, no labels are required on the portable container.

All employees are responsible to review and update label information when necessary and to ensure that labels that fall off or become unreadable are immediately replaced:

Training

Everyone who works with or is potentially "exposed" to hazardous chemicals will receive initial training and any necessary retraining on the Hazard Communication Standard and the safe use of those hazardous chemicals by the Department Head. "Exposure" means that "an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.) and includes potential (e.g., accidental or possible) exposure." Whenever a new hazard is introduced or an old hazard changes, additional training is provided.

Information and training is a critical part of the hazard communication program. We train our employees to read and understand the information on labels and MSDSs, determine how the information can be obtained and used in their own work areas, and understand the risks of exposure to the chemicals in their work areas as well as the ways to protect themselves.

Our goal is to ensure employee comprehension and understanding including being aware that they are exposed to hazardous chemicals, knowing how to read and use labels and MSDSs, and appropriately following the protective measures we have established. We encourage our employees to ask questions. As part of the assessment of the training program, the trainer will ask for input from employees regarding the training they have received, and their suggestions for improving it. In this way, we hope to reduce any incidence of chemical source illnesses and injuries.

- *Training Content*
 - The training plan emphasizes these elements:
 - Summary of the standard and this written program, including what hazardous chemicals are present, the labeling system used, and access to MSDS



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- Information and what it means.
- Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).
- Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
- Procedures to protect against hazards (e.g., engineering controls; work practices or methods to assure proper use and handling of chemicals; personal protective equipment required, and its proper use, and maintenance; and procedures for reporting chemical emergencies).

Outside Contractors

When contractors or any other employers' workers will be working in the District, they will have information available to them such as MSDSs.

Each contractor bringing chemicals on-site must provide the Director of Facilities with the appropriate hazard information on these substances, including the MSDSs, the labels used and the precautionary measures to be taken in working with these chemicals.

Additional Information

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable MSDSs, and chemical information lists from the Director of Facilities.