



HUNTINGTON UNION FREE SCHOOL DISTRICT

HAZARD COMMUNICATION PLAN

2012-2013

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I. GENERAL

The purpose of this plan is to ensure that Huntington School District is in compliance with the OSHA Hazard Communication Standard (29 CFR 1910.1200) and the New York State Right-to-Know Law (12 NYCRR Part 820).

Mr. Alvin White, Director of Facilities, is the Coordinator of the Hazard Communication Program, acting as the representative of Mr. Sam Gergis, Assistant Superintendent for Finance and Management Services, who has the overall responsibility.

Each employee of the Huntington School District will be apprised of the substance of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, and the correct procedure to follow in order to protect themselves from these chemicals.

II. HAZARD DETERMINATION PROCEDURES

The Coordinator's staff will conduct an inventory of all chemicals, materials and supplies used by employees in carrying out their duties and assignments for Huntington UFSD.

The Coordinator will maintain a list of all hazardous chemicals used in the facility and update the list periodically. The Huntington UFSD will rely on the Material Safety Data Sheets (MSDS's) supplied with the chemicals for determination of the relevant hazards. The list of hazardous chemicals is maintained in the Building and Grounds Office of the Huntington Union Free School District, 188 Oakwood Road, Huntington, NY 11743

III. LABELING PROCEDURES

The Coordinator is designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels will show at least the following information:

- (a) Chemical Identity
- (b) Appropriate Hazard Warning
- (c) Name and Address of the Manufacturer

The Coordinator will refer to the corresponding MSDS to verify label information. Secondary containers, such as spray bottles containing small quantities of chemicals for use on that shift by a single employee, must also be labeled. The in-house labels will contain the name of the product and any and all applicable hazard warnings. The Coordinator must approve all labels for in-house containers prior to their use.

IV. MATERIAL SAFETY DATA SHEETS

The Hazard Communication Program Coordinator will maintain a MSDS library that includes every substance on the list of hazardous chemicals in the Huntington School District facilities. The MSDS must be a fully completed OSHA Form 174 or equivalent. The MSDS library will consist of several complete sets. One set will be kept in each of the appropriate buildings, and must be available to all employees. The

second set will be kept in the Building and Grounds Office of Huntington Union Free School District, 188 Oakwood Road, Huntington, NY 11743

The Purchasing Department will require that suppliers provide MSDS's for all purchases.

The Coordinator is responsible for acquiring and updating MSDS's. Each MSDS will be reviewed for accuracy and completeness. The Coordinator will consult with the necessary agencies if additional research is needed. Whenever possible the least hazardous substance will be procured.

V. CHEMICALS / PRODUCTS FROM HOME & OUTSIDE CONTRACTORS

Employees of the Huntington UFSD are prohibited from bringing chemicals and products from home for use in or around District facilities. Products include – but are not limited to – all cleaners, disinfectants, deodorizers, polishes, and “wipes” based products. Deodorizers include – but are not limited to: scented candles, air fresheners, incense, potpourri, and automated scenting devices.

Huntington School District will provide information to outside contractors who visit the district's facilities to inform them that some hazardous materials are present and that the MSDS's for these materials and the Hazard Control Plan (HCP) are available to them. In addition, it will be requested of those contractors who bring hazardous materials onto the premises that they provide Huntington School District with the MSDS's for those materials and follow safety measures as appropriate for the safety of district employees.

VI. TRAINING

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial and annual refresher training on the Hazard Communication Standard and the safe use of hazardous chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. Eastern Suffolk BOCES Regional Occupational Safety and Health staff will conduct hazardous chemical training.

The training will emphasize the following elements:

- A summary of OSHA's Hazard Communication standard and this written program
- Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals
- Physical and health hazards associated with potential exposure to workplace chemicals
- Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures
- Hazardous chemical spill and leak procedures
- The location, meaning, and use of Material Safety Data Sheets
- District policy regarding chemicals / products from home

The Coordinator, in conjunction with the Personnel Office of Huntington School District, will monitor and maintain records of employee training and advise the administration of training needs.

Training for the Right to Know/Hazard Communication Compliance Program.

Group: Huntington Union Free School District Employees

Location: Huntington Union Free School District Sites:

Huntington High School / Finley Middle School / Flower Hill School / Huntington Intermediate / Jefferson Primary School / Southdown Primary School / Washington Primary School / Woodhull Intermediate / Administration Building

Dates: New Employees -- on monthly basis
Yearly Refreshers -- on annual basis

Presenters: Eastern Suffolk BOCES Regional Occupational Safety and Health Staff Instructors

VII. NON-ROUTINE TASKS

Maintenance or other supervisors contemplating a non-routine task (e.g. tank cleaning) will consult with the Coordinator and will ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures. A meeting of building supervisors and the Director of Maintenance with affected employees must occur before such work begins.

VIII. RIGHT TO KNOW POSTER

The Coordinator will provide each building with at least one right to know poster. The poster must be placed in an area of the building where it can be seen by all staff. The poster will list the name and phone number of the Hazard Communication Program Coordinator.

IX. ADDITIONAL INFORMATION

Further information on this written program, the Hazard Communication Standard, and applicable MSDS's is available at:

Building and Grounds Office
Huntington Union Free School District,
188 Oakwood Road, Huntington, NY 11743
Phone – 631-673-2127

Employee's request for information -

- (a) Employee should first consult the MSDS file in the building in which they are working. The MSDS's are available to every employee.
- (b) Employees who wish additional information regarding a product or possible problem in the work area should:
 - 1) Complete a Chemical Hazard Report form. These forms are located in the MSDS file (sample enclosed).
 - 2) The Completed form should be sent to the Coordinator of Hazard Communication Program.
 - 3) The employee will receive an answer to their request from the Hazard Communication Program Coordinator within 72 hours.

HUNTINGTON UNION FREE SCHOOL DISTRICT CHEMICAL HAZARD REPORT FORM

Please use this form to request information about specific chemical hazards in your workplace. You should first consult the Material Safety Data Sheet (MSDS) file located in your building. You may use this form to request chemical hazard information if you can not find the appropriate MSDS or require more information than the MSDS can provide.

Your Name (please print) _____

Your Building _____

Your Supervisor's Name _____

Date _____

Name of Chemical (trade name, if appropriate) _____

Manufacturer _____

Hazard Warning, if any, Shown on the Container Label _____

Nature of Your Concern about the Chemical _____

Your Adverse Health Effects Associated with Chemical (check all that apply):

Eye Irritation

Nausea

Headache

Skin Irritation

Dizziness

Disorientation

Respiratory Irritation

Vomiting

Other _____

NOTICE TO OUTSIDE CONTRACTORS – CUT & PASTE ON DISTRICT LETTERHEAD

To: All Outside Contractors of the Huntington Public Schools

The Huntington School District buildings contain certain hazardous materials used in the course of business. Our Hazard Control Plan (HCP) and file of Material Safety Data Sheets (MSDS) are on hand in the Facilities Department of our District Office Building; and, are available to you for information on these materials.

In return, please provide this office with those MSDS's of any materials you plan to use on our premises. These may include: paint, adhesives, spray cans, gas cylinders, cleaning chemicals, or other.

In addition, please indicate by your signature below that you have trained your employees in any applicable OSHA Standards (including Lockout/Tagout, Confined Spaces, Fall Protection, Personal Protective Equipment, etc.), as well as prepared written plans for your firm which comply with OSHA requirements.

Please follow all "No Smoking" rules and other safety procedures as necessary for the safety of all employees and students. Smoking is prohibited in all school buildings and on school grounds in general, according to New York State Regulations.

Be informed that all buildings and grounds of the Huntington School District are Drug & Alcohol – Free Zones; therefore, no alcoholic beverages or drugs, not prescribed to you by a physician, are to be brought to or, consumed on the property or in the buildings of the Huntington School District.

Please be advised that additional documentation for AHERA is required by all contractors working in the district.

Please sign below that you have been offered the HCP and MSDS file for your examination and use.

Thank you for your cooperation.

Signed: _____
(Name & Title)

(Company)

Date: _____

Please return this form to the Huntington School District, 70 Leland Lane, Huntington, NY 11968
Attn: Facilities Department

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