

***Gloucester County Public Schools***  
***Hazard Communication Program***

## **HAZARD COMMUNICATION PROGRAM**

In order to comply with the Hazard Communication Standard, this written program has been established for Gloucester County Public Schools (GCPS). All departments and school buildings of the School System are included within this program. Copies of this program are available on the GCPS Safety & Health Webpage and in the following locations:

**School clinics**

**Transportation Parts Department**

**Maintenance and Engineering Parts Department**

**Building and Grounds Directors office, and**

**I. The basic components of this program are:**

- Hazards Chemical Inventory List
- Safety Data Sheets (SDS)
- Labels and Other Forms of Warning
- Employee Information and Training
- Non-Routine Tasks
- Unlabeled Pipes
- Multi-Employer Workplaces
- On-Site Contractors
- Program Review

**II. Hazardous Chemical Inventory List**

A list of all known hazardous chemicals (products) used at Gloucester County Public Schools is available on the GCPS Safety and Health website [Click Here](#) or by contacting the Health and Safety office at 693-7549.

**III. Hazards Determination**

All hazardous chemicals in the school division are purchased materials. There are no manufactured or intermediate hazardous chemicals. Therefore, Gloucester County Public Schools shall rely on the hazard determination made by the chemical manufacturer as indicated on the SDS.

#### **IV. Safety Data Sheets (SDS)**

When chemicals are ordered, the Chemical Hygiene Officer (a school based person) shall specify on the purchase order that chemicals are not to be shipped without corresponding Safety Data Sheets.

When the SDSs arrive, the receiving party will review them for completeness. Should any SDS be incomplete, a letter will be sent (faxed) immediately to the manufacturer requesting the additional information.

A complete file of SDSs for all hazardous chemicals to which employees of this School Division may be exposed to will be kept on the GCPS Safety and Health website: <http://gloucester.va.safeschoolsSDS.com>. SDSs for hazardous chemicals used by departments will be available for employees and may be accessed at that website via any computer.

#### **V. Labels and Other Forms of Warning**

The Hazard Communication Standard requires that manufacturers label hazardous chemicals. The label must contain the following:

- Chemical identity
- Appropriate hazard warnings
- Name and address of the chemical manufacturer, importer, or other responsible party

When chemicals are ordered by the Chemical Hygiene Officer, the purchase order will indicate the need for the above stated information to be included on the labels, or Gloucester County Schools will refuse acceptance of the shipment. Upon delivery of chemicals, the person receiving it will ensure that the chemicals are labeled properly. Any chemicals without proper labeling will not be accepted.

When chemicals are transferred from the manufacturer's containers to secondary containers, the head of each department will ensure that the containers are labeled with the identity of the chemicals and appropriate hazard warnings.

The entire labeling procedure will be reviewed annually by the Health and Safety office and changed as necessary.

## **VI. Employee Information and Training**

Prior to starting work, new employees of Gloucester County Schools will receive health and safety orientation training. This training may be conducted through the online Safe Schools training program, in a classroom setting with an instructor, or through a combination of both of these methods.

## **VII. Employee Information and Training**

The following topics will be covered:

- An overview of the requirements of the Hazards Communication Standard
- The labeling system and how to use it
- How to review SDSs and where they are kept
- Physical and health effects of hazardous chemicals
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area
- Personal protective equipment and work practices to lessen or prevent exposure to chemicals
- Steps the School Division has taken to lessen or prevent exposure to chemicals
- Safety/emergency procedures to follow if exposure occurs
- Location and availability of the written program

Following each training session, the employee is required to sign and date the training record verifying attendance, or if done electronically, the new employee will be required to pass a test at the end of the training module. These records of training are maintained in an electronic database.

Before any new employee can begin work which requires the use of or potential exposure to hazardous chemicals, training as indicated above must be completed. Additional

training will be provided with the introduction of each new hazard. Records of the additional training will be maintained.

#### **VIII. Non – Routine Tasks**

Prior to any employee beginning a non – routine task that will involve a hazardous chemical, he/she must report to the Chemical Hygiene Officer to determine the hazards involved and the protective equipment required.

#### **IX. Unlabeled Pipes**

Work activities are often performed in areas where chemicals are transferred through pipes. These pipes are not required to be labeled; however, the employees need to be aware of potential hazards. Prior to starting work in areas having unlabeled pipes, the employee shall contact the Facilities Manager to determine:

- The identity of the chemical in the pipes
- Potential hazards
- Safety Precautions

#### **X. Multi – Employer Workplaces**

Often one or more contractors are on site at Gloucester County Public Schools. When employees of a contractor are exposed to chemicals used or stored by Gloucester County Schools, then the other employers will be provided with:

- A copy of the SDS
- Information on any precautionary measures that need to be taken to protect employees
- The chemical labeling system used

Gloucester County Public Schools Construction Manager is responsible for the following:

- Providing contractors with a SDS or ensuring that the SDS is available at Project location
- Informing contractors of the labeling system used. This information will be provided verbally or in writing. If a number or pictograph system is used, then the legend explaining the numbers and pictograph should be given to the contractors or posted in the work area.

#### **XI. Program review**

This written Hazard Communication Program for Gloucester County Public Schools will be reviewed by the Health and Safety office annually and updated as necessary. Should a change occur the revised version will be immediately reissued to all locations.