

RSU 19 HAZARD COMMUNICATION PLAN

I. **Plan Statement- 29 CFR 1910.1200(e)**

RSU 19 has established this Hazard Communication Program in order to comply with 29 CFR 1910.1200, OSHA's Hazard Communication Standard, and to provide a safe and healthy workplace.

All work units are included under this program. The written program will be available for review by any employee during work hours. It is located in the policy manual of each building and a digital copy is located on the Safety page of the District website. The District Safety Officer will review and update the program at least annually and as necessary to include new hazardous materials or procedures.

The written program will be made available to employees, their designated representatives, the Assistant Secretary for Labor for OSHA, the director of the National Institute of Occupational Safety and Health (NIOSH), the Bureau of Labor Standards and the Maine Department of Labor.

II. **Container Labeling- 29 CFR 1910.1200(f)**

All employees using hazardous substances will verify that all containers of hazardous substances used by them are properly labeled.

As of June 1, 2015 all labels will be in compliance with GHS requirements as specified in OSHA's Hazard Communication Standard 29 CFR 1910.1200.

The District Safety Officer will conduct an annual review the labeling system and update as needed.

The District Safety Officer will answer questions and provide help on labeling.

Description of labeling system used:

Original containers received for use will be labeled as follows:

All labels Primary and Secondary, in compliance with GHS guidelines, will have "Hazard Pictogram"(s), a "Signal Word", "Hazard Statements", "Precautionary Statements", the "Product Identifier", "Supplier Identification", and "Supplemental Information" as provided by the supplier.

III. **List of Hazardous Materials- 29 CFR 1910.1200(e){1}(i)**

Each Site Supervisor is responsible for preparing and updating the inventory of all materials in that workplace which are potentially hazardous. That inventory will utilize the form provided in Appendix A. A copy of the Hazardous Material Inventory will maintained in the main office of each site and a copy will be forwarded to the Central Office where it will be kept on file for thirty years.

IV. Safety Data Sheets (SDS)--29 CFR 1910.1200(g)

Any employee ordering any hazardous material will be is responsible for obtaining the appropriate SDS and forwarding copies to the Site Supervisor and the Central Office. The Site Supervisor is responsible for maintaining all SDS s at that site.

Employees receiving hazardous materials will review incoming SDS s to assure the latest information is on file. If the newly received SDSS contains revisions from an earlier SDS currently on file, the receiving employee will replace the outdated copy with the newer version and will forward the updated SDS to the site supervisor and to the Central Office. (S)he will also notify the site supervisor of the changes in the updated SDS. The site supervisor will assure that any new information is passed on to all affected employees.

Employees are not permitted to use or possess any hazardous materials at their work sites for which RSU 19 does not have the appropriate SDS.

SDS s will be accessible to all employees during each work shift when they are in their work areas. A complete set of SDS s will be kept in the main office of each site. In addition, departments with large inventories of hazardous materials will maintain copies of SDS s used within that department. A complete set of SDS s for RSU 19 will be maintained at the District Central Office.

V. Employee Information and Training--29 CFR 1910.1200(h)

The District Safety Officer is responsible for the employee training program. (S)he will ensure that all elements specified below are carried out.

Site supervisors are responsible for assuring that each affected employee under their supervision will be given information as outlined below for any new hazardous material prior to that material being introduced into the workplace.

Prior to starting work, each new employee of RSU 19 will attend a health and safety orientation and will receive the following information:

- An overview of the requirements contained in the OSHA Hazard Communication Standard, 29 CFR 1910.1200.
- Hazardous materials present in their workplace operations.
- Location and availability of our written hazard communication program.
- Physical and health effects of the toxic or hazardous substances.
- Methods and observation techniques used to determine the presence or release of toxic and hazardous substances in the work area.
- How to use toxic and hazardous substances in the safest possible manner, including safe work practices, personal protective equipment and emergency procedures.
- Steps the company has taken to lessen or prevent exposure to toxic and hazardous substances.
- How to read labels and review SDSs to obtain correct hazard information.
- Location of SDSs.

VI. Hazards of Non-Routine Tasks-29 CFR 1910.1200(e)(1)(ii)

In the event that any employee may be required to perform non-routine tasks that involve the use of hazardous materials, the Chemical Hygiene Officer will provide information about those materials to which the employee may be exposed prior to starting such tasks. This information will include specific hazards involved, protective measures the employee should take, measures the company has taken to lessen the hazard, including ventilation, respirators, presence of another employee, and emergency procedures.

VII. Informing Contractors-29CFR 1910.1200(e)(2)

The Buildings and Grounds Supervisor will provide contractors who have employees at our worksite with the following information:

- Toxic and hazardous substances to which the contractor's employees may be exposed while at the worksite.
- Precautions the employees can take to lessen the possibility of exposure.
- Location of SDS S (must be accessible at the worksite).

The Buildings and Grounds Supervisor will contact each contractor before work is started in RSU 19 to gather and disseminate any information concerning material hazards that the contractor is bringing into our workplace. (S)he is responsible for ensuring that any employee of RSU 19 who may be exposed to these hazards is properly trained and protected.