Hazard Communication Program

Quileute Tribal School

2016

1. Introduction

The management of **Quileute Tribal School** is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules. Under this program employees are informed of the contents of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals. These chemicals may be physical or health-related. This written hazard communication plan is available at the following locations for review by all employees:

School Superintendent's Office
School Accounting Office
School SDS and Hazardous Materials Website

2. Identifying Hazardous Chemicals

A list is attached in Appendix 3 to this plan that identifies all hazardous chemicals with a potential for employee exposure at this workplace. Detailed information about the physical, health, and other hazards of each chemical is included in a Safety Data Sheet (SDS); the product identifier for each chemical on the list matches and can be easily cross-referenced with the product identifier on its label and on its Safety Data Sheet.

3. Identifying Containers of Hazardous Chemicals

The labeling system to be used by the **Quileute Tribal School** will follow the requirements in the 2012 revision of the OSHA Hazard Communication Standard to be consistent with the United Nations Globally Harmonized System (GHS) of Classification of Labeling of Chemicals. The label on the chemical is intended to convey information about the hazards posed by the chemical through standardized label elements, including symbols, signal words and hazard statements.

All hazardous chemical containers used at this workplace will have:

1. The original manufacturer's label that includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party
2. A label with the appropriate label elements just described
3. Workplace labeling that includes the product identifier and words, pictures, symbols, or combination that provides at least general information regarding the hazards of the chemicals.

The **Head of Operations and Maintenance** will ensure that all containers are appropriately labeled. No container will be released for use until this information is verified. Workplace labels must be legible and in English. Information in other languages is not available or provided.

Small quantities intended for immediate use may be placed in a container without a label, provided that the individual keeps it in their possession at all times and the product is used up during the work shift or properly disposed of at the end of the work day. However, the container should be marked with its contents.

4. Keeping Safety Data Sheets (previously known as Material Safety Data Sheets)
The manufacturer or importer of a chemical is required by OSHA to develop a Safety Data Sheet (SDS) that contains specific, detailed information about the chemical's hazard using a specified format. The distributor or supplier of the chemical is required to provide this SDS to the purchaser.

SDS's are readily available to all employees during their work shifts. Employees can review SDS for all hazardous chemicals used at this workplace. The primary location and source for accessing a SDS is electronically by going to the School's SDS and Hazardous Materials Website (http://5d5.io/L2T33). Viewing and printing a SDS does not require a login. A paper/hardcopy of each SDS is accessible in the yellow SDS binders in the Accounting Office.

The SDS's are updated and managed by the **Business and Finance Manager.** If a SDS is not immediately available for a hazardous chemical in an emergency, employees can obtain the required information by calling CHEMTREC, 800-424-9300, or INFOTRAC, 800-535-5053. The **Superintendent** and **Business and Finance Manager** can also be consulted.

5. Training Employees about Chemical Hazards
Before they start their jobs or are exposed to new hazardous chemicals, employees must attend a hazard communication training that covers the following topics:

- An overview of the requirements in OSHA's Hazard Communication Standard.
- Hazardous chemicals present in their workplace.
- Any operations in their work area where hazardous chemicals are used.
- The location of the written hazard communication plan and where it may be reviewed.
- How to understand and use the information on labels and in Safety Data Sheets.
- Physical and health hazards of the chemicals in their work areas.
- Methods used to detect the presence or release of hazardous chemicals in the work area.
- Steps we have taken to prevent or reduce exposure to these chemicals.

- How employees can protect themselves from exposure to these hazardous chemicals through use of engineering controls/work practices and personal protective equipment.
- An explanation of any special labeling present in the workplace.
    - What are pictograms?
    - What are the signal words?
    - What are the hazard statements?
    - What are the precautionary statements?
- Emergency procedures to follow if an employee is exposed to these chemicals.

The **Superintendent** and/or **Business and Finance Manager** are responsible to ensure that employees receive this training. After attending the training, employees will sign a form verifying that they understand the above topics and how the topics are related to our hazard communication plan.

Prior to introducing a new chemical hazard into any department, each employee in that department will be given information and training as outlined above for the new chemical hazard.

6. Informing Employees who do Special Tasks

Before employees perform special (non-routine) tasks that may expose them to hazardous chemicals, their supervisors will inform them about the chemicals' hazards. Their supervisors also will inform them about how to control exposure and what to do in an emergency. The employer will evaluate the hazards of these tasks and provide appropriate controls including Personal Protective Equipment all additional training as required.

Examples of special tasks that may expose employees to hazardous chemicals include the following:

- Building demolition
- Restarting a furnace or engine after it has been run out of fuel

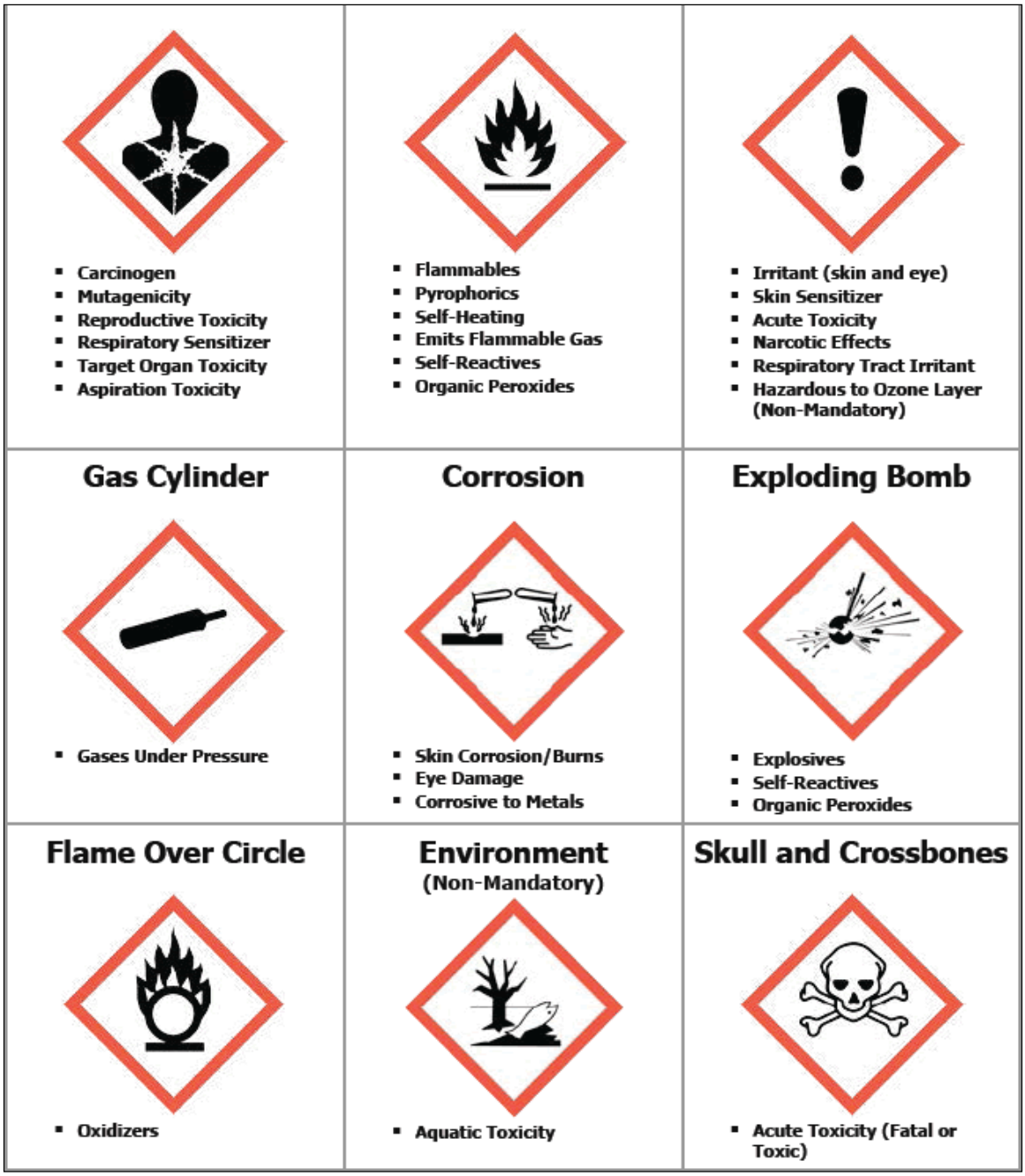
7. Informing contractors and other employers about our hazardous chemicals
If employees of other employer(s) may be exposed to hazardous chemicals at our workplace (for example, employees of a construction contractor working on-site) It is the responsibility of the **Head of Operations and Maintenance** to provide contractors and their employees with the following information:

- The identity of the chemicals, how to review our Safety Data Sheets, and an explanation of the container labeling system.
- Safe work practices to prevent exposure.

The **Head of Operations and Maintenance** will also obtain a Safety Data Sheet for any hazardous chemical a contractor brings into the workplace.

APPENDICES

Appendix One – Pictograms



Appendix Two

OSHA QUICKCARD™

Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/ effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); ACGIH Threshold Limit Values (TLVs); and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the SDS where available as well as appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

Employers must ensure that SDSs are readily accessible to employees.

See Appendix D of 1910.1200 for a detailed description of SDS contents.

For more information: www.osha.gov

For more information:

U.S. Department of Labor

OSHA® Occupational Safety and Health Administration

www.osha.gov **(800) 321-OSHA (6742)**

OSHA 3493-12R 2013

Appendix Three – Training Acknowledgement Form

Use this form to document that an employee has been trained regarding hazardous chemicals used in the workplace as required by OSHA hazard communication rules and regulations.

I, _____, have been informed about the hazardous chemicals that I may be exposed to during my work and I have received training on the following topics:

- An overview of the requirements in OSHA's hazard communication rules
- Hazardous chemicals present in the workplace
- The written hazard communication plan
- How to read labels and review material safety data sheets
- Physical and health effects of the hazardous chemicals
- Methods to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent exposure to these hazardous chemicals through use of exposure controls/work practices and personal protective equipment
- Steps we have taken to reduce or prevent exposure to these chemicals
- Emergency procedures to follow if exposed to these chemicals

Note to Employee: This form becomes part of your personnel file. Read and understand it before signing.

Employee: _____ Date: _____

Trainer: _____ Date: _____

Appendix Four – List of Hazardous Materials

(Attach SDS Inventory List from School Website)[1]

[1] Always consult the School's SDS and Hazardous Materials Website (http://5d5.io/L2T33) for updated, amended and/or revised information.

Appendix Five – SDS Request Form

SAFETY DATA SHEET (SDS) REQUEST FORM

Employers (i.e., the School) must provide a copy of an SDS within 24 hours of when an employee requests it (if possible).

SDS Request

Name: _____

Title: _____

Work Area: _____

Job Classification: _____

I am requesting a copy of the Safety Data Sheet (SDS) for the following substance:

_____
(Name of Substance)

_____
(Your Signature) (Today's Date)

I acknowledge that I have received the SDS as requested.

_____
(Your Signature) (Today's Date)

The SDS requested is not currently available. The supplier of the material has been contacted to provide a copy of the SDS in question. A copy will be made available to you when it is received.

_____
(Manager's Signature) (Today's Date)

_____
(Supervisor's Signature) (Today's Date)