

Hazard Communication Policy

3300

The Adams School, Brooksville Elementary School, Penobscot Elementary School, and Blue Hill Consolidated School shall comply with all applicable Maine and federal laws and regulations concerning chemical hazards. The Superintendent is responsible for developing and implementing a hazard communication program, training program and any other procedures necessary to ensure that the school is in compliance with this policy and applicable laws/regulations.

Adopted: Blue Hill School Committee - November 9, 1988
Amended: Blue Hill School Committee - August 8, 2001
Revised: Blue Hill School Committee - April 9, 2003

Adopted: Castine School Committee - December 6, 1988
Amended: Castine School Committee - September 6, 2001
Revised: Castine School Committee - April 2, 2003

Adopted: Penobscot School Committee - November 14, 1988
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Adopted: Brooksville School Committee - November 7, 1988
Reapproved: Brooksville School Committee - October 23, 1989
Amended: Brooksville School Committee - August 6, 2001
Revised: Brooksville School Committee - April 7, 2003

Hazard Communication Procedure

3300 Procedure

This procedure is designed to meet the requirements of the Chemical Substance Identification Law and to enhance the health and safety of employees in Blue Hill, Brooksville, Penobscot, and Castine.

Labeling of Containers - All storage containers, which contain hazardous materials shall have the common or chemical name of the substance and the appropriate hazard warning clearly displayed. Portable containers intended for immediate use in the workplace, will be labeled with the commercial name and intended use of the product, whether or not they contain hazardous chemicals.

Asbestos - Encapsulated asbestos shall be labeled as such. Entrances to areas containing encapsulated asbestos shall be posted with appropriate warnings. Workers entering these areas will take appropriate precautions, as specified in the asbestos management plan.

Material Safety Data Sheets (MSDS)

1. The school will obtain MSDS for all hazardous chemicals utilized and/or stored in the school building. Copies of the MSDS will be available for inspection during regular school hours at the school.
2. MSDS will be reviewed and updated on an annual basis.
3. MSDS for new products put into use in the school building will be reviewed and employees who may be exposed to the product shall receive appropriate training as necessary.
4. If a product is removed from service, the MSDS shall be annotated with the date of removal and retained for 30 years.

The school shall dispose of hazardous chemicals properly. When required by law/regulations, hazardous chemicals shall be disposed of through an agency licensed by the State. When it is necessary to store hazardous chemicals prior to removal from school property, storage shall be in an approved tank or building.

Outside Contractors

The school will notify outside contractors of the nature and existence of any hazardous substances in areas where potential exposure exists. The school shall request the same information from outside contractors who supply their own chemicals.

Record Keeping

If a product is removed from service, the MSDS shall be annotated with the date of removal and retained for thirty years.

The list of hazardous chemicals used in the workplace will be maintained for thirty years.

Training and Information

Appropriate information and training shall be provided to all employees who are exposed to hazardous chemicals in their work areas. Additional instruction shall be given whenever chemicals or processes change or newly acquired information indicates the need for additional protective measures. All employees shall receive training on an annual basis and it must be documented.

The information and training program shall include the following:

1. A review of applicable laws and/or regulations;
2. A review of operations in any area where hazardous chemicals are present;
3. Description of methods for detecting the presence of release of a hazardous chemical in the work/storage areas;
4. An explanation of the potential health problems associated with hazardous chemicals in the workplace;
5. An explanation of how to read an MSDS, product labels and other documents related to hazardous chemicals and where in the facility the MSDS may be found
6. An explanation of methods to protect employees from these hazards, including the purpose, proper use, and limitations of personal protective equipment; and
7. An explanation of emergency procedures.

It is the responsibility of each employee to take the appropriate safety precautions described in initial and refresher training.

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