

**South Coast Education
Service District**

Code: **GBEAD**
Adopted: 11/18/97
Readopted: 4/10/07
Reviewed: 8/2/17
Readopted: 11/14/17
Orig. Code(s): GBEAD

Hazardous Materials

This policy will affect all ESD personnel who, during the performance of their duties or in a foreseeable emergency, may be exposed to hazardous chemicals -- any chemicals by which physical or health hazards may result. Definitions are as follows:

“Physical Hazard” Chemicals that are combustible liquids, compressed gas, explosive, flammable, oxidizers, unstable (reactive) or water-reactive.

“Health Hazard” A chemical for which there is statistically significant evidence, based on at least one study conducted in accordance with established scientific principles, that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, irritants, corrosives, sensitizers and chemicals that are known to affect target organs.

This policy will be incorporated into Safety/First-Aid manuals and will be available for review by any interested employee.

The ESD will meet the requirements of this rule as follows:

Hazardous Chemical Container Labeling

Employees will verify that all containers received for use will:

1. Be clearly labeled with the contents;
2. Note the appropriate hazard warnings;
3. List the name and address or phone number of the manufacturer.

No containers will be released for use until the above data is verified. Secondary containers not designated for immediate use must also be clearly labeled with the contents and note the appropriate hazard warnings. Secondary labeling need not include information about the manufacturer.

Safety Data Sheets (SDSs)

Copies of SDSs for all hazardous chemicals to which ESD employees may be exposed will be compiled and located on the South Coast ESD website, www.scesd.k12.or.us. Employees will include on any purchase order a request for the suppliers to send the appropriate SDS with each shipment.

Employee Training and Information

As soon as practical after starting work, each new employee of the ESD will be given training on the ESD's Hazard Communication Program and will be shown how they can find information relative to hazardous materials handling.

The superintendent or designee is responsible for ensuring that each new employee is aware of the requirements of Oregon Administrative Rules and of the ESD Hazard Communication Program.

Notices providing an explanation of where employees may obtain or review copies of the Hazard Communication Program and the location of SDS manuals will be posted on employee bulletin Boards.

Index of Hazardous Chemicals

An index of all known hazardous chemicals used by ESD employees will be compiled and implemented into the front of all Safety/First-Aid manuals. Detailed information will be available on each noted chemical/product by reviewing corresponding Safety Data Sheets located in all ESD Safety/First-Aid manual locations.

Hazardous Non-routine Tasks

Periodically some employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information about hazards involving hazardous chemicals to which they may be exposed during each activity.

This information will include:

1. Specific chemical hazards;
2. Protective safety measures the employee can take;
3. Measures the ESD has taken to lessen the hazards, including ventilation, respirators and emergency procedures.

Informing Contractors

It is the responsibility of the ESD to provide contractors and their employees with the following information:

1. Hazardous chemicals to which they may be exposed while on the job; Measures they can take to lessen the possibility of exposure;
2. Steps the ESD has taken to lessen the risk;
3. The location of SDSs for the chemicals with which they may come into contact; Procedures to follow if they are exposed to a hazardous chemical.

END OF POLICY

Legal Reference(s):

ORS 243.650
ORS 329.095
ORS 453.001 - 453.275
ORAR 437-001-0760
ORAR 437-002-0020 to -0075

ORAR 437-002-0140
ORAR 437-002-0144
ORAR 437-002-0145
ORAR 437-002-0180 to -0182
ORAR 437-002-0360
ORAR 437-002-0368

ORAR 437-002-0377
ORAR 437-002-0390
ORAR 437-002-0391
ORAR 581-024-0275