

Chemical Hygiene Plan

The RSU #23 SchoolDepartment has established this Chemical Hygiene Plan in order to comply with 29 CFR 1910.1200, OSHA's Hazard Communication Standard, and to provide a safe and healthy workplace. All work areas are included under this program. This written program will be available for review by any employee during work hours. It is located in the Superintendent of Schools' office and in each building's office within the RSU #23 SchoolDepartment.

The Chemical Hygiene Officer will review and update the program annually or whenever 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), and the Bureau of Labor Standards.

The Director of Maintenance will work with the Chemical Hygiene Officer to verify that all containers of hazardous substances are properly labeled by Material Safety Data Sheet (MSDS) name and will review the labeling system yearly and update it as needed and will answer questions and provide help on labeling as needed by employees. The labeling system will identify all contents, hazard warnings, routes of entry and target organs, and the address of the manufacturer.

The Chemical Hygiene Officer is responsible for preparing and updating the list of all chemicals in our workplace that are potentially hazardous. The RSU #23 SchoolDepartment Chemical Hygiene Officer will keep track of all school science lab chemicals.

All hazardous chemicals known to be present in the workplace or schools need to be listed using a name found on the MSDS and the label. This list can include common or trade names, Chemical Abstract Service (CAS) Registry names, or other identifiers employees will recognize. The chemical list is an inventory of everything for which MSDSs must be obtained. The list is part of the written program, and must be made available to employees upon request.

The Chemical Hygiene Officer and the Director of Maintenance will be responsible for obtaining and maintaining the MSDS files. They will review incoming MSDSs to make sure they contain all required information, and for changes in health and safety information. They will also make sure any new information is passed on to the affected employees.

Toxic or hazardous substances should not be accepted without the MSDS. Employees are not permitted to use any chemicals for which the company does not have the MSDS. MSDSs will be accessible to all employees when they are in their work areas. Copies of MSDSs will be kept in each school's office.

The RSU #23 SchoolDepartment Chemical Hygiene Officer and the Director of Maintenance are responsible for the employee-training program. They will ensure that all elements specified below are carried out. The Chemical Hygiene Officer and the Director of Maintenance are responsible for assuring that each affected employee will be given information as outlined below for any new chemical prior to that chemical being introduced into the workplace.

Prior to starting work, each new employee of RSU #23 SchoolDepartment will attend an orientation and will receive information on the following:

- An overview of the requirements contained in the OSHA Hazard Communication Standard, 29 CFR 1910.1200.
- Chemicals present in their workplace operations.
- Location and availability of our written Chemical Hygiene Plan and Chemical Hazards policy.
- 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 RSU #23 SchoolDepartment has taken to lessen or prevent exposure to toxic and hazardous substances.
- How to read labels and review MSDSs to obtain correct hazard information.
- Location of MSDSs.

Periodically, employees may be required to perform non-routine tasks that involve the use of hazardous chemicals. The Chemical Hygiene Officer and/or the Director of Maintenance will provide information about hazardous chemicals to which employees may be exposed during non-routine tasks prior to employees starting such tasks. This information will include:

- Specific hazards involved.
- Protective measures the employee should take.
- Measures taken to lessen the hazard, including ventilation, respirators, presence of another employee, and emergency procedures.

The Director of Maintenance will provide contractors with employees at RSU #23 SchoolDepartment worksites 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 MSDS.

The Director of Maintenance will contact each contractor before work is started in RSU #23 SchoolDepartment to gather and disseminate any information concerning chemical hazards that the contractor is bringing into our workplace. He/she is responsible for ensuring that any employees of RSU #23 SchoolDepartment who are exposed to these hazards are properly trained and protected.

Adopted: 1/8/14