MATANUSKA-SUSITNA
BOROUGH SCHOOL DISTRICT

Chemical Hazard Communication (HazCom) Program

Complies with

29 CFR 1910.1200

OSHA Hazard Communication Standard

Updated: April 2021

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INTRODUCTION

A. Summary

The Matanuska-Susitna Borough School District (MSBSD) is committed to providing a safe environment for our employees, students, and visitors. In pursuit of this goal, a Chemical Hazard Communication Program (HazCom) is in place to protect employees from injury in accordance with Occupational Safety and Health Administration (OSHA) standards.

B. Purpose

This HazCom program has been developed to ensure MSBSD employees, students, and visitors are protected from hazardous chemicals and physical agents. Workers have the right to know and understand the hazardous chemicals they use and how to work with them safely. This program is designed to ensure that the hazards of chemicals used in MSBSD are communicated to affected employees, along with safe handling and protective measures.

C. Scope

This HazCom program applies to any chemical or physical agent which is known to be present in the workplace that employees may be exposed to under normal conditions of use, or in a foreseeable emergency. The primary components of this program are:

1. Chemical Labeling;
2. Chemical Inventory;
3. Availability of Safety Data Sheets (SDSs); and
4. Provision of employee information and training.

D. Regulations and Standards

Employers that have hazardous chemicals in their workplace are required by OSHA's Hazard Communication Standard (HCS), 29 CRF 1910.1200, to implement a hazard communication program. This program adheres to OSHA standards 29 CRF 1910.1200 and 29 CFR 1910.1200(b)(6)(I) Exclusions.

PROGRAM RESPONSIBILITIES

A. Administration

The District shall develop, implement, and administer the HazCom program to ensure the safety of all employees. The following individuals are responsible for administering the District's HazCom:

1. Program Compliance
   Dan Belanger, Compliance Program Coordinator
   Matanuska-Susitna Borough School District
   501 N. Gulkana St.; Palmer, AK 99654
   P: 907-864-2024; F: 907-746-4088

2. Program Review
   Nicole Lundstrom, Risk Manager
   Matanuska-Susitna Borough School District
   501 N. Gulkana St.; Palmer, AK 99654
   P: 907-746-9213; F: 907-761-4091

B. Supervisors

Supervisors are responsible for:

1. Ensuring all employees have readily available access to SDSs which are located in the employee portal on the District website during their shift;
2. Ensuring implementation of this program in their area; and
3. Ensuring employees are trained on the hazardous chemicals in their work area before initial assignment, and when new hazards are introduced.

C. Employees

Employees are responsible for:

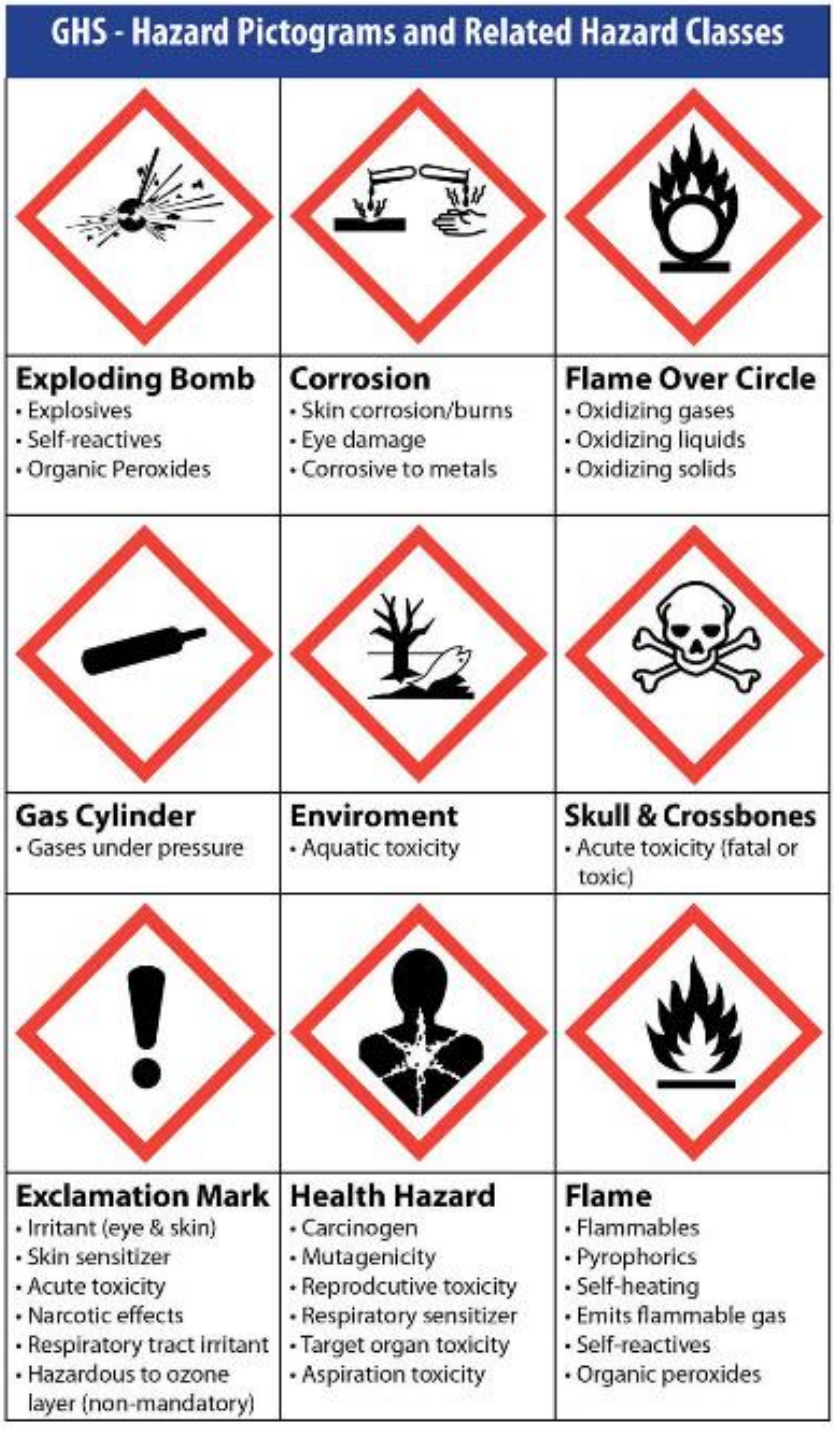
1. Complying with this program;
2. Not removing or defacing labels;
3. Reviewing the SDSs prior to working with new chemicals;
4. Attending hazard communication training; and
5. Notify their supervisor if they are unable to access an SDSs in the employee portal located on the District website.

PROGRAM COMPONENTS

The HazCom has been developed to ensure MSBSD employees, students, and visitors are protected from hazardous chemicals and physical agents. Workers have the right to know and understand the hazardous chemicals they use and how to work with them safely. This program is designed to ensure that the hazards of chemicals used in MSBSD are communicated to affected employees, along with safe handling and protective measures.

A. Identification of Hazardous Chemicals
   1. The chemical manufacturer or importer is responsible for identification of hazardous chemicals, per OSHA 1910.1200. We rely on the manufacturer and importer labels, SDSs, and Globally Harmonized System (GHS) symbols to recognize hazardous chemicals, along with their specific hazards and controls.
   2. The following page contains a sample of OSHA's Hazard Communication Standard Pictograms. Note, other pictograms showing transportation concerns have also been standardized but are not shown.

GHS PICTOGRAM SAMPLE



B. Chemical Inventory
    1. The MSBDS utilizes MSDSonline to maintain a district-wide electronic chemical inventory which can be accessed through the employee portal on the District website.
    2. Supervisors are responsible for ensuring that the chemical inventory is updated as chemicals are acquired or removed from the work area that they control.
    3. Requests for new chemicals are submitted online through the employee portal in MSDSonline.
C. Labels & Other Forms of Warning
    1. Primary labels are located on containers from the manufacturer or importer. Primary labels contain the following information:
        - Product identifier (name);
        - Signal word;
        - Hazard statement;
        - Pictograms;
        - Precautionary statement(s); and
        - Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.
    2. Chemicals transferred from the primary container to a secondary container must be labeled unless intended for immediate use by one individual. The secondary container must be labeled with:
        - Product identifier;
        - Signal word;
        - Hazard statement;
        - Pictograms;
        - Precautionary statement(s);
        - Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party; or
        - Product identifier, words, pictures, symbols, or a combination thereof, which provides information regarding chemical hazards.
    3. Labels must not be removed or defaced. If a label becomes illegible, or if the manufacturer updates the label information, the container must be re-labeled immediately.
    4. Some chemicals, or classes of chemicals have specific label requirements:
        - Peroxide-forming chemicals must be labeled with the date received, and date opened;
        - Chemicals of interest per the US Department of Homeland Security should be labeled as such and kept locked when not in use. The full list is in OSHA 6 CFR Part 27, Appendix to Chemical Anti-Terrorism Standards, Final Rule.
    5. Rooms containing hazardous chemicals, especially laboratory areas, must have standardized door signage to communicate entry requirements, chemical hazards, and contact information.
    6. Hazardous Chemical Identification
        - Look on the label and SDS for words such as “Danger,” “Caution,” “Warning,” or containing warnings such as “Irritant,” “Flammable,” “Sensitizer,” “Corrosive,”

"Carcinogenic," etc., or that indicate personal protective equipment (PPE) is required if the chemical is used or spilled.

- A chemical should be identified as hazardous if there is a hazard coding with words, numbers or colors such as the National Fire Protection Agency (NFPA) of (1) or greater is noted as having a chronic hazard.
- A chemical must be identified as hazardous if there is any known, documented evidence that the chemical or its chemical byproducts may cause a known health hazard. If evidence shows there is a physical hazard due to the chemicals properties being flammable, a combustible liquid, a compressed gas, explosive, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive), or water-reactive, it must be identified as hazardous.
- The GHS pictograms also provide hazard information.

7. The following pages contain sample labels and instructions on how to identify hazardous chemicals.

LABEL SAMPLES

OSHA® QUICK CARD™

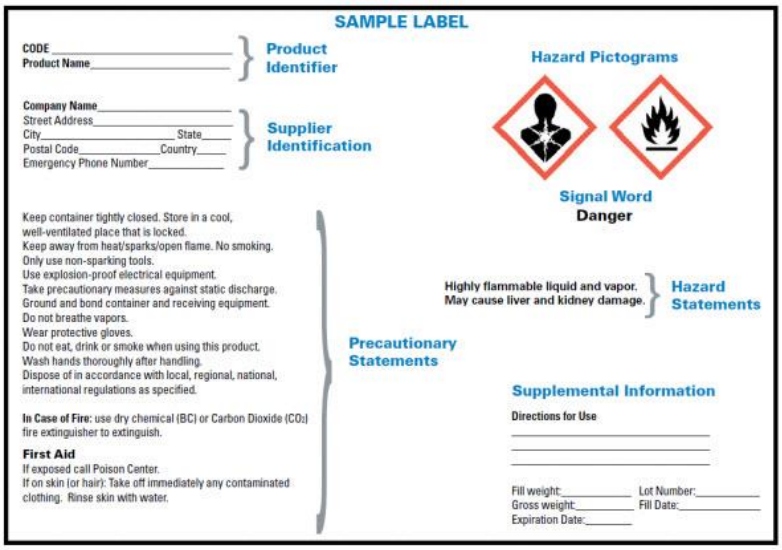
Hazard Communication Standard Labels

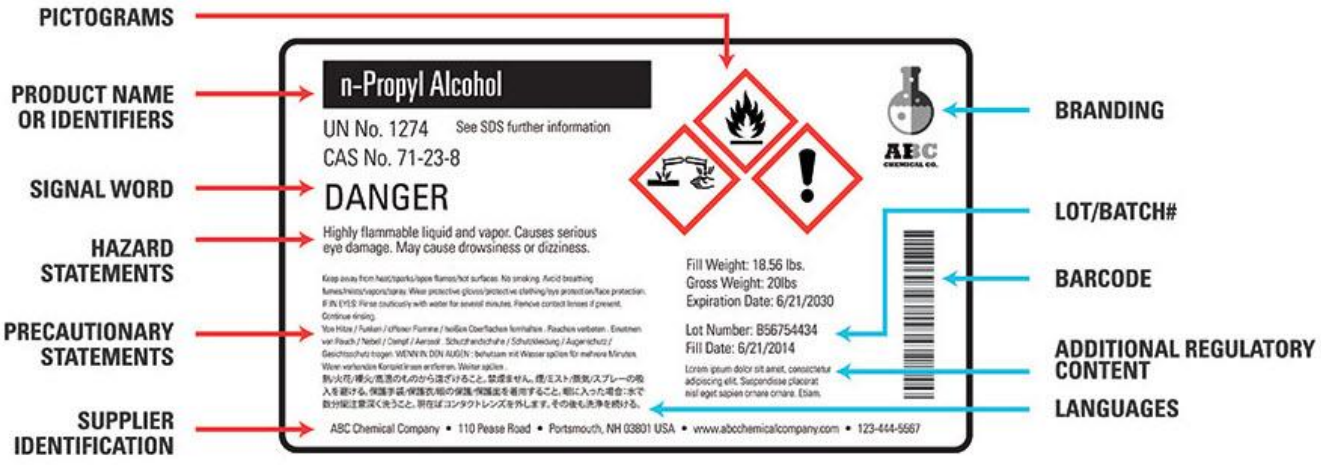
OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on the right. Supplemental information can also be provided on the label as needed.

For more information:

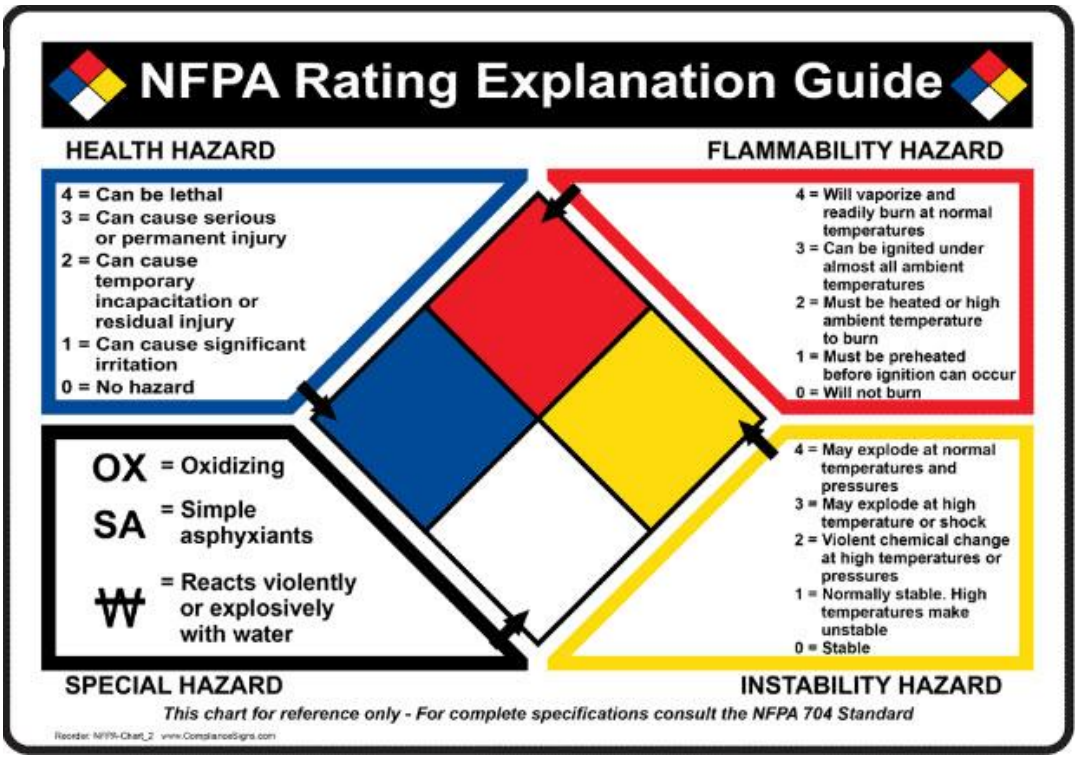
OSHA® Occupational Safety and Health Administration

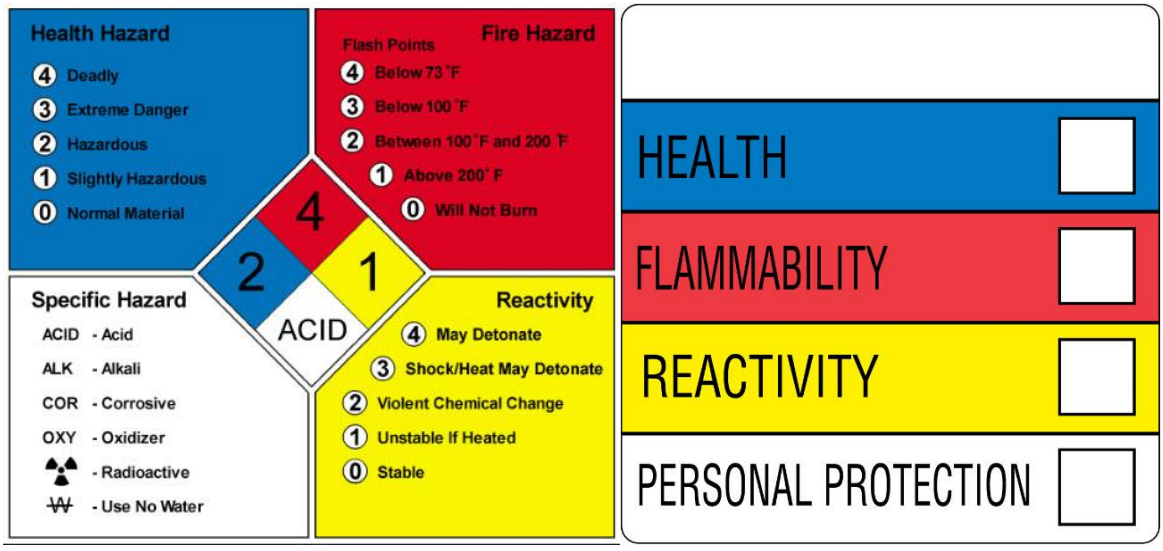
(800) 321-OSHA (6742)
www.osha.gov





NATIONAL FIRE PROTECTION AGENCY SAMPLES





D. Safety Data Sheets
    1. MSBSD requires all locations to maintain SDSs for each hazardous chemical used or stored in their area;
    2. SDSs are located in MSDSonline which is readily accessible 24 hours a day through the employee portal on the District's website; and
    3. Accessible via mobile devices.

E. Employee Information and Training
    1. HazCom training is required for all employees and affected individuals who work with or around chemicals. The HazCom training requirements include:
        - Location of the written HazCom and the contents therein;
        - An explanation of labels;
        - An explanation of SDSs and how to access them in MSDSonline;
        - Methods and observations used to detect the presence or release of hazardous chemicals;
        - Physical and health hazards of chemicals;
        - Protective measures such as work practices, emergency procedures, and PPE;
        - Site-specific training regarding chemical operations in employee work areas and the location of SDSs in MSDSonline for their work areas; and
        - Emergency procedures.

F. Training Delivery
    1. HAZCOM training and site specific training are required for people working with or around chemicals. Training is delivered to all employees through:
        - This document;
        - SafeSchools through the employee portal on the District website; and
        - Site-specific training for those working with or around chemicals is conducted by the employee's immediate supervisor or designee. This includes how to access MSDSonline, access to SDSs, requesting new chemicals, and printing secondary or replacement labels.

G. Occupational Medical Surveillance
    1. Some high-hazard chemicals, carcinogens, or suspect human carcinogens require occupational medical surveillance. If you are using a chemical listed below, you must contact Risk Management to discuss how the chemical is used, and receive information on what medical surveillance may be involved OSHA 3162-o1R 2014.

Acrylonitrile	Arsenic (Inorganic)
Asbestos (General Industry)	Asbestos (Construction and Shipyards)
Benzene	1,3-Butadine
Cadmium	Carcinogens (Suspect)
Chromium (VI) Hexavalent	Coke Oven Emissions
Compressed Air Environments	1,2-Dibromo-3-Chloropropane
Ethylene Oxide	Formaldehyde
HAZWOPER	Lead
Methylene Chloride	Methylenedianiline
Vinyl Chloride	

H. Non-Routine Tasks
    1. MSBSD employees may be required to perform an unusual or non-routine task(s). Prior to starting work on such tasks, employees must work with their supervisor on the following:
        - Specify and define the unusual task(s) and the steps that are inherent in the work to be done;
        - Identify all potential chemical, physical, radiological, and biological hazards that may be involved;
        - Assess whether the hazards may result in exceptional risks and devise methods to minimize the risks to an acceptable level. As part of this assessment, assess whether a less hazardous chemical can be used, or, if a lesser amount of the hazardous chemical can be used to accomplish the task;
        - Identify safe work practices, engineering controls (such as fume hoods), and PPE;
        - Document the hazards and planned procedures; and
        - Train affected workers prior to performing the work task.

I. Unlabeled Piping
    1. All pipes containing chemicals must be labeled to indicate the contents. If unlabeled process piping is discovered in a work area contact Facilities to request assistance with proper labeling.

J. Contractors and Vendors
    1. MSBSD supervisors are responsible for communicating hazards to contractors working within their area. The contractor is responsible for appropriately training their employees on HazCom. Communicating hazards means alerting contractors and vendors to the types and hazardous chemicals in the work area, location of SDSs, and emergency procedures. Similarly, contractors that bring hazardous chemicals into a work area must notify MSBSD supervisors.

DEFINITIONS

Affected Individuals: Persons who are using, exposed, or possibly exposed to hazardous chemicals during the course and scope of their job duties.

GHS: Globally Harmonized System of Classification and Labeling of Chemicals. GHS is an internationally agreed-upon system.

Hazardous Chemical: A hazardous chemical is defined by OSHA as any chemical that is a health hazard or physical hazard.

NFPA: National Fire Protection Agency.

OSHA: Occupational Safety and Health Administration.

Primary Container: Containers received from the manufacturer or distributer.

SDSs: Safety Data Sheets contain information on chemicals such as: the property of each chemical; the physical, health and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical.

Secondary Container: Container that contains chemicals that have been transferred from the primary container.

RECORD OF CHANGES AND REVIEW

Change Date	Pages	Change Summary	Signature
7/1/2018	All	Plan reviewed, revised and updated.	Ashley Bjornson
4/14/2021	All	Plan reviewed and contacts updated.	Dustin Saunders

ATTACHMENT

A. MSDSonline User Guide