

WORKER'S RIGHT TO KNOW HAZARDOUS/POTENTIALLY HAZARDOUS CHEMICAL COMMUNICATION PLAN

The Waterloo Community School District's Hazardous/Potentially Hazardous Chemical Communication Plan has been written as part of the District's efforts to provide its employees with safe working conditions. A copy of the Plan will be available in the Office of Operational Services, each principal's office, Food Service office and the Transportation office.

PLAN ADMINISTRATOR

The Plan Administrator is the Director of Operations. All questions or inquiries regarding the Plan or chemicals in your building should be directed to this office. The address of the Plan Administrator; Education Service Center, 1516 Washington Street, Waterloo, Iowa 50702 - Telephone # (319) 433-1800.

HAZARDOUS/ POTENTIALLY HAZARDOUS CHEMICALS

The school system defines "hazardous/potentially hazardous chemicals" as does the Occupational Safety and Health Administration (OSHA) in the (HCS) 29 C.F.R. Sec. 1910.1200. A "hazardous/potentially hazardous chemical that creates a physical hazard or health hazard." A chemical is a health hazard if there is statistically significant evidence, based on at least one valid scientific study, that acute or chronic health effects may occur in exposed employees.

The Iowa OSHA's "Right to Know Program" (347-120.3)(1) is regulated under Occupational Exposures to Hazardous/Potentially Hazardous chemicals in laboratories. A chemical is a physical hazard if there is scientifically valid evidence that it is a combustible liquid, compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water reactive.

The school system is not required to assess the hazards or evaluate chemicals. The school system shall maintain a list of chemical products used in our system and shall evaluate, to the best of our ability, the potential health exposure of a particular chemical product before we decide to use it.

If an employee believes a material that they are exposed to or use is a hazardous/potentially hazardous material, and no Material Safety Data Sheets (MSDS) is available in our program, the employee should contact the Plan Administrator immediately, and the employee should not use the material until the MSDS has been received and the employee is properly trained to use the material.

COMMUNITY RIGHT TO KNOW

Iowa Code, Chapter 89B

The school system shall provide a "Right to Know Plan" for the community to have access to records.

The school system shall supply a list of chemicals' Material Safety Data Sheets (MSDS) to the Waterloo Fire Department.

ADMINISTRATIVE REGULATION

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The Fire Department will determine where Placards are to be posted.

Placards are posted in each building where chemicals are stored or areas of hazardous/potentially hazardous chemicals.

All temporary containers (bottles, cleaning carts, etc.) are labeled.

DISCIPLINARY ACTION

All chemicals must be reported with MSDS to the Plan Administrator's office. All buildings (all staff) must comply with the "Worker's Right to Know Plan."

Disciplinary action will be taken against any person bringing unauthorized products into the work place.

This action will include suspension, and possible termination of those who violate the "Right to Know Plan." The individual will be responsible for any fines or action incurred by the District resulting from products brought into the work place without the required MSDS.

MATERIAL SAFETY DATA SHEET (MSDS)

MSDS's are included in the Plan Book. The Plan Book is listed in the above paragraph one.

The Plan Administrator is responsible for:

Obtaining (MSDS) from appropriated chemical manufacturers, suppliers and distributors.

All lists of MSDS are kept on file in the Plan Administrator's office.

To update MSDS when new and significant health information is provided by supplier.

To keep logs/files on all telephone calls/written requests regarding MSDS.

MSDS are supplied by the chemical manufacturer supplier or distributor. All supplies must be accompanied by a MSDS before an invoice is paid by the school system. The school system relies on the chemical manufacturer and suppliers to provide accurate updated MSDS. MSDS are accessible during each work shift.

EMPLOYEE TRAINING

All current and new employees are to complete the annual training on the "Right to Know - 'Hazardous/Potentially Hazardous Chemicals Plan' " before performing assigned duties or when a new chemical is introduced into their work area.

Included in this training session:

- Location of "Right to Know Book"
- Location of chemicals
- Usage of mechanical detection devices

ADMINISTRATIVE REGULATION

- Protection of oneself
- Physical/health hazards in work areas
- Performance of nonroutine tasks (such as cleaning up spill or unlabeled pipes) in a safe manner
- School's warning label and MSDS system
- How to use or handle safely all chemicals in their work site
- Exposure to chemicals under normal operating conditions or while performing nonroutine tasks, or under foreseeable emergencies
- Individuals who bring products into the workplace without providing the appropriate MSDS to the site supervisor will be subject to disciplinary action.

TRAINING LOG

The Chief Officer for Human Resources and Equity is responsible for maintaining a "Training Log" that is available in the Human Resource office.

The Training Log will indicate the date and place the training session took place, and the names of the employees who completed the training.

INDEPENDENT CONTRACTORS

Independent contractors who are retained by the school system and who will be exposed to hazardous/potentially hazardous chemicals will be informed by the Plan Administrator, prior to the commencement of their work, of the presence of hazardous/potentially hazardous chemicals known to be in work areas where the independent contractor will be working. In addition, the Plan Administrator will request independent contractors to provide the school with MSDS for any and all hazardous/potentially hazardous chemicals, such as bug sprays, lawn spray, cleaners, solvents, etc. When the independent contractor introduces a new hazardous/potentially hazardous chemical into the workplace. Employees who work in areas where the new hazardous/potentially hazardous chemical is used or stored will receive the required training and information set forth in the "Employee Training Session."

ADOPTED: 3/22/00

Reviewed: 11/13/03, 2/5/09, 4/4/13, 2/7/19