

HAZARD COMMUNICATION

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1. INTRODUCTION**1.1 Purpose**

- 1.2 The purpose of this procedure is to provide instructions for the information and training to be given to all applicable employees and personnel working at Idaho Falls School District 91 facilities concerning *chemical* hazards. Applicable employees include custodial workers, maintenance workers and all operations staff. This procedure implements selected requirements of Idaho Division of Building Safety General Safety & Health Standards, section 301, Hazard Communication.

NOTE: All words or phrases that appear in *italics* have a definition associated with them that can be found in section 5 of this procedure.

1.3 Scope and Applicability

This program applies to all persons who use or propose to use *hazardous chemicals*, who may be exposed to hazardous chemicals under normal conditions of use or in a foreseeable emergency. Program fundamentals used to ensure employees are effectively informed concerning the hazards of chemicals in the workplace include:

- A. Education and training
- B. Original and secondary *Container* labeling (see Appendix A for *HMIS* secondary container labeling example)
- C. Hazardous chemical inventory
- D. *Material Safety Data Sheets (MSDSs)*

This procedure does not apply to *laboratories*. Laboratory personnel follow the Idaho Falls School District 91 Chemical Hygiene Plan (PLN-001).

The following materials, as applicable to district use, are exempt from this procedure and the requirements of Idaho Division of Building Safety General Safety & Health Standards, section 301, Hazard Communication:

- A. *Hazardous waste*
- B. Tobacco or tobacco products
- C. *Articles*(see definition)
- D. Retail food, drugs, and cosmetics packaged for sale to consumers
- E. Foods, drugs, or cosmetics intended for personal consumption

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- F. Any *consumer product* used in the workplace in the same manner and in similar quantities as normal consumer use, and which use results in no significant health or physical hazard to the user and no greater duration and frequency of exposure than exposures experienced by private consumers
- G. Any drug, when it is in solid, final form for direct administration to the patient (i.e., tablets or pills)

2. RESPONSIBILITIES

Performer	Responsibilities
Principals/Supervisors	Review this procedure with the employees under your responsibility and ensure all your employees know the location of MSDSs for your location.
Environmental Safety & Health Specialist	<p>Provide technical support and assist facility personnel and management with implementation.</p> <p>Serve in conjunction with the Custodial Support Supervisor as the company interface for obtaining and distributing custodial and maintenance MSDSs, and provide centralized management of custodial and maintenance MSDS database.</p> <p>Note: Laboratory chemical MSDSs are maintained by the Chemical Hygiene Officer (CHO) for each school as indicated in the Chemical Hygiene Plan (CHP).</p> <p>Maintain Hazard Communication written procedure.</p>
Employee	Perform work activities in accordance with training and hazard communication program elements.

3. INSTRUCTIONS**3.1 Container Labeling**

- 3.1.1 Warehouse Personnel: Verify that incoming manufacturers' hazardous chemical shipping containers/packaging meet the following label content requirements, when labels are visible:

- A. Name of the material
- B. Name and address of the manufacturer
- C. Hazard warnings.

If any incoming hazardous chemical containers are not properly labeled, notify the vendor for return or replacement.

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- 3.1.2 ES&H Specialist: Provide labeling information for original or *secondary containers* upon request, or as needed. Use *HMIS* system for secondary container labels.
- 3.1.3 Custodial Support Supervisor: Provide appropriate labeling for secondary containers of custodial chemicals
- 3.1.4 Employee: Safely use and handle by:
- A. Consulting MSDS as needed to understand the hazards associated with the contents of original and secondary containers.
 - B. Using only properly labeled hazardous chemical containers.
 - C. Using products in accordance with the label and MSDS.

3.2 Material Safety Data Sheets (MSDS)

District 91 custodial and maintenance chemical MSDSs are located on the District web page under the Custodial tab

NOTE: Using the electronic MSDS database requires that all personnel who work in the area know how to access all necessary MSDSs.

- 3.2.1 Principals / Supervisors: Ensure that MSDSs for all hazardous chemicals being used in the work area are available on the Operations homepage.
- 3.2.1.1 Obtain new or updated MSDSs by completing the MSDS Request Form that can be found on the Operations Department website under Custodial Resources and submitting to the Custodial Support Supervisor or the ES&H Specialist.
- 3.2.2 ES&H Specialist: Serve in conjunction with the Custodial Support Supervisor as the company interface for obtaining and distributing MSDSs, and provide a centralized management of custodial and maintenance chemical MSDSs.
- 3.2.3 Chemical Hygiene Officer (CHO): Maintain hazardous agent inventory and provide MSDSs for all chemicals located in laboratory facilities under his/her control. Coordinate with the ES&H Specialist, when necessary, to maintain compliance with the Chemical Hygiene Plan (CHP).
- 3.2.4 Employee: Report any chemical found that does not have an MSDS to your supervisor and ES&H Specialist.

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3.3 Chemical Inventory

NOTE: The hazard communication hazardous agent inventory database is located at the Idaho Falls School District 91 Custodial Resources website under the [Material Safety Data Sheets](#) link.

- 3.3.1 ES&H Specialist: Ensure that custodial and maintenance chemical inventories are completed and updated.
- 3.3.2 Principals / Supervisors: Provide and maintain the following items that are to be *readily accessible* to employees at work locations:
 - A. Location where a current copy of this procedure can be found
 - B. Area-specific hazardous chemical inventory listing (this shall be maintained within the Operations homepage)
 - C. An MSDS for each hazardous chemical listed on the area-specific hazardous chemical inventory.

4. TRAINING

- 4.1 Training to meet the Hazard Communication Standard is provided to district 91 employees through familiarizing themselves with this procedure and SafeSchools online training under the Environmental section. The course is titled [Hazard Communications: Right to Know](#).

5. DEFINITIONS

Article: A manufactured item that:

- A. Is formed to a specific shape or design during manufacture
- B. Has end use function dependent in whole or in part upon its shape or design during end use
- C. Does not release or otherwise result in hazardous exposure to a hazardous chemical under normal conditions of use—for example, solid metal (a lead pipe or steel beam), emissions from newly varnished furniture, pens or pencils, etc.

Chemical: Any element, chemical compound, or mixture of elements and/or compounds.

Consumer products: Products that contain hazardous substances, which are defined in the Consumer Product Safety Act (15 U.S.C. 2051 et. seq.), and are required by that act to be appropriately labeled. Consumer products are considered to be items packaged in the

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same container and bearing the same label as for retail sale to private citizens (consumers) for personal use in or around a household or residence.

Container: Includes any bag, barrel, bottle, box, can, cylinder, drum, machinery reservoir, reaction vessel, or tank used for storage or as a dispensing apparatus. Pipes or piping systems; engines, fuel tanks, or other operating systems in a vehicle; hazardous waste containers; and in-process laboratory reaction vessels are excluded.

Hazardous chemical: Any chemical that is a physical hazard or a health hazard.

Hazardous waste: Discarded material that meets specific criteria as defined in 40 CFR 261.3 of the Resource Conservation and Recovery Act (RCRA).

HMIS: Hazardous Materials Information System (HMIS) is used to label secondary containers. See Appendix A for an example and instructions for use.

Laboratory: A workplace where relatively small quantities of hazardous chemicals are used on a nonproduction basis; i.e., a classroom.

Material safety data sheet (MSDS): Written or printed document concerning a hazardous chemical, prepared in accordance with 29 CFR 1910.1200. An MSDS for any chemical or product can be provided by the manufacturer, MSDS Systems, or by an internal contractor hazard determination that is documented on the MSDS Supplement form.

Readily accessible: Available to employees without barriers. There are no minimum access time requirements; however, the employee must know how to access an MSDS without asking for help.

Secondary container: A container (can, bottle, pan, tank, etc.) which does not have the original label or the original container, used to hold products that do not have the original product information label. Examples include portable gas cans, parts cleaning tanks, squirt bottles, etc.

6. REFERENCES

Idaho Division of Building Safety General Safety & Health Standards, section 301, Hazard Communication

7. APPENDICES

Appendix A, Hazard Communication Labeling System

Appendix A

Hazard Communication Labeling System

Hazardous Materials Information System

The Hazardous Materials Information System (HMIS) is used by School District 91 to label secondary containers. The HMIS is a color and number system. The system uses a color-coded square with four rows in which numbers are used to signal the degree of health hazard, flammability hazard, and reactivity hazard. A letter in the bottom row is used to indicate the personal protective equipment that should be used with the chemical. An asterisk (*) indicates chronic health hazards are associated with the chemical.

HMIS Hazardous Materials Identification System

HMIS Label Example

Chemical Name	
HEALTH	* 2
FLAMMABILITY	1
PHYSICAL HAZARD	0
PERSONAL PROTECTION	
A	
Emergency Overview: Summarize the nature and appearance of the chemical and the important health hazards.	

PERSONAL PROTECTION INDEX	
A	G
B	H
C	I
D	J
E	K
F	X

A	n	o	p	q	r	s
Safety Glasses	Splash Goggles	Face Shield & Eye Protection	Gloves	Boots	Synthetic Apron	Full Suit
t	u	w	y	z	Additional Information	
Dust Respirator	Vapor Respirator	Dust & Vapor Respirator	Full Face Respirator	Aviation Hood or Mask		

HMIS HEALTH HAZARD RATING CHART	
* CHRONIC HAZARD	Chronic (long-term) health effects may result repeated overexposure.
0=MINIMAL HAZARD	No significant risk to health.
1=SLIGHT HAZARD	Irritation or minor reversible injury possible.
2=MODERATE HAZARD	Temporary or minor injury may occur.
3=SERIOUS HAZARD	Major injury likely unless prompt action is taken and medical treatment is given.
4=SEVERE HAZARD	Life-threatening, major or permanent damage may result from single or repeated overexposures.

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HMIS Hazardous Materials Identification System

HMIS FLAMMABILITY HAZARD RATING CHART	
0=MINIMAL HAZARD	Materials that will not burn.
1=SLIGHT HAZARD	Materials that must be preheated before ignition will occur. Includes liquids, solids and semi solids having a flash point above 200° F. (Class IIIB)
2=MODERATE HAZARD	Materials which must be moderately heated or exposed to high ambient temperatures before ignition will occur. Includes liquids having a flash point at or above 100° F but below 200° F. (Classes II & IIIA)
3=SERIOUS HAZARD	Materials capable of ignition under almost all normal temperature conditions. Includes flammable liquids with flash points below 73° F and boiling points above 100° F, as well as liquids with flash points between 73° F and 100° F. (Classes IB & IC)
4=SEVERE HAZARD	Flammable gases, or very volatile flammable liquids with flash points below 73° F, and boiling points below 100° F. Materials may ignite spontaneously with air. (Class IA)

HMIS PHYSICAL HAZARD RATING CHART	
0=MINIMAL HAZARD	Materials that are normally stable, under fire conditions and will not react to water, polymerize, decompose, condense or self react.
1=SLIGHT HAZARD	Materials that are normally stable but can become unstable at high temperature and pressures. Materials may react non-violently with water or undergo hazardous polymerization in the absence of inhibitors.
2=MODERATE HAZARD	Materials that are unstable and may undergo violent chemical change at normal temperature and pressure with low risk for explosion. Materials may react violently with water or form peroxides upon exposure to air.
3=SERIOUS HAZARD	Materials that may form explosive mixtures with water are capable of detonation or explosive reaction in the presence of a strong initiating source or undergo chemical change at normal temperature and pressure with moderate risk of explosion.
4=SEVERE HAZARD	Materials that are readily, capable of water reaction, detonation or explosive decomposition at normal temperatures and pressures.