

Staff Safety

The supervisor of each school and/or work site in the district is responsible for:

General Safety

1. Maintaining a log and summary of all recordable occupational injuries and illnesses occurring at the work site. (A recordable occupational injury or illness is any injury or illness which results in an occupational fatality, lost workdays, need for transfer to a new job, or medical treatment beyond first aid.)
2. Providing training programs to improve the skill and competency in the safe use of powered materials handling equipment, use of machine tool operations, use of toxic material, and operation of utility systems prior to assignment to jobs involving such exposures.
3. Implementing an accident prevention program which describes how to report unsafe conditions, how to use protective equipment, how to respond to emergencies and how to report injuries.
4. Forming a safety and health committee composed of representative of management and employees, which shall review safety and health inspections to assist in correction of identified unsafe conditions or practices and to evaluate accident investigations and recommend improvements where needed. (Minutes of the committee shall be recorded and shall be retained for one year.)
5. Maintaining a safety bulletin board sufficient in size to post and display safety bulletins, newsletters, posters, accident statistics and other safety educational material.
6. Assuring that a person who holds a valid certificate of first aid training is present or available at all times.
7. Maintaining a well-marked first aid kit, or first aid station if the work site has more than fifty employees.
8. Furnishing a work place free of safety hazards and containing such safety devices and safeguards as are consistent with Labor and Industries requirements.

Chemical Safety

1. Chemical Hazard Communication Program

To insure that the information about the dangers of all hazardous chemicals used by the Nine Mile Falls School District are known by all affected employees, the following hazardous information program has been established. All employees of the Nine Mile Falls School District will participate in the hazard communication program. This written program will be available in the staff lounge for review by any interested employee.

2. Container Labeling

- A. The building custodian will verify that all building maintenance chemical containers received for use will be clearly labeled as to the contents, the appropriate hazard warning, and list the name and address of the manufacturer. The building custodian will verify that a current MSDS sheet is on file for the product. If the product is new to the system, the building custodian is responsible for proper chemical safety instruction to workers under his supervision, and responsible for **forwarding the new product MSDS sheet to the safety program manager.**

The building custodian will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label, or with labels that have the product identity and appropriate hazard warning. The building custodian will inspect all secondary containers for proper labeling on a daily basis.

- B. The chemical hygiene manager will verify that all chemicals received for instructional purposes will be clearly labeled as to the contents, the appropriate hazard warning, and list the name and address of the manufacturer. The chemical hygiene manager will verify that a current MSDS sheet is on file for the product. If the chemical is new to the system, the chemical hygiene manager is responsible for a peer review of safety procedures, and **forwarding the new MSDS sheet to the safety program manager.**

The chemical hygiene manager will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label, or with labels that have the product identity and appropriate hazard warning. The chemical hygiene manager will inspect all secondary containers for proper labeling on a quarterly basis. All science teachers with chemical inventories will report to the chemical hygiene manager.

- C. The food service director will verify that all food service chemical cleaning containers received for use will be clearly labeled as to the contents, the appropriate hazard warning, and list the name and address of the manufacturer. The food service director will verify that a current MSDS sheet is on file for the product. If the product is new to the system, the food service director is responsible for proper chemical safety instruction to workers under his supervision, and responsible for **forwarding the new product MSDS sheet to the safety program manager.**

The food service director will ensure that all secondary containers are labeled with either an extra copy of the original manufacturers label, or with labels that have the product identity and appropriate hazard warning. The food service director will inspect all secondary containers for proper labeling on a daily basis.

- D. The head of maintenance will verify that all maintenance chemical containers received for use will be clearly labeled as to the contents, the appropriate hazard warning, and list the name and address of the manufacturer. The head of maintenance will verify that a current MSDS sheet is on file for the product. If the product is new to the system, the head of maintenance is responsible for proper chemical safety instruction to workers under his supervision, and responsible for **forwarding the new product MSDS sheet to the safety program manager.**

The head of maintenance will ensure that all secondary containers are labeled with either an extra copy of the original manufacturers label, or with labels that have the product identity and appropriate hazard warning. The head of maintenance will inspect all secondary containers for proper labeling on a daily basis.

- E. **ANY OTHER STAFF MEMBER RECEIVING AN MSDS SHEET MUST SEND IT DIRECTLY TO THE SAFETY PROGRAM MANAGER VIA THE DISTRICT MAIL SYSTEM.**

3. Material Safety Data Sheets (MSDS)

The safety program manager is responsible for establishing and monitoring the district MSDS program. He will make sure procedures are developed to obtain the necessary

MSDS sheets, and will review incoming MSDS for new or significant health and safety information. He will assure that any new information has been passed on by the building custodian to his workers, the food service director to his workers, the maintenance director to his workers, and the chemical hygiene manager to his peers.

Copies of MSDS sheets for all hazardous chemicals are located in the staff lounge.

MSDS sheets are available to all employees 24 hours a day. If a MSDS sheet is not available, immediately contact the safety program manager. (370-3270 or fax 4249)

4. Employee Training and Information

Prior to starting work, each new employee of the Nine Mile Falls School District will attend a health and safety orientation that includes some or all of the following information and training:

The building principal is responsible for training employees who do not handle chemicals. This would include teachers, administrators, aides, and clerical workers. He will ensure that program elements **A, B, C, D**, specified below are carried out. He will report to the safety program manager.

The food service director is responsible for training his workers. He will ensure that **all** program elements specified below are carried out. He will report to the safety program manager.

The building custodian is responsible for training his workers. He will ensure that **all** program elements specified below are carried out. He will report to the safety program manager.

The chemical hygiene manager is responsible for training teachers who handle instructional chemicals. He will ensure that **all** program elements specified below are carried out. He will report to the safety program manager.

The head of maintenance is responsible for training his workers. He will ensure that **all** program elements specified below are carried out. He will report to the safety program manager.

Program Elements

- a. An overview of the requirements contained in the Hazard Communication Standard.
- b. Hazardous chemicals present at his/her workplace.
- c. How to read labels and review MSDS sheets to obtain hazard or first aid information.
- d. Location of MSDS file and written hazard communication program.
- e. Physical and health risks of the hazardous chemicals.
- f. The symptoms of overexposure.
- g. How to determine the presence or release of hazardous chemicals in his/her work area.
- h. Steps the district has taken to reduce or prevent exposure to hazardous chemicals.
- i. Procedures to follow if employees are overexposed to hazardous chemicals.

Prior to introducing a new chemical into any work area in this District, each employee in that work area will be given information and training as outlined above for the new chemical hazard.

5. Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Some examples of non-routine tasks are: confined space entry, scaffolding erection. Prior to starting work on such projects, each affected employee will be given information by supervisors listed in section 4 above to include chemical hazards, protective and safety measures the employee can use, and steps the district is using to reduce the hazards, including ventilation, respirators, presence or another employee and emergency procedures.

6. Multi-Employer Work Places (Contractors)

It is the responsibility of the safety program manager to provide contractors with copies of MSDS sheets covering hazardous chemicals they may be exposed to in their work area. The safety program manager will also inform contractors of any precautionary measures that need to be taken to protect their employees during normal operation conditions or in foreseeable emergencies, and provide an explanation of the labeling system that is used at the work site.

Date:

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