

# FAIRVIEW SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: CONTROL OF HAZARDOUS  
CHEMICALS

ADOPTED: February 24, 2003

REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">705.1. CONTROL OF HAZARDOUS CHEMICALS</p> <p>In order to comply with the Hazard Communication Standard the Fairview School District has established this policy for the control of hazardous chemicals.</p> <p><u>Container Labeling</u></p> <p>All containers received by the district will:</p> <ol style="list-style-type: none"> <li>1. Be clearly labeled.</li> <li>2. Note the appropriate hazard warning.</li> <li>3. List the name and address of the manufacturer.</li> </ol> <p>The receiving staff member in each building will ensure that all secondary containers are labeled appropriately.</p> <p>The labeling system shall be annually reviewed and updated.</p> <p><u>Materials Safety Data Sheets (MSDS)</u></p> <p>The Superintendent or his/her designee will be responsible for obtaining and maintaining the data sheet system for the district. S/He will see to it that all building administrators receive copies of the MSDS for chemicals placed in their building.</p> <p>Copies of total building hazardous chemical list and MSDS data will be kept in the building administrator's office for review and examination by employees.</p> <p>(Custodial Office, Class Room i.e., Science, Industrial Arts – Specific lists will be available in those specific areas.)</p>
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Employee Training and Information

A yearly district training program will be implemented to ensure that all of the elements below are reviewed, and upon employment all new employees shall receive a briefing by their direct supervisor on the following:

1. An overview of the law.
2. Chemicals present in the workplace.
3. Location and availability of the written plan.
4. Physical and health effects of hazardous chemicals.
5. Methods and techniques to determine the presence or release of hazardous chemicals in the workplace.
6. Emergency procedures to follow when exposed.
7. How to read labels and MSDS sheets.
8. Location of MSDS file and hazardous chemical list.