

PLAINFIELD PUBLIC SCHOOLS

ASBESTOS AWARENESS AND HAZARDOUS COMMUNICATION

It is the intention of the Plainfield Public Schools to comply fully and in a prudent manner with all occupational safety and health regulations/standards of the Occupational Safety and Health Administration (OSHA) and the Asbestos Hazard Emergency Response Act (AHERA). To this end the Plainfield Board of Education requires the following:

ASBESTOS AWARENESS

1. All custodial or maintenance employees of the Plainfield Public Schools will be trained in Asbestos Hazard Awareness as mandated by AHERA. Training will take place within 60 days of employment and certificates will be issued to document individual training completion.
2. All custodial or maintenance employees who work in school buildings that contain asbestos and have the potential to disturb asbestos containing building materials will be trained by an AHERA certified agency within 60 days of employment in Asbestos Disturbance Training. These employees will be certified by AHERA and will be required to maintain this certification on an annual basis.

HAZARDOUS COMMUNICATION STANDARDS

1. All certified and non-certified employees of the Plainfield Public Schools who in the course of their responsibilities commonly come in contact with hazardous substances will be trained in Chemical and Safety Hazards as mandated by OSHA. Training will take place within 60 days of employment and certificates will be issued to document individual training completion. Any interested staff member may participate in this training. Supervisors will schedule the training.
2. Whenever a new hazardous chemical or substance is introduced into the workplace, information will be made available and training will take place to provide for employee protection and safety.

HAZARD COMMUNICATION PROGRAM

1. It is the intention of the Plainfield Public Schools to comply fully and in a prudent manner with all occupational safety and health standards/regulations. Consequently, this program to comply with the Department of Labor, Occupational Safety and Health Administration's Hazard Communication Standard 29 CFR 1910.1200 is implemented and shall be enforced.
2. This program has been established to provide guidelines for all employees, and for the Plainfield Public Schools to meet the requirements of the Hazard Communication Standard. The program applies to any hazardous chemical(s) which is known to be present on the premises to which employees may be exposed under normal conditions of use or in a foreseeable emergency. This written Hazard Communication Program

will be available to all employees in the Plainfield Public Schools Business Office, 651 Norwich Road, Plainfield, CT 06374 for review at all times.

3. Hazardous Chemicals Listings

The Plainfield Public Schools has established and will maintain a list of all the hazardous chemicals used on the premises. The Business Manager will be responsible for the maintenance of this list.

4. Labeling of Hazardous Chemicals

Each container containing a hazardous chemical will be labeled with the identity and the appropriate hazard warning of the contents. In addition, those containers containing hazardous chemical(s) when received from a supplier or shipped to a third party will also have the name and address of the manufacturer or the responsible party.

It is the responsibility of the Plainfield Public Schools to assure that the identity and the hazard warning are placed on all containers that have been transferred from the original drum or container. Also, it is the responsibility of the Business Manager or designee to assure that the identity, the hazard warnings and the name and address of the supplier are on the received/shipped container(s).

5. Material Safety Data Sheets (MSDS)

The MSDS file will contain an MSDS for every hazardous chemical used on the premises. These sheets will be available to employees at all times. The MSDS file for our facilities are located in the Central Office as well as:

Business Manager Office
Early Childhood Center

Principal's Office
Plainfield High School

Principal's Office
Plainfield Central School

Principal's Office
Plainfield Memorial School

Principal's Office
Moosup Elementary School

Principal's Office
Shepard Hill Elementary School

When ordering a new hazardous chemical, it is the responsibility of the Business Manager or designee to assure an MSDS file is kept updated. Employees wishing to gain access to the MSDS file or a copy of MSDS for specific chemical(s) should contact the Business Manager or designee.

6. Information & Training

It is the policy of the Plainfield Public Schools to provide an information and training program to all employees with the implementation of this program, at the time of a new employee's initial assignment, and whenever a new hazard is introduced into the workplace.

This information and training program will include:

- a. Requirements of 29 CFR 1910.1200.
- b. Any operations in employees' work areas where hazardous chemicals are present.
- c. Location and availability of a written hazard communication program, the list of hazardous chemicals and material data sheets.
- d. Means of detecting the presence or release of hazardous chemicals in the work area.
- e. Physical and health hazards of the chemicals in the area.
- f. Measures employees can take to protect themselves from these hazards.
- g. Explanation of the labeling system and the material safety data sheet.
- h. Emergency procedures.
- i. Details of the written hazard communication program developed by the employer.

It will be the responsibility of the Business Manager to implement and maintain the information and training program.

7. Contractor Work

When it is necessary for an outside contractor to perform work at the Plainfield Public Schools, it shall be the responsibility of the Business Manager or designee to inform the contractor of the identity of any hazardous chemicals to which the contractor may be exposed. The procedure for informing the contractor will include the following:

- a. Making the hazardous chemicals inventory of any designated work area where contract work is being performed available to the contractor and advise the contractor of the labeling system.
- b. Making the MSDS's of the identified hazardous chemicals in a designated work area available to the contractor.
- c. Making the contractor aware of the appropriate protective measures taken by the Plainfield Public Schools' employees in a designated work area.

It is also the responsibility of the Business Manager or designee to determine if the contractor will be using any hazardous chemicals and, if so, to take appropriate actions to assure the protection of the Plainfield Public Schools' employees

8. Hazard of Non-Routine Tasks

Prior to starting work on hazardous non-routine tasks, every affected employee will be given information by the Business Manager or designee about the hazardous chemicals to which they may be exposed. Such information will include, but not limited to specific hazards associated with the chemicals, protective measures (i.e. PPE, work practices, engineering controls, etc.) and emergency procedures.

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