

**W**ritten

**H**azard

**C**ommunication

**P**rogram

Cliffwood Elementary School  
422 Cliffwood Avenue  
Cliffwood, New Jersey 07721

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

2019/2020

# Written Hazard Communication Program

## Policy and Administration

This notice is to inform you that our school complies with the Public Employees Occupational Safety and Health Program Hazard Communication Standard (PEOSH HCS), N.J.A.C. 12:100-7, which New Jersey adopted with amendments, on May 3, 2004. We provide information about the hazardous chemicals in our workplace, their associated hazards, and the methods for controlling these hazards. We have put in place the following required elements of the Standard:

- (1) A list of hazardous chemicals;
- (2) Material Safety Data Sheets (MSDSs), Safety Data Sheets (SDSs) and Hazardous Substance Fact Sheets (HSFSS) for hazardous chemicals;
- (3) Labeled containers; and
- (4) A training program for employees who work with or have a potential for exposure to hazardous chemicals.

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This written program applies to all work operations in our school where employees are exposed or may be exposed to hazardous chemicals or conditions under normal working operations or during foreseeable emergency situations.

**Adam Nasr**, the Responsible Official, working in **Matawan-Aberdeen Regional School District** located at **One Crest Way, Cliffwood, New Jersey**, is the Program Coordinator who has overall responsibility for the written program as well as for the annual review and update of the written program. The Responsible Official also makes available this written program to employees within three days of their request.

As required under the PEOSH HCS, employees will be informed of the contents of this program, the location and availability of health and safety information about hazardous chemicals, the hazardous properties of chemicals with which they work, safe handling procedures for the hazardous chemicals, and measures they should take to protect themselves from the hazardous chemicals. This information will be provided during employee training sessions, safety meetings and/or written employee safety bulletins. Employees will also be informed of the hazards of any non-routine tasks.

## **List of Hazardous Chemicals**

The list of the hazardous chemicals in this facility is prepared by the Responsible Official. This list is continually updated.

The Right To Know Survey will list all hazardous chemicals located at this facility. This Right To Know Survey will be updated every July 15<sup>th</sup>. Any hazardous chemicals brought into the workplace after July 15<sup>th</sup> will be listed as an attachment to this written program in a format similar to the annual Right To Know Survey.

## **Material Safety Data Sheets (MSDS), Safety Data Sheets (SDS) and Hazardous Substance Fact Sheets (HSFS)**

MSDSs, SDSs and HSFSs provide health and safety information on the specific hazardous products or chemicals employees use. In compliance with the PEOSH HCS, the MSDSs/SDSs are made readily accessible during each work shift to employees when they are in their work areas. The Responsible Official obtains MSDSs/SDSs on all products containing hazardous chemicals and HSFSs on all hazardous chemicals. These documents are available on a flash drive in the Main Office of this facility and the Responsible Official maintains a master file of all the MSDSs/SDSs and HSFSs in his/her office.

If additional information is needed about a hazardous chemical or product, if an MSDS/SDS is missing, or if an MSDS/SDS has not been supplied with the initial shipment, the Responsible Official is responsible for contacting the manufacturer or supplier. The person(s) listed below will ensure that the MSDSs/SDSs kept in the Main Office are updated as needed and the MSDS/SDS binder is kept intact, and that HSFSs are updated as needed. As a policy of this school, an MSDS/SDS and HSFS hard copy will be provided to the requesting employee immediately upon request, or within 3 working days of the request if the MSDS/SDS or HSFS is not immediately available.

**Adam Nasr – Director of Facilities**

**732-705-4013**

Any new procedures or products that are planned to be used in this workplace must be approved by the Responsible Official. Further, the Responsible Official must ensure that MSDSs/SDSs and HSFSs are obtained before use begins.

## **Labels and Warning Systems**

The labeling system to be used by your district will follow the requirements in the 2012 revision of the OSHA Hazard Communication Standard to be consistent with the United Nations Globally Harmonized System (GHS) of Classification of Labeling of Chemicals. The label on the chemical is intended to convey information about the hazards posed by the chemical through standardized label elements, including symbols, signal words and hazard statements. See the attached chart of HCS Pictograms and Hazards.

All hazardous chemical containers used at this workplace will have:

1. The original manufacturer's label that includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the chemical manufacturer, importer or other responsible party.
2. A label with the appropriate label elements just described.
3. Workplace labeling that includes the product identifier and words, pictures, symbols or combination that provides at least general information regarding the hazards of the chemicals.

The Responsible Official ensures that each container of hazardous chemicals in this workplace is properly labeled as required by the PEOSH HCS, and updates the labels as necessary if they should become illegible, fall off the container, or are obscured in any manner. Containers not bearing a PEOSH HCS label are not accepted by our facility.

Stationary containers in an area with similar contents and hazards have signs posted on or above them to convey the hazard information.

Employees transferring hazardous materials from a labeled container to a portable container intended only for their immediate use during the work shift, do not have to label the portable container. If the portable container is stored beyond the employee's shift, or will be used by other workers, the employee labels the portable container with the PEOSH HCS information from the properly labeled larger container.

## **Hazardous Non-Routine Tasks**

When employees are required to perform hazardous non-routine tasks, a special training session must be conducted to inform them about hazardous chemicals to which they might be exposed and the proper precautions to take to reduce or avoid exposure. This special session is conducted by the Facilities Director, Supervisor of Maintenance, Department Chair or other appropriate Manager or Supervisor including the Principal

prior to employees beginning the task. Employees who perform these non-routine tasks are notified about the training by their supervisor and are required to attend the training.

## **Employee Training**

Every employee who works with or has the potential for exposure to hazardous chemicals under normal conditions of use or in foreseeable emergencies will receive initial and refresher training under the PEOSH Hazard Communication Standard on the safe use of those hazardous chemicals. The Responsible Official is responsible for providing the training. A training program that uses both audiovisual materials and classroom instruction has been prepared for this purpose and:

- The trainer meets the definition of a technically qualified person.
- Whenever a new hazard is introduced into the work area, an additional training session and/or written employee safety bulletin is provided for workers prior to beginning work with the new hazardous material. The coordination of this information is the responsibility of the Responsible Official. Supervisors of affected employees should reinforce all new and existing safety procedures.
- **Refresher training**, an abbreviated version of initial training, is conducted every two years. Area supervisors must notify employees when the training session is scheduled to ensure attendance.
- **Attendance is mandatory at all training sessions** for those workers identified as exposed or having the potential for exposure to hazardous chemicals under normal conditions of use or in foreseeable emergencies.
- Training is provided at no cost to the employee and is provided during working hours. The training is appropriate in content and vocabulary to the educational level, literacy and language of the employees.
- The documentation of training required by PEOSH HCS is maintained in the Office of the Responsible Official.

As a policy of this facility, Supervisors and Department Chairs may receive supplemental training from selected manufacturers' representatives when specialty equipment is purchased and when non-routine hazards arise due to a new operation. They then can answer employee questions and provide daily monitoring of safe work practices.

The **initial training session** includes the following discussion items:

1. An explanation of the PEOSH Hazard Communication Standard and this written program;
2. Chemical and physical properties of the hazardous materials (e.g., flash point, reactivity) and methods used in this workplace to detect the presence or release of hazardous chemicals (including the chemicals in piping systems);
3. Physical hazards of chemicals such as the potential for fire and explosion;
4. Health hazards (both acute and chronic) associated with exposure to hazardous chemicals, signs and symptoms of exposure, and any medical condition that may be aggravated by exposure to the chemical, using MSDSs/SDSs and HSFSSs;
5. Methods to protect against exposure to the hazard such as engineering and administrative controls, proper work practices, use of personal protective equipment (PPE), and procedures for emergency response to spills and leaks;
6. Standard operating procedures to assure protection when cleaning hazardous chemical spills and leaks;
7. The location of and responsible person for maintaining MSDSs/SDSs, HSFSSs, RTK Survey, RTK Hazardous Substance List (HSL), and other hazardous material information;
8. An explanation of the applicable provisions of the Worker and Community Right To Know Act;
9. How to read and interpret the information of PEOSH HCS and RTK labels, HSFSSs and MSDSs/SDSs, and how employees may obtain additional hazard information using the RTK Survey and RTK HSL;

Employee **refresher training** is an abbreviated version of the initial training, and includes a discussion of the following information:

1. An explanation of any changes in the written program, PEOSH HCS, or RTK Act.
2. Changes in products used or work processes that may cause exposure to hazardous chemicals.
3. A review of health hazards, chemical and physical properties of the hazardous chemicals, and control methods of any routinely used hazardous materials and any new hazardous materials to which the employees may be exposed. The

MSDSs/SDSs and HSFSSs will be used to review information on the hazardous chemicals.

4. A review of the facility's health and safety policy and procedure manual.

The initial and refresher training programs for employees are reviewed annually by the Responsible Official, who will notify area supervisors of the training needs of their employees. As part of the assessment of the training program, input from employees regarding the training they have received and suggestions for improving the training are obtained through training evaluation forms. In addition, suggestions may be placed in the employees' suggestion-box.

### **Contractor Employees**

The Responsible Official advises outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the site, the labeling systems in use, protective measures to be taken, the location and availability of MSDSs/SDSs, HSFSSs, and other health hazard information, and the safe handling procedures to be used for these materials.

It is our policy that each outside contractor who brings hazardous chemicals on the site will provide the Responsible Official with copies of appropriate MSDSs/SDSs for the hazardous chemicals, information on any special labels used, and precautionary measures to be taken while working with or around their hazardous chemicals or products.

**All employees, or their designated representative, can obtain additional information on this written program, the PEOSH HCS, applicable MSDSs/SDSs and HSFSSs, and other chemical information from the Responsible Official at the Board of Education Office.**










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**Adam Nasr**  
**Director of Facilities**  
**Responsible Official**

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**Date**

## HCS Pictograms and Hazards

 <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	 <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• EMFs Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	 <ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p style="text-align: center;"><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>	<p style="text-align: center;"><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>• Skin Corrosion/Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<p style="text-align: center;"><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<p style="text-align: center;"><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<p style="text-align: center;"><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<p style="text-align: center;"><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>• Acute Toxicity (Fatal or Toxic)</li> </ul>