



Written Hazard Communication Program

Introduction

Florence School District One is committed to preventing accidents and ensuring the safety and health of its employees. Florence School District One will comply with all applicable federal and state health and safety rules. Under this program, employees are informed of the contents of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals. These chemicals may be physical or health related. This written hazard communication plan is available at the following locations:

- WWW.FSD1.ORG website
- Personnel Department, District Office
- Office of Employee Safety and Risk Control Liaison at each location

Identifying Hazardous Chemicals

A list is attached to this plan that identifies all hazardous chemicals with a potential for employee exposure at this workplace. For more information, Hazard Communication Standard pictograms and hazards are also attached to this plan. Detailed information about the physical health and other hazards of each chemical is included in a Safety Data Sheet (SDS) as part of the Florence School District One Chemical Inventory. This list will be kept with the safety data sheets and will be updated on a regular basis.

Safety Data Sheets (SDS)

Copies of Florence School District One's Chemical Inventory Safety Data Sheets for all hazardous chemicals/materials to which employees may be exposed will be kept at the following locations:

- WWW.FSD1.ORG website
- Personnel Department, District Office
- Office of Employee Safety and Risk Control Liaison at each location

Safety Data Sheets will be available to all employees in their work area for review during each workday. If safety data sheets are not available or new chemicals in use do not have safety data sheets, please immediately contact your location's Employee Safety and Risk Control Liaison or Personnel Department.

Employee Information and Training

All employees are provided training and information on hazardous chemicals in their work areas at the time of their initial assignment and whenever a new hazard is introduced into their work area.

Employees are informed of:

1. The existence and requirements of the OSHA Hazard Communication Standard;
2. Location of the Written Hazard Communication Program, the list of hazardous chemicals and safety data sheets;
3. Hazards associated with non-routine tasks;
4. How to understand and use the information on labels and in safety data sheets;
5. How employees can protect themselves from exposure to these hazardous chemicals through use of safe work practices and personal protective equipment (PPE).

Container Labeling

Containers of hazardous materials/chemicals are to be labeled. The manufacturer/supplier label will be used where possible, identifying the material, the manufacturer name and address and the appropriate hazard information as required by OSHA standards.

All secondary containers will be labeled in accordance to OSHA standards. Each location's Employee Safety and Risk Control Liaison will ensure that all secondary containers are labeled according to OSHA standards and, upon request, will provide the required labels to staff.

All labels will be legible, in English and prominently displayed on each container.

Hazardous Non-Routine Tasks

Before employees perform special (non-routine) tasks that may expose them to hazardous chemicals, their supervisors will inform them about the chemicals' hazards. Their supervisors will also inform them about how to control exposure and what to do in an emergency. The employer will evaluate the hazards of these tasks and provide appropriate controls including Personal Protective Equipment (PPE) and additional training, as required.

Contractors

Contractors will be required to inform Florence School District One of any hazardous materials they will be bringing onto Florence School District One property and supply a safety data sheets for such materials/chemicals. In return, Florence School District One will inform the contractor of any materials they might come in contact with in our facility and supply them with an SDS.