

## HAZARDOUS CHEMICAL USE AND REPORTING

### I. Generally

In accordance with Policy EBAA/GBDA and Virginia Occupational Health and Safety Standard 1910.1200, the Alexandria City School Board establishes a Hazard Communication Program for all ACPS schools and departments. Written copies are available for review at each of the following locations:

- Superintendent's Office
- Department of Facilities and Operations
- Office of Pupil Transportation and Fleet Management
- Office of Safety and Security Services
- Office of Maintenance and Custodial Services
- Office of Educational Facilities
- Office of Capital Programs, Planning and Design
- Office of School Nutrition Services
- School Principals' Offices

### II. Program Elements

#### A. Container Labeling

The administrator of each facility and office will verify that all containers received for use:

1. Are clearly labeled as to the contents;
2. Note the appropriate hazard warning; and
3. List the name and address of the manufacturer/importer/or responsible party.

No container will be released for use until the information above is verified. Employees must ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the "central stores" generic labels which have a block for identity and a block for the hazard warning. For help with labeling, please contact the Director of Safety and Security Services.

#### B. Safety Data Sheets (SDS)

Copies of SDS for all hazardous chemicals to which employees may be exposed are kept in the appropriate supervisor's office:

- Educational use of hazardous chemicals: SDS are kept in the principal's office;
- Maintenance use of hazardous chemicals: SDS are kept in the building engineer's office; and

- Transportation use of hazardous chemicals: SDS are kept in the Director of Pupil Transportation and Fleet Management's office.

C. Employee Training/Information

Upon starting work, each new ACPS employee receives a health and safety orientation training through the ACPS Professional Learning and Management System (PLMS) and receives information and training on the:

1. Requirements contained in the Hazard Communication Program;
2. Chemicals present in their workplace operations;
3. Location and availability of the written Hazard Communication Program;
4. Physical and health effects of hazardous chemicals;
5. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
6. Use of control/work practices and personal protective equipment to lessen or prevent exposure to hazardous chemicals;
7. Steps that ACPS has taken to lessen or prevent exposure to hazardous chemicals;
8. Safety emergency procedures to follow if exposed to hazardous chemicals; and
9. Location of appropriate hazard information on chemical container labels and how to review SDS.

After the health and safety orientation, employees sign a verification form that they have received the training, that the ACPS Hazard Communication Program was reviewed, and that they will abide by the SDS for all hazardous chemicals to which they and/or students under their supervision may be exposed.

D. List of Hazardous Chemicals

A listing of "hazardous substances" as defined in OSHA's Hazard Communication Standard is located in each ACPS office listed in section I. of this regulation. Information on each chemical used within the school division may be found by reviewing the SDS as outlined in section II.B. of this regulation.

E. Hazardous Non-Routine Tasks (Work Performed by Contractors)

This information will include:

1. Specific chemical hazards;
2. Protective/safety measures the employee can take; and
3. Measures that ACPS has taken to lessen the hazards to employees if a spill hazard occurs.

F. Chemicals in Unlabeled Pipes

