



### **KLEIN I.S.D. HAZARD COMMUNICATION PROGRAM**

The Klein I.S.D. Hazard Communication Program was established to meet the requirements of the Texas Hazard Communication Act of 1985 and its 1993 revisions. The purpose of the program is to protect the health and safety of employees and students by providing information on the danger of exposure to chemicals in the workplace and providing information on how to properly handle these chemicals.

The Texas Hazard Communication Act requires employers to provide notice of the act and its provisions to employees. The campus/department safety coordinator is responsible for posting the notice where all hazardous chemicals are used and /or stored. The following areas/departments should be included:

1. Employee bulletin boards
2. Custodial
3. Food Service
4. Science departments and labs
5. Art and Journalism labs
6. Teacher workrooms
7. Career and Technology areas

The campus/department safety coordinator is responsible for preparing and inventory list of all hazardous chemicals stored and /or used in their facilities. These inventories must be updated as new chemicals are brought into the facilities. A copy of the chemical inventory must be filed with the Safety Department. The Hazardous Chemical Inventory List should include the following information:

1. Chemical name
2. Common name on label or MSDS
3. Quantity stored
4. Who used the chemical
5. How it is stored
6. Is the chemical labeled properly

Employees must store chemicals in their original label containers. If the chemical will be transferred to smaller containers such as spray bottles, the smaller containers must also be labeled. Under no circumstances should an original container that has been emptied be reused to store new types of chemicals, e.g. bleach bottles used to store other cleaning products, chemicals, etc. Labels must list basic information such as the identity of the hazardous chemical; the physical and health hazards; and the name and address of the chemical manufacturer, importer or other responsible party. Employees shall not be required to work with hazardous chemicals from unlabeled containers.

Each campus/department must maintain a file of Material Safety Data Sheets (MSDS) for all materials purchased and used at the location. Employees and students must have access to the Material Safety Data Sheets of those materials they use or to which they may be exposed to. Safety Department will provide each location with the Material Safety Data Sheets Manual and provide periodic updates based on the chemical inventory lists submitted to the Department. The campus/department is responsible for notifying the Safety Department of any new chemical.

Employees should not bring chemicals from home or other sources without approval of their supervisor. Absolutely no pesticides, fungicides, or herbicides are to be brought onto district property. Only licensed pest control applicators, approved by the Klein Independent School District.

All district employees using hazardous products must receive the required hazard communication training annually. The employee's supervisor is responsible for the training.

Training includes:

1. potential hazards of specific materials being used;
2. health effects and symptoms of exposure;
3. how to read and interpret Material Safety Data Sheets and labels;
4. safe handling techniques;
5. personal protective equipment needed and how to use it properly
6. first aid for exposures;
7. general techniques for handling, cleaning, and disposal of hazardous material.

Employees should receive ongoing training throughout the year as new products are purchased and used in district facilities. New employees must receive training upon employment.

The law requires students handling hazardous chemicals in classes to be trained. The teachers are required to conduct the above training and maintain documentation.

As employee training is completed, the employee training verification form must be completed and signed by the employee and supervisor responsible for the training. A copy is retained at the location and the original is returned to the Safety Department. The Safety Department will document the training. The training form will be filed in the appropriate communication file and maintained for 30 years as required by law.

Please contact Bruce Berry, Klein I.S.D. Safety Officer at 832-249-4745 if you have any questions.