



Hazard Communication Program

General

The following hazard communication program has been established for Jordan School District. This program will be available for review by all employees

Hazard Determination

Jordan School District will rely on MSDS (Material Safety Data Sheets) obtained from product suppliers to meet hazard determination requirements.

Labeling

1. Risk Management, 801-567-8861 will be responsible for seeing that all containers entering the workplace are properly labeled.
2. All labels shall be checked for:
 - a. Identity of the material
 - b. Appropriate hazard warning for the material
 - c. Name and address of the responsible party. (Only if the container is received from the manufacturer, distributor, or importer.)
 - d. Each employee or supervisor shall be responsible for ensuring that all portable containers used in their work area are labeled with the appropriate identity and hazard warning.

Material Safety Data Sheets (MSDS's)

1. Risk Management, 801-567-8861 will be responsible for compiling and maintaining the master MSDS file. The file will be kept at the Auxiliary Services Building.
2. Additional copies of MSDSs for employee use are located in each department and at each school as required.
3. MSDSs will be available for review to all employees during each work shift. Copies will be available from each supervisor.
4. If a required MSDS is not received, Risk Management shall contact the supplier, in writing, to request the MSDS. If an MSDS is not received after two such requests that material/chemical will be sent back to the supplier until MSDS is obtained.

Employee Information and Training

1. Risk Management shall coordinate and maintain records of employee hazard communication training.

2. Each new employee will receive initial instruction on the hazard communication standard and this plan. The class will provide the following information and training:

Information:

- The requirements of the OSHA Hazard Communication Standard
- All Operations in their work area where hazardous chemicals are present
- Location and availability of the written hazard communication program, the list of hazardous chemicals and the MSDSs

Training:

- Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area
- Physical and health hazards of hazardous chemicals
- Measures the employees should take to protect these hazards
- Details of the hazard communication program – including explanation of labeling system and MSDSs and how employees can obtain and use hazard information

The employee shall be informed that:

1. The employer is prohibited from discharging, or discriminating against, an employee who exercises his/her rights to obtain information regarding hazardous chemicals used in the workplace.
2. As an alternative to requesting an MSDS from the employer, the employee can seek assistance from OSHA Construction Safety and Health Division, to obtain the desired MSDS. A sign or OSHA poster will be posted with the address and telephone number of the OSHA Divisions responsible for such requests.
3. Before any new physical or health hazard is introduced into the workplace, each employee who may be exposed to the substance will be given information in the same manner as during the hazard communication training class.

Pipes and Piping Systems

Information on the hazardous contents of pipes and piping systems will be identified by labels, signs, placards on each pipe.

List of Hazardous Chemicals

A list of all hazardous chemicals used by Jordan School District is attached to this document. Further information regarding any of these chemicals can be obtained by reviewing its respective MSDS.