**WARREN COUNTY PUBLIC SCHOOLS HAZARDOUS COMMUNICATION PROGRAM**

1. **GENERAL INFORMATION**

In order to comply with the Kentucky Occupational Safety and Health Standard on Hazard Communication, the following written Hazard Communication Program has been established for Warren County Public Schools.

All work units of the school district are included within this program. The written program will be available in each school, maintenance, transportation departments as well as Central Office for review by any interested employee.

1. Container Labeling

The Safety Data Sheet (SDS) Coordinator shall verify that all containers received for use will:

* Be clearly labeled as to the contents,
* note the appropriate hazard warning,
* list the name and address of the manufacturer, and
* post the SDS sheet in the SDS Binder and also,
* upload SDS Sheet to the Safe Schools SDS on-line program.

The (SDS) Coordinator will 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 blocks for the hazard warning.

1. Safety Data Sheets (SDS)

The (SDS) Coordinator will be responsible for obtaining and maintaining Safety Data Sheets (SDS) utilizing <http://warren.ky.safeschoolssds.com> site. In addition, a Safety Data Sheets (SDS) binder will be available to all employees in the event computer access is not possible.

The (SDS) Coordinator appointed at each school - department will be responsible for receiving or obtaining the Safety Data Sheets (SDS) from the product supplier.

The SDS Coordinator will verify that the product (SDS) is uploaded to Warren County Public Schools SDS online site as well as, place an additional copy of the SDS into a labeled SDS binder(s). The SDS binder shall be located in the main custodial supply closet and the school’s nurse station.

The (SDS) Coordinator will review incoming data sheets for new and significant health/safety information. He/she will see that any new information is passed on to the affected employees.

SDS on-line <http://warren.ky.safeschoolssds.com> and/or SDS binder will be made available to all employees in their work area for review during each work shift.

**\*\*\*If SDS are not available or new chemicals are in use which do not have SDS stop use immediately and contact your Supervisor and/or Site Safety Data Sheets (SDS) Coordinator.**

1. Employee Training and Information

Prior to starting work, all employees, including new employees of the school district will receive a health and safety orientation as well as information and training in the following area(s):

The training will be made available to employees through various methods. I.e., new hire - employee orientation, individual departmental training, school nurse trainings, Safe Schools on line training modules, etc.

* An overview of the requirements contained in the Hazard Communication Standard,
* Chemicals present in their workplace operations,
* Location and availability of the district’s written hazard program,
* Physical and health effects of the hazardous chemicals,
* Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area,
* How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment,
* Steps the school district has taken to lessen or prevent exposure to these chemicals,
* Emergency procedures to follow if they are exposed to these chemicals,
* How to read labels and review SDS to obtain appropriate hazard information,
* How to assess SDS on-line

Prior to a new chemical hazard being introduced into any location of this district, each employee exposed to that chemical will be given information as outlined above. The (SDS) Coordinator is responsible for ensuring that the SDS on a new chemical(s) is available.

1. **LIST OF HAZARDOUS CHEMICALS**

Warren County Public Schools Hazard Chemical Listing may be reviewed on-line at Warren County Public Schools on-line SDS program <http://warren.ky.safeschoolssds.com> or SDS binder.

1. **NON-ROUTINE TASKS**

Periodically, employees are required to perform non-routine tasks. Prior to starting work on such projects, affected employees will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity.

 This will include:

* Specific chemical hazards.
* Protective equipment/safety measures the employee can take,
* Measures the district has taken to lessen the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.
1. **INFORMING CONTRACTORS**

It is the responsibility of Maintenance Director to provide contractors (with employees) the following information:

* Hazardous chemicals to which they may be exposed while on the job site
* Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

Maintenance Director will be responsible for contacting each contractor before work is started in the district to gather and disseminate any information concerning chemical hazards that the contractor is bringing to our workplace.

1. **Unlabeled pipes and piping systems**

The Maintenance Director will be responsible for training all district employees who work in areas with unlabeled pipes and piping systems as to the material(s) being transferred and its/their hazards.

1. **Hazardous Chemicals within our facilities by other than normal supply routes**

Science, Art, Agriculture, Energy Teams, and others that bring or have hazardous materials in classrooms or other departmental areas of any Warren County Public Schools facility ***shall*** provide their facility Safety Data Sheets (SDS) Coordinator with the hazardous chemical Safety Data Sheet (SDS).

The following person(s) have been appointed as their site/facility Safety Data Sheets (SDS) Coordinator:

Alvaton Elementary Sara Johnson and Pauletha Butts

Briarwood Elementary Lori Morris

Bristow Elementary Sarah Baker and Chris Stunson

Cumberland Trace Elementary Wes Cottongim

Drakes Creek Middle School Ben Jones

Greenwood High School Dale Wix and Cynthia Paisley

Jennings Creek Elementary Jamie Woolsey and Stephanie Paynter

Jody Richards Elementary Leslie Shultz and Dylan White

Lighthouse Academy Eric Wilson and Anthony Young

Lost River Elementary Beth Croslin and Steve Sanders

Moss Middle School David Nole and Ray White

Natcher Elementary Stephen Young and Matt Thornhill

North Warren Elementary Ben Kirtley

Oakland Elementary Linda Stewart

Plano Elementary Alicia McKinney

Rich Pond Elementary Dan Costellow

Richardsville Elementary Brain Womack

Rockfield Elementary Ann Marie Blythe

South Warren Middle School Bryan Downing

South Warren High School Matt Deaton

Warren Central High School Cody Rich

Warren East Middle School Matthew Adamson

Warren East High School Stoye Young and Mike Stuckey

Warren Elementary School Jennifer Jenkins

Warren County Area Tech School Allison Sadler and Chris Riggs

Warren County 212 Academy/ Aquatic Center David Jones

Warren County Board of Ed Central Office Doug Kirn

Warren County Cypress way Center Kim Cunningham

Warren County Day Treatment Anthony Young

Warren County Food Service Kelly Holt

Warren County Maintenance Michelle Hester

Warren County Transportation Kathy Flora and Alan Blythe

\*\*\*\*\* The following person(s) may be contacted in the event the (SDS) Coordinator is not available to assist.

Mike Wilson Director of Facilities mike.wilson@warren.kyschools.us

 270-781-5150

Bobby Crooks Director of Maintenance bobby.crooks@warren.kyschools.us

 270-842-0702 (Maintenance)

Jay Wilson Director of School Safety jay.wilson@warren.kyschools.us

 270-781-5150 extension 243

 **Quick Link – Safety Data Sheets\*\*\*\*\*\*\*\***<http://warren.ky.safeschoolssds.com>

This document shall be reviewed annually by the Warren County Public Schools District Safety Committee. Reviewed 8/20/2019