

CODE: EBAA

REPORTING OF HAZARDS

This policy was developed to assure that the school system is in compliance with Chapter 22 Title 26 Maine Revised statutes Annotated, 1984 Public Law Chapter 826 Chemical Substance Identification Law.

It will be the policy of the Kittery School Department to have on hand and readily available for inspection all Material Safety Data Sheets (MSDS) for all substances as outlined by this act.

The MSDS shall be available to any employee during regular working hours.

A copy of the MSDS shall be in plain sight at any work station or storage area where substances are found.

It will be the policy of the school system to obtain all MSDS for all products when purchased.

If the item or substance is new, then the MSDS will be reviewed before the substance is allowed in the workplace.

If warranted by the review of the MSDS, all employees concerned will be retrained accordingly.

All MSDS will be updated on an annual basis.

It will be the policy of this school system to introduce, maintain and periodically update a documented training program in accordance with the Chemical Substance Identification Law.

The following are the minimum guidelines for the training program:

Explain the provision of the law in detail;

Identify any workplace where hazardous chemicals or substances are present;

Describe methods of detecting the presence or release of a hazardous chemical in the work area;

Describe and explain the physical health hazards and any potential health hazards in the workplace;

Explain where and the availability of written communications and related documents concerning hazardous substances, including how to read an MSDS;

Describe and explain methods employees can take to protect themselves from these hazards, including the purpose, proper use and limitation of personal protective equipment;

Explain the labeling system and the MSDS; and

Describe and explain all emergency procedures.

KITTERY SCHOOL DEPARTMENT

It will be required by all custodians to attend all training programs. Documentation of attendance will be required and maintained. Documentation of each training seminar will also be required.

All chemicals or substances that fall within the guidelines of Chapter 22 will be labeled as required. Containers not properly labeled will not be allowed in the workplace until such time as labels are placed on them.

All employees will be given a copy of the Maine law, a list of hazardous chemical substances used in the workplace and a copy of this policy.

All new employees will be trained before starting work.

When it becomes necessary to dispose of dangerous chemicals, the system will do so through an agency which has been licensed by the state to remove and dispose of chemicals.

When it becomes necessary to store chemicals awaiting their removal from the school system, storage shall be in an approved tank or building.

The Kittery School Department will, as a matter of policy in all contracts with outside contractors, inform the contractor of the hazardous chemicals to which the contractor may be exposed, along with appropriate protective measures. Kittery will also request the same information about contractors' chemicals.

This policy will be reviewed annually.

Legal Reference: Title 26 MRSA Sec. 1709 ET Seq.

Adopted: August 20, 1991

Revised: July 5, 1994

