

NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED	SUBJECT: NO. 600 Hazard Communication Program (formerly titled Safety)
Effective Date: 5/23/97	Reviewed by committee: 9/20/12 Revised: 11/8/12
Distribution: All Staff	Kind: Board Policy

1. OBJECTIVE

The objective of this policy is to set forth procedures concerning Hazard Communication which will enhance the safety and well-being of New Mexico School for the Blind & Visually Impaired (NMSBVI) students and employees. Furthermore, execution of this program is designed to provide compliance with the New Mexico Occupational Health and Safety Act Regulation, 29 CFR 1910.1200.

This program as well as the above referenced regulation is referred to as the "Right to Know Law", which is designed to provide knowledge, warning, protection and training to employees who may be exposed to hazards of chemicals and other materials.

2. ASSIGNMENT OF RESPONSIBILITY

The Superintendent will designate a member of the NMSBVI staff to serve as the Hazard Communication Facilitator for NMSBVI. This position carries the responsibility of insuring that this program is adhered to and that proper reporting is executed in accordance with New Mexico Occupational Health and Safety Act Regulation, 29 CFR 1910.1200.

3. DEFINITIONS

- A. Chemical** – means any element, chemical compound or mixture of elements or compounds.
- B. Hazardous Chemical** – means any chemical or combination of chemicals that has been labeled hazardous by the chemical manufacturer, importer or distributor in accordance with regulations promulgated by the federal Occupational Safety and Health Act of 1970.
- C. Flammable/Combustible Chemical** – means any liquid having a flashpoint above 100F.
- D. Label** – means any written, printed or graphic material displayed on or affixed to containers of chemicals which identifies the chemical as hazardous.
- E. Material Safety Data Sheet (MSDS)** – means written or printed material concerning a hazardous chemical that contains information on the identify listed on the label, the chemical and common names of the hazardous ingredients, the physical and health hazards, the primary route of entry, the exposure limits, any generally applicable control measures, any emergency or first aid procedures, the date of preparation and the name, address and telephone number of the chemical manufacturer, importer, employer or other responsible party preparing or distributing the MSDS.

3. PROGRAM

The ensuing items are to be followed to insure both compliance with OSHA Hazard Communication Standard and the safety of our students and employees.

A. Hazardous Chemical List

A list of hazardous materials and chemicals which are used in the course of the school's normal business activities must be maintained and continually updated. This list is to include all substances which require a Material Safety Data Sheet (MSDS) per OSHA.

One copy of this list is to be kept in the front of each MSDS book, one copy is to be provided to the NMSBVI Safety and Security Coordinator; the Plant Operations Manager, the ECP Safety Coordinator for chemicals located at their site; and one copy is to be kept on file with the Hazard Communication Facilitator. For each chemical used in the workplace, an MSDS sheet must be available in the immediate vicinity of that workplace.

B. Material Safety Data Sheet (MSDS)

All Material Safety Data Sheets must be placed in an identified and accessible location for all employees to view at will. The two employee accessible locations on the Residential Campus will be in the offices of the Hazard Communication Facilitator and the Safety and Security Coordinator. An employee accessible copy of all MSDS's pertaining to the ECP site in Albuquerque will be kept in the office of the ECP Safety Coordinator.

MSDS books and the Hazardous Chemical List must be maintained and kept up to date. As obsolete MSDS's are replaced by updated copies, they must be retained in a separate file of obsolete MSDS's. **Do not throw them away.**

If a hazardous chemical or substance is received without a proper MSDS, the receiving person must immediately notify the Hazard Communication Facilitator. The manufacturer or distributor of the product must be contacted immediately and asked to fax the MSDS and mail a copy as a follow up. If, for some reason, the manufacturer or distributor is unable to produce a MSDS upon request, the Hazard Communication Facilitator should be notified immediately. **Hazardous materials or substances received without an MSDS are to be returned to the sender.**

C. Labeling

Each container of a hazardous chemical that is used in or around the work area must be properly labeled with the identity of the hazardous material, the appropriate hazard warning, and the name and address of the manufacturer. Appropriate labels must be on all containers, regardless of size. Containers must be approved and recommended for storage and/or dispensing of the particular hazardous chemicals contained in them.

Worn and torn labels must be replaced. It is the responsibility of employees to report inappropriate labels to their supervisor who will be responsible for reporting the inappropriate label to the Hazard Communication Facilitator. It is the responsibility of the Hazard Communication Facilitator to insure that appropriate labels are in place and that replacement labels are available.

D. Training

Employee training for this Hazard Communication Program consists of the following:

1. Each employee is required to review and become familiar with the contents of this policy.
2. Each employee working for, or associated with NMSBVI will be required to complete an on-line training and testing module pertaining to the Hazard Communication Program, Right to Know Law.
3. The Hazard Communication Facilitator will review the contents of this policy with all new employees and will require new employees to complete the on-line training and testing module.
4. The Hazard Communication Facilitator will notify all employees of the locations of Material Safety Data Sheets in each work space, fire extinguishers, first aid kits, and usage and storage of hazardous materials.
5. If NMSBVI engages the services of contract labor personnel, and exposure of hazardous materials is possible, the Hazard Communication Facilitator will notify the contract labor personnel of the following:
 - a. Hazardous materials to which they may be exposed to while in the workplace.

- b. Measures to minimize the possibility of exposure.
- c. Location of the Materials Safety Data Sheets.
- d. Procedures to follow if they are exposed.

E. Storage

All storage areas for hazardous substances are to be secured, properly ventilated, and identified by signs.

All flammable/combustible hazardous substances are to be secured in an approved flammable materials storage locker which is to be properly located and labeled in accordance with OSHA regulations.

Hazard substances are not to be stored in spaces that are occupied by students.

Non-flammable hazardous substances may be stored in buildings occupied by students, however they must be kept in a locked storage area, such as a custodian closet or mechanical room, and their type and location must be logged on the buildings Hazardous Chemicals List.

4. PROGRAM COMPLIANCE

The Hazard Communication Facilitator is responsible for the implementation and oversight of this program. However, all NMSBVI employees are responsible for ensuring that the requirements of this policy are consistently adhered to.