

# ANACORTES SCHOOL DISTRICT #103

Adoption Date: 10/29/98

Procedure No. 6511-P  
Management Support

## STAFF SAFETY

The supervisor of each school and/or work site in the district is responsible for:

### GENERAL SAFETY

1. Maintaining a log and summary of all recordable occupational injuries and illnesses occurring at the work site. (A recordable occupational injury or illness is any injury or illness which results in an occupational fatality, lost work days, need for transfer to a new job, or medical treatment beyond first aid.)
2. Providing training programs to improve the skill and competency in the safe use of powered materials handling equipment, use of machine tool operations, use of toxic material, and operation of utility systems prior to assignment to jobs involving such exposures.
3. Implementing an accident prevention program which describes how to report unsafe conditions, how to use protective equipment, how to respond to emergencies and how to report injuries.
4. Forming a safety and health committee composed of representative of management and employees, which shall review safety and health inspections to assist in correction of identified unsafe conditions or practices and to evaluate accident investigations and recommend improvements where needed. (Minutes of the committee shall be recorded and shall be retained for one year.)
5. Maintaining a safety bulletin board sufficient in size to post and display safety bulletins, newsletters, posters, accident statistics and other safety educational material.
6. Assuring that a person who holds a valid certificate of first aid training is present or available at all times.
  - a. The senior secretary, senior day custodian, all building aides and bus drivers are required to hold valid first aid certification.
  - b. Employees attending required training classes will be compensated at the negotiated rate.
  - c. Valid first aid certification is recommended for cooks, physical education instructors and shop instructors.
7. Maintaining a well marked first aid kit or first aid station if the work site has more than fifty employees.
8. Furnishing a work place free of safety hazards and containing such safety devices and safeguards as are consistent with Labor and Industries requirements.

### COMMUNICATION PLAN FOR HAZARDOUS MATERIALS

In order to insure the proper labeling of containers, the correct use of material safety data sheets, appropriate employee training, a procedure for listing hazardous chemicals, guidelines for conducting hazardous non-routine tests, and a process for informing contractors, the following plan is adopted by the Anacortes School District.

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All work units in the district are included in this program. The written program is available in the office of the District Safety Officer and each Program Manager's office for review.

## **CONTAINER LABELING**

The district safety officer or designee will verify that all containers received for use will be clearly labeled as to contents, note appropriate warning hazards and list the name and address of the manufacturer. The Program Manager 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 label which has a block for identity and blocks for hazard warnings. The safety officer or designee can provide help with labeling.

The District Safety Officer or designee will review the labeling system every twelve (12) months and update as required.

## **MATERIAL SAFETY DATA SHEETS (MSDS)**

The Maintenance Manager will be responsible for obtaining and maintaining the control data sheet system for the district.

The District Safety Officer will review incoming data sheets for new and significant health/safety information. Each Program Manager will see that any new information is passed on to affected employees.

Copies of MSDS's for all hazardous chemicals to which employees of the district may be exposed will be kept at the work site and be available to all employees.

## **EMPLOYEE TRAINING AND INFORMATION**

The district safety officer or designee is responsible for the employee training program and will insure that all elements listed below are carried out.

Each new employee of the Anacortes School District will attend a health and safety orientation and will receive information and training on the following:

1. An overview of the requirements contained in the Hazard Communication Standards, WISHA WAC 296-62-054,
2. Chemicals present in their workplace
3. Location and availability of the district written policy
4. Physical and health effects of the hazardous chemicals
5. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area
6. How to lessen or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment
7. Steps the district has taken to lessen or prevent exposure to these chemicals
8. Emergency procedures to follow in the event of exposure
9. How to read labels, review MSDS's and obtain appropriate hazard information
10. Location of MSDS file and location of hazardous chemical list.



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After attending the training class, each employee will sign a form to verify that they attended the training, received written materials, and understand the district policies on Hazard Communication.

Prior to a new chemical hazard being introduced into any work site in the district, each employee of that work site will be given the information outlined in the preceding section.

## LIST OF HAZARDOUS CHEMICALS

The district will maintain a list of all known hazardous chemicals used by employees of the Anacortes School District. Further information on each chemical can be obtained by reviewing Material Safety Data Sheets in the District Office and at each work site.

## HAZARDOUS NON-ROUTINE TASKS INVOLVING CHEMICALS

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

This information will include:

- Specific chemical hazards
- Protective/safety measures the employee can take
- Measures the district has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedure.

## CONTRACTORS

It is the responsibility of the Manager of Maintenance to provide contractors the following information:

- Hazardous chemicals to which they may be exposed while in the job site,
- Precautions to lessen the possibility of exposure by use of appropriate protective measures.

The Manager of Maintenance will be responsible for contacting each contractor before work is started in the district to gather and disseminate any information concerning hazards that the contractor is bringing into the district workplace.

