

Gladys Wood

HAZARD COMMUNICATION PROGRAM



Employees Have a “Right to Know”



ANCHORAGE SCHOOL DISTRICT

Modified on 10/04/2022

Anchorage School District Hazard Communication Program

HAZARD COMMUNICATION

The **Gladys Wood** HAZCOM Program (also known as the “Right to Know” program) is designed, in conjunction with the District’s Hazard Communication Program, to provide ASD employees with a full disclosure of the hazards associated with this workplace. Alaska law includes physical hazards that are defined on Physical Agent Data Sheets posted in the MSDS Binder. The following paragraphs define the elements and requirements of the **Gladys Wood** HAZCOM program.

NOTE: The Science Department Chair of middle schools and high schools is responsible for maintaining a separate inventory for the Science Department and posting a copy of the inventory to the MSDS binder.

HAZCOM PROGRAM COORDINATOR

The HAZCOM Program Coordinator for **Gladys Wood** is **Nick Straw**. The HAZCOM Program Coordinator is responsible for:

1. Overseeing the implementation of the HAZCOM Program at **Gladys Wood**.
2. Conducting, posting and maintaining the annual chemical inventory in the MSDS binder.
3. Obtaining and posting an MSDS for each item in the chemical inventory in the MSDS binder.
4. Ensuring a work order is submitted to Maintenance for the removal/disposal of old or obsolete chemical products.

INVENTORIES

An inventory of chemical products will be conducted annually and signed off by the HAZCOM Program Coordinator. Science department inventories will be signed by the Science Department Chair for Middle Schools and High Schools.

A copy of the inventory will be forwarded to Risk Management.

The original inventory will be posted in the **Gladys Wood** MSDS binder.

The HAZCOM Program Coordinator will verify that a current MSDS is in the binder for every product on the inventory. Contact the ASD Safety Specialist at 742-4274 to obtain/replace missing MSDS.

MATERIAL SAFETY DATA/PHYSICAL AGENT DATA SHEETS (MSDS/PADS)

A current MSDS must be posted for every product listed on the annual inventory. MSDS/PADS will be maintained in the Material Safety Data Sheets binder located in **Office on counter by Mailboxes** and organized as follows:

- Facility HAZCOM Program.
- District HAZCOM Program.
- Chemical Inventory.
- MSDS/PADS filed alphabetically by common name.

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LABELING

Each employee is responsible for ensuring that any secondary container is properly labeled.

Labels must be in English (additional labels may also be in other languages).

Faded, weathered or damaged labels must be replaced.

The following items *MUST* be on every label:

- Common name of product.
- Manufacturer name, address and emergency phone number.
- Primary physical & health hazards.

SPILLS/CLEAN-UP

Only trained personnel may handle hazardous chemicals or clean up chemical spills or leaks in accordance with the MSDS instructions. All other personnel must immediately leave the area.

EMPLOYEE TRAINING

All employees who use hazardous chemicals will receive HAZCOM training specific to this facility and their attendance will be entered into MLP by the Principal prior to working with any hazard. Every employee will read the applicable MSDS prior to working with any product for the first time, any new product or whenever they need to refresh their memory. Employees transferred from one work area/position to another may require additional training and monitoring.

CHEMICAL/WASTE DISPOSAL

Contact the ASD Maintenance Material Control Room (MCR) at 348-5154 for hazardous chemical or hazardous waste clean up and disposal. MCR will need to know the type of material, manufacturer if known and the estimated quantity of material to be disposed of.

EMERGENCIES

Dial 911 or 9-911 as applicable in the event of exposure to any chemical or hazardous material then contact the nearest firstaid-qualified employee and supervisor and take necessary immediate action as identified in the MSDS.

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Definitions

Acute – Immediate effect.

Chronic – Effect over time.

Dose/Response – Identified on MSDS depicting the average dose to achieve the typical response for the average (height, weight and physical condition) person.

Hazardous Chemical – Any substance that may present a physical or health hazard, regardless of the actual exposure. Almost all industrial and even household chemicals fall into this definition.

Health Hazard – Any threat to health; i.e., carcinogenic, toxic, corrosive, sensitizer, or irritant. Must be ingested, inhaled, injected or absorbed to cause an ill effect.

HAZCOM Inventory – A simple list of hazardous or potentially hazardous products showing a reference number for the MSDS, the specific name of the product and the manufacturer of the product.

Local Health Effect – Health effect limited to the exposure site.

Material Safety Data Sheet (MSDS)– Documents, created by the manufacturer/importer to communicate the properties, hazards, protection and precautions required, fire fighting and first aid procedures, and other miscellaneous information on a chemical product.

Physical Hazard – Any physical threat such as compressed gases, combustible, flammable, reactive, organic peroxide, oxidizer.

Right to Know Compliance Center – The location of the facility's chemical product inventory, MSDS, PADS, and HAZCOM Program.

Routes of Entry – Means by which a hazardous chemical can enter the body to cause a health effect; i.e., ingestion (eat/drink), injection (forced through the skin into the bloodstream), absorption (through the skin or mucous membranes of the eyes, nose, mouth and genitalia) an inhalation (breathed into the lungs).

Secondary Container – Any container other than the one originally containing the product.

Systemic Health Effect – Health effect of a complete or partial system; i.e., nervous, digestive, skin, muscular, etc.

Target Organ – Any organ specifically affected by a health hazard such as liver (hepato-) blood (hemato-), reproductive system, kidney (nephro-), nervous system (neuro-), lung/respiratory system, skin or eyes.

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GW HAZCOM INVENTORY SHEET

#	PRODUCT	MANUFACTURER
1	Hypochlorous Acid	ASD
2	Pantastic Dish Soap (Kitchen)	Ecolab
3	Sanitizer Q-10 (Clear) (BPO/Custodian Use)	Fortech Products
4	Hand Sanitizer Gel	SC Johnson
5	Hand Soap Refresh Azure Foam	SC Johnson
6	Neutral Floor CLeaner (Yellow) (BPO/Custodian Use)	Star Forty Nine
7	Hand Sanitizer (BAC Stop 3A)	Enviro Tech
8	Dawn Dish Soap (Tchr Lounge)	Proctor and Gamble
9	Dishwasher detergent (Tcher Lounge)	Kirkland Signature
10	Disinfectant 256 High PH Cleaner (Red) (BPO/Custodian Use)	Frontier Cleaning Solutions
11	Windex Glass Cleaner	SC Johnson
12	Bleach (Preschool Only)	Clorox
13	Clorox Disinfecting Wipes (Discontinue for 23/24)	Clorox Company