

# Northwood Elementary

## HAZARD COMMUNICATION PROGRAM



Employees Have a “Right to Know”



ANCHORAGE SCHOOL DISTRICT

Modified on July 27, 2023



## HAZARD COMMUNICATION

The **Northwood Elementary** 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 online SDS Binder located at <http://asdk12-ak.vectorsds.com>. The following paragraphs define the elements and requirements of the **Northwood Elementary** 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 SDS binder.

### HAZCOM PROGRAM COORDINATOR

The HAZCOM Program Coordinator for **Northwood Elementary** is **Alan Beacham**. The HAZCOM Program Coordinator is responsible for:

1. Overseeing the implementation of the HAZCOM Program at **Northwood Elementary**.
2. Conducting, posting and maintaining the annual chemical inventory in the SDS binder.
3. Obtaining and posting an SDS/MSDS for each item in the chemical inventory in the SDS 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 **Northwood Elementary** SDS folder located at <http://asdk12-ak.vectorsds.com>

The HAZCOM Program Coordinator will verify that a current SDS is in the binder for every product on the inventory. Contact the ASD Safety Specialist at 742-4529 to obtain/replace missing SDS.

### MATERIAL SAFETY DATA/PHYSICAL AGENT DATA SHEETS (SDS/PADS)

A current SDS/MSDS must be posted for every product listed on the annual inventory. SDS/MSDS will be maintained in the Electronic (Material) Safety Data Sheets binder located at <http://asdk12-ak.vectorsds.com> or by scanning the QR code on the posters located in **BPO Office** and organized as follows:

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

## **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.

## **SPIILLS/CLEAN-UP**

Only trained personnel may handle hazardous chemicals or clean up chemical spills or leaks in accordance with the SDS 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 Canvas prior to working with any hazard. Every employee will read the applicable SDS 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 348-5111 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. MCR will require a copy of the MSDS/SDS for each hazardous chemical being disposed of upon pick up.

## **EMERGENCIES**

**Dial 911 or 9-911** as applicable in the event of exposure to any chemical or hazardous material then contact the nearest first-aid-qualified employee and supervisor and take necessary immediate action as identified in the SDS. Copies of the SDS must be provided to the employee to take to their physician if more extensive medical care is required.

## Definitions Used in Hazard Communications

**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.

**GHS** – Globally Harmonized System. Short for “Globally Harmonized System of Classification and Labeling of Chemicals.” A United Nations process adopted by the United States and OSHA in 2012.

**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.

**Hazards Not Otherwise Classified (HNOC)** – Hazards not identified or classified in the international GHS but deemed hazardous in the United States.

**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.

**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.

**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. MSDS will all be obsolete effective 7/1/2015 and must be replaced by SDS (see below).

**Pictogram** – Graphic symbol denoting a health, physical and/or environmental hazard.

**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).

**Safety Data Sheet (SDS)**– 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.

**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 (nepbro-), nervous system (neuro-), lung/respiratory system, skin or eyes.