

HAZARD COMMUNICATION PROGRAM 2024/25

Employees Have a “Right to Know”

Modified on 08 / 30 / 2024

If you are unfamiliar with the VectorSDS SDS & Chemical Management Software, please watch the tutorial: <https://support.vectorsds.com/s/article/SDS-Chemical-Management-Full-Tutorial>

A Login/Password will be provided to you once you complete this document. If you already have a Login/Password, it will remain the same as last year.

HAZARD COMMUNICATION

The Airport Heights 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 SDS Binder. The following paragraphs define the elements and requirements of the Airport Heights 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 Airport Heights Elem. is Debra Dickey. The HAZCOM Program Coordinator is responsible for:

1. Overseeing the implementation of the HAZCOM Program at Airport Heights Elem..
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 by the Hazcom Program Coordinator or their designee, 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 maintained by the HAZCOM Program Coordinator Debra Dickey on the VectorSDS database.

The original inventory will be posted in the Airport Heights Elem. SDS binder.

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 if

assistance is required 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 on Vector SDS. A physical copy of SDS/MSDS will be maintained in the Safety Data Sheets binder located in Main Office rm. 123 and organized as follows:

- Facility/District HAZCOM Program.
- Chemical Inventory.
- SDS/MSDS 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 removed and replaced. Do not cover an existing label with a new label.

The following items *MUST* be on every label:

- Common name of product.
- Manufacturer name, address and emergency phone number.
- Primary physical & health hazards.
- Date chemical was created and transferred to secondary container.

SPILLS/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. A spill kit shall be kept in a covered tub, bucket, or container, and within reach in every chemical storage room.

Contents of spill kit:

- Chemical spill response procedures
- Emergency Contact Numbers[M&O, Risk Management, 911, Hazcom Program Coordinator]
- Inventory of chemical spill kit

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 – 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 (nephro-), nervous system (neuro-), lung/respiratory system, skin or eyes.

Signature Certificate

Reference number: ZWAP2-SOUWH-UACCX-UZ6A9

Signer

Timestamp

Signature

Debra Dickey

Email: dickey_debra@asdk12.org

Sent:

30 Aug 2024 19:46:58 UTC

Viewed:

30 Aug 2024 19:46:59 UTC

Signed:

30 Aug 2024 19:53:50 UTC



Recipient Verification:

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