

Dimond High School

HAZARD COMMUNICATION PROGRAM



Employees Have a “Right to Know”



ANCHORAGE SCHOOL DISTRICT

Modified on September 1, 2023

HAZARD COMMUNICATION

The **Dimond High School** 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 has adopted the federal regulations and has added 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 **Dimond High School** 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 school’s SDS binder.

HAZCOM PROGRAM COORDINATOR

The HAZCOM Program Coordinator for **Dimond High School** is **Whitney D’Atri**. The HAZCOM Program Coordinator is responsible for:

1. Overseeing the implementation of the HAZCOM Program at **Dimond High School**.
2. Conducting, posting and maintaining the annual chemical inventory in the SDS binder and to the school’s Google Docs safety and EAP folder.
3. Updating the HAZCOM inventory within 7 days of a new product being brought into the facility.
4. Obtaining and posting an SDS for each item in the chemical inventory in the SDS binder.
5. 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 posted in the school’s “Safety and EAP” folder in Google Docs.

The original inventory will be posted in the **Dimond High School** 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 742-4274 to obtain/replace missing SDS.

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

A current SDS must be posted for every product listed on the annual inventory. SDS/PADS will be maintained in the Safety Data Sheets binder located in **AA’s 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:

- Black and red (*must be in color*) hazard pictogram(s).
- Signal word.
- Complete manufacturer's product name.
- Manufacturer/Supplier name, address and emergency phone number.
- Primary physical & health hazard statements.
- Any precautionary statements.

SAMPLE LABEL		
CODE _____ Product Name _____	Product Identifier	
Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____	Supplier Identification	
Keep container tightly closed. Store in a cool, well-ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measures against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified. In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO ₂) fire extinguisher to extinguish. First Aid If exposed call Poison Center. If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.	Hazard Pictograms  Signal Word Danger	
	Precautionary Statements	Hazard Statements Highly flammable liquid and vapor. May cause liver and kidney damage.
		Supplemental Information Directions for Use _____ _____ _____ Fill weight: _____ Lot Number: _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____

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.

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 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 348-5154 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 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 SDS 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 tab/number for the SDS, 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)– An obsolete document as of 7/2015. Any MSDS found must be replaced by a current SDS.

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, SDS, 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) and 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.