

# Bowman Elementary

## HAZARD COMMUNICATION PROGRAM



**Employees Have a “Right to Know”**



**ANCHORAGE SCHOOL DISTRICT**

**Modified on: August 31, 2023**

## HAZARD COMMUNICATION

The **Bowman 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 MSDS Binder. The following paragraphs define the elements and requirements of the **Bowman 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 MSDS binder.

### HAZCOM PROGRAM COORDINATOR

The HAZCOM Program Coordinator for **Bowman Elementary** is **Adrienne Grenier**. The HAZCOM Program Coordinator is responsible for:

1. Overseeing the implementation of the HAZCOM Program at **Bowman Elementary**
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 **Bowman Elementary** 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 **Front Office A102** and organized as follows:

- Facility HAZCOM Program.
- District HAZCOM Program.
- Chemical Inventory.
- MSDS/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.

## **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 first aid-qualified employee and supervisor and take necessary immediate action as identified in the MSDS.

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

**Willard L. Bowman HAZCOM INVENTORY SHEET**

#	PRODUCT	MANUFACTURER
1	Fixative	Krylon
4	Paint	Devoe Fuller Obrien
2	Acetone	Jt Baker, Scholar Chemistry
1	Paint Thinner	Sandford
	Gasoline	
4	High Ph Cleaner	Frontier Cleaning Solution
20	Disinfectant 256	Frontier Cleaning Solution
20	Sanitizer Q10	Frontier Cleaning Solution
10	Disinfecting Spray	Lysol
30	Wipes	Clorox and Baby Wipes
3	Dishwashing Liquid	Various
4	Ziz-O Multipurpose Cleaner	Hillyard
4	Hi-Glo Floor Restorer	Hillyard
60	Instant Foam Sanitizer	Deb Company
4	Clorox Bleach	Clorox
4	Neutral Floor Cleaner	AK Cleaning Solution
3	Vinegar Four Monks	Miskan Americas
2	Top Shape Floor Cleaner	Hillyard
6	Spray Buff Finish Restorer	Frontier Paper Inc.
3	WD-40	WD-40 Company
1	Formula 409 Degreaser	Clorox
60	Sharpie	Newell Rubbermaid Office Products