

# Denali Montessori

## HAZARD COMMUNICATION PROGRAM



Employees Have a “Right to Know”



**ANCHORAGE SCHOOL DISTRICT**

**August 4, 2023**

## HAZARD COMMUNICATION

The **Denali** 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 full disclosure of the hazards associated with this workplace. Alaska law includes physical hazards defined on Physical Agent Data Sheets posted in the MSDS Binder. The following paragraphs define the elements and requirements of the **Denali** 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 **Denali** is **Alicia Woods**. The HAZCOM Program Coordinator is responsible for

1. Overseeing the implementation of the HAZCOM Program at **Denali**.
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. The Science Department Chair will sign science department inventories for Middle and High Schools.

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

The original inventory will be posted in the **Denali** 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 in the annual inventory. MSDS/PADS will be maintained in the Material Safety Data Sheets binder located in **Office** and organized as follows:

- Facility HAZCOM Program.
- District HAZCOM Program.
- Chemical Inventory.
- MSDS/PADS are 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:

- The common name of the 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 per 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 the Principal will enter their attendance into MLP before working with any hazard. Every employee will read the applicable MSDS before 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 cleanup and disposal. MCR will need to know the type of material, the 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. It 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 product's specific name, and the product's manufacturer.

**Local Health Effect** – The health effect is 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, explosives, flammable, reactive, organic peroxide, or oxidizers.

**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** – The health effect of a complete or partial system, i.e., nervous, digestive, skin, muscular, etc.

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

## HAZCOM INVENTORY SHEET

| # | PRODUCT             | MANUFACTURER           |
|---|---------------------|------------------------|
|   | Un-Du-Doumar        | Dou Mar Products       |
|   | Nail Polish Reover  | UI-Jon Labs            |
|   | Book Saver          | High Smith             |
|   | Touch Up Lacquer    | Cardinal Ind Finishes  |
|   | 409 Cleaner         | Clorex                 |
|   | Kirkland Wipes      | PDI                    |
|   | Clean & Smooth Soap | Reckett Beckiser       |
|   | Soft Scrubs         | Clorox                 |
|   | Formbys Lemon Oil   | Formbys                |
|   | Fantastic           | SC Johnson             |
|   | Desoluit            | Orange Sol             |
|   | Glass Wax           | Gold Seal CO.          |
|   | Sani Clothes        | NicePak Products       |
|   | Goof Off            | Guardsmanly Sol- Lysol |
|   | Sunlight Dish Soap  | Lever                  |
|   | Comet               | Proctor & Gamble       |
|   | Rubbing Alcohol     | SpringField            |
|   | Ammonia             | Parsons                |
|   | Shaving Cream       | Colgate                |
|   | Glass Wax           | Rickett & Colman       |
|   | Wood Polish         | Woodsman               |
|   | Adhesive Remover    | MMCO Inc               |
|   | Liquid Starch       | Dial Corp              |
|   | Germ-X              | Vi-Jon                 |
|   | Joy Soap            | Proctor & Gamble       |
|   | Aqua Safe           | Tetra Aqua             |
|   | Cook Top            | Weiman                 |
|   | Bonami              | Bonami Co.             |

**Anchorage School District Hazard Communication Program**

|  |                                     |                                       |
|--|-------------------------------------|---------------------------------------|
|  | <b>Orange Sol</b>                   | <b>Orange Sol Industrial Products</b> |
|  | <b>CloroxSpray</b>                  | <b>Clorox spray</b>                   |
|  | <b>Windex</b>                       | <b>Johnson &amp; Johnson Inc</b>      |
|  | <b>All Laundry Detergent</b>        | <b>Unilever</b>                       |
|  | <b>WD 40</b>                        | <b>WD 40 Company</b>                  |
|  | <b>Contact Cement</b>               | <b>DAP Inc</b>                        |
|  | <b>Goof Off</b>                     | <b>The Valsapar Corp</b>              |
|  | <b>Gas/Snowblower</b>               |                                       |
|  | <b>Oil For Snowblower</b>           |                                       |
|  | <b>Clorox Liquid</b>                | <b>Clorox Company</b>                 |
|  | <b>Time Mist Spray</b>              | <b>WaterBurt Co. Inc</b>              |
|  | <b>Lysol Spray</b>                  | <b>Reckett Benckister Inc</b>         |
|  | <b>ZIZ-O Clean Assist</b>           | <b>Hillyard Ind</b>                   |
|  | <b>Rubber Cement</b>                | <b>Ross</b>                           |
|  | <b>Sodium Chloride</b>              | <b>Aqualite System</b>                |
|  | <b>Neutrale Cleaner</b>             | <b>For Tech</b>                       |
|  | <b>Sanitizer Q10</b>                | <b>For Tech</b>                       |
|  | <b>Hand Soap</b>                    | <b>Chemifax</b>                       |
|  | <b>Spray and Buff</b>               | <b>Johnson Wax</b>                    |
|  | <b>GoJo Soap</b>                    | <b>GoJo Ind</b>                       |
|  | <b>Bowl Cleaner</b>                 | <b>For Tech</b>                       |
|  | <b>Consume</b>                      | <b>Spartan</b>                        |
|  | <b>Shower and Stuff</b>             | <b>Tom Shirley &amp; Assoc.</b>       |
|  | <b>Low Main Wax</b>                 | <b>Frontier Paper</b>                 |
|  | <b>X Tractron II Carpet Cleaner</b> | <b>Spartan Chem</b>                   |
|  | <b>Under Coat</b>                   | <b>Chemist</b>                        |
|  | <b>Moppin Oil</b>                   | <b>Carroll</b>                        |
|  | <b>AeroBlue Soap</b>                | <b>Deb III SBS</b>                    |
|  | <b>High PH Cleaner</b>              | <b>For Tech</b>                       |
|  | <b>Murphy Oil</b>                   | <b>Murphy Phoenix Co</b>              |
|  | <b>Plant Food</b>                   | <b>Miracle Gro</b>                    |

**Anchorage School District Hazard Communication Program**

|  |                          |                              |
|--|--------------------------|------------------------------|
|  | <b>Pledge</b>            | <b>Pledge</b>                |
|  | <b>Old English</b>       | <b>Old English Co</b>        |
|  | <b>Phisoderm</b>         | <b>Phisoderm</b>             |
|  | <b>Hydrogen Peroxide</b> |                              |
|  | <b>Baby Oil</b>          | <b>Johnson &amp; Johnson</b> |
|  | <b>Goof Off 2</b>        | <b>Lilly Products</b>        |