

**ADMINISTRATIVE
DIRECTIVE**

Administrative Directive Title: Hazard Communication Program	AD Number: 3.201.1	Adopted: November 2024
Policy References: Board Policy 3.201 – Safety	Revised:	

1 For the purposes of this administrative directive, a hazardous substance is defined any substance
 2 that is capable of causing an acute or chronic health condition in humans or adversely impacting
 3 the environment. Substances that are considered physical hazards (flammable substances,
 4 explosives, shock sensitive, etc.) are included in the definition of a hazardous substance.

5 The Safety Coordinator shall be responsible for developing and overseeing the Hazard
 6 Communication Program which will inform employees of chemical hazards in the workplace. The
 7 program will be designed to ensure that all employees who come in contact with hazardous
 8 chemicals will adhere to the following requirements:

- 9 1. Information on the hazards of chemicals shall be conveyed to all employees who come in
 10 contact will hazardous chemicals;
- 11 2. Inventories of the hazardous chemicals shall be maintained and updated regularly;
- 12 3. Material Safety Data Sheets created by OSHA for hazardous chemicals shall be
 13 maintained in each work area where chemicals are used or stored;
- 14 4. An employee-training program shall be implemented to effectively provide employees
 15 with information and handling precautions on hazardous chemicals in the workplace and
 16 adhere to the OSHA Hazard Communication Standards. This training shall be provided at
 17 the time of the employees' initial assignment and whenever a new hazard is introduced
 18 into the work area; and
- 19 5. Containers of hazardous chemicals shall be appropriately labeled in accordance with
 20 OSHA's Hazard Communication Standard.

21 All employees who come in contact with hazardous chemicals shall comply with the following:

- 22 1. Read all labels to become familiar with safety precautions, chemical and physical
 23 properties, and potential health hazards of the chemicals prior to handling;
- 24 2. Exercise all safety precautions while using hazardous chemicals, including wearing
 25 personal protective equipment as recommended by the school district;
- 26 3. Notify the Safety Coordinator of any deficiencies such as missing or improperly labeled
 27 containers or chemicals not listed on the hazardous chemical inventory as well as any
 28 working conditions that may cause substantial personal exposure to hazardous chemicals;
 29 and
- 30 4. Participate in scheduled training sessions for hazard communication.

Legal References
 29 CFR 1910.1200
 29 CFR 1910.1450