

Business Operations

SUBJECT: HAZARDOUS COMMUNICATIONS AND THE HANDLING OF TOXIC SUBSTANCES BY EMPLOYEES

It is the policy of the Board of Education to maintain a safety conscious and healthy work force. To this end, the District will:

- a) Train its employees regarding safe work practices involving the materials, equipment, and machinery with which they will be/are working.
- b) Training will take place at least when personnel are first employed and whenever they are expected to work with or on new or unfamiliar materials, equipment, or machinery. Employees will also be instructed whenever they are to be introduced into a new or unfamiliar work environment.
- c) Refresher training will take place at least annually.
- d) Contractors employed by the District shall be informed of what hazardous materials are present where they are and where the appropriate MSDS are. It shall be the contractor's responsibility to train its employees.
- e) Contractors shall inform the District concerning what hazardous materials are being introduced on the District properties and the District shall receive appropriate MSDS for those materials.

The Superintendent/designee shall maintain a current record of the social security numbers of every employee who handles toxic substances.

Both the "Right to Know" poster and the "Labor Law Information Relating to Public Employees" poster must be posted in common areas informing workers of relevant work hazards and associated rights.

Environmental Protection Agency, 40 Code of Federal Regulations (CFR) Parts 261 and 262
Occupational Safety and Health Administration (OSHA), 29 Code of Federal Regulations (CFR)
Section 1910.1200
Labor Law Sections 875-883
Public Health Law Sections 4800-4808
6 New York Code of Rules and Regulations (NYCRR) Part 371
9 New York Code of Rules and Regulations (NYCRR) Part 1174

Adopted: 1988
Revised:

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