

## Business Operations

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

It is the policy of the Board 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 or designee shall maintain a current record of the contact information for 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 CFR Parts 261 and 262  
Occupational Safety and Health Administration (OSHA), 29 CFR Section 1910.1200  
Labor Law Sections 875-883  
Public Health Law Sections 4800-4808  
6 NYCRR Part 371  
9 NYCRR Part 1174

Adopted: 1988  
Revised: 3/6/12;

# POLICY

2012

5632

Business Operations

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- 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 or 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.

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