

REPORTING OF HAZARDS

This policy was developed for MSAD No. 9 to assure that the District is in compliance with Chapter 22 Title 26 Maine Revised Statutes Annotated, 1984 Public Law Chapter 826 Chemical Substance Identification Law.

It will be the policy of MSAD No. 9 to have on hand and readily available for inspection all Material Safety Data Sheets (MSDSs) for all substances outlined by this act.

- A. The MSDS shall be available to any employee during regular working hours.
- B. A copy of the MSDS shall be in plain sight at any work station or storage area where substances are found.

It will be the policy of MSAD No. 9 to obtain all MSDSs for all products when purchased.

- A. If the item or substance is new to MSAD No. 9, then the MSDS will be reviewed before the substance is allowed in the workplace.
- B. If warranted by the review of the MSDS, all employees concerned will be retrained accordingly.
- C. MSAD No. 9 will update all MSDSs on an annual basis.

It will be the policy of MSAD No. 9 to introduce, maintain and periodically update a documented training program in accordance with the Chemical Substance Identification Law.

The information and training program shall include the following:

- A. Explain the provision of the law in detail;
- B. Identify any workplace where hazardous chemicals or substances are present;
- C. Describe methods of detecting the presence or release of a hazardous chemical in the work area;
- D. Describe and explain the physical health hazards and any potential health hazards in the workplace;
- E. Explain where and the availability of written communications and related documents concerning hazardous substances including how to read a MSDS;
- F. Describe and explain measures employees can take to protect themselves from these hazards, including the purpose, proper use and limitation of personal protective equipment;
- G. Explain the labeling system and the MSDS; and,
- H. Describe and explain all emergency procedures.

It will be required by all custodians of MSAD No. 9 to attend all training programs.

Documentation of attendance will be required and maintained in the Office of the Director of Support Services.

Documentation of each training seminar will also be required and maintained in the Office of the Director of Support Services.

All chemicals or substances that fall within the guidelines of Chapter 22 will be labeled as required, containers not properly labeled will not be allowed in the workplace until such time as labels are placed on them.

All employees of MSAD No. 9 will be given a copy of the Maine Law, a list of hazardous chemical substances used in MSAD No. 9, and a copy of this policy.

All new employees of MSAD No. 9 will be provided training in the identification of and protection from hazardous chemicals.

When it becomes necessary to dispose of dangerous chemicals, MSAD No. 9 will do so through an agency which has been licensed by the State to remove and dispose of chemicals.

When it becomes necessary to store chemicals awaiting their removal from the District, storage shall be in an approved tank or building.

Legal Reference: Title 26 MRSA Sec. 1709 ET SEQ.

Cross Reference: EBAA - Reporting of Hazards

Adopted: October 28, 1986

Reviewed: December 1994

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