

Three Rivers Community Schools Hazard Communication Program

General

The following Hazard Communication Program has been established for **Three Rivers Community Schools**. This program will be available for review by all employees.

Hazard Classification

Chemical manufacturers or importers shall evaluate chemicals they produced or import to classify the chemicals in accordance with the revised Hazard Communication Standard (HCS).

Effective June 1, 2015 - For each chemical, the chemical manufacturer or importer shall determine the hazard classes, and where appropriate, the category of each class that applies to the chemical being classified. This information will be placed in the Safety Data Sheet (SDS) and on the product label.

Three Rivers Community Schools will rely on SDSs obtained from product suppliers to determine which chemicals are classified as hazardous for employees.

Labeling

- A. The Principal or Building Administrator will be responsible for seeing that all containers entering the workplace from a manufacturer, importer or distributor are properly labeled.
- B. All labels shall be checked for:

| Current Requirements: | Requirements effective June 1, 2015: |
|---|--|
| <ul style="list-style-type: none">1. Identity of the material.2. Appropriate hazard warning for the material.3. Name and address of the responsible party. (Only if the container is received from the manufacturer, distributor, or importer.) | <ul style="list-style-type: none">1. Product identifier;2. Signal word;3. Hazard statement(s);4. Pictogram(s);5. Precautionary statement(s); and,6. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party. |

- C. Each employee or supervisor shall be responsible for ensuring that all secondary containers used in their work area are labeled with the appropriate product identifier and provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

For workplace (secondary) containers, the employer shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with **either**:

The information specified for labels on shipped containers; **OR**, product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the Hazard Communications Program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

Changes to SDS format effective June 1, 2015 - Chemical manufacturers or importers shall ensure that SDSs for their products includes the following Sections in order:

- Section 1. Identification;
- Section 2. Hazard(s) identification;
- Section 3. Composition/information on ingredients;
- Section 4. First-aid measures;
- Section 5. Firefighting measures;
- Section 6. Accidental release measures;
- Section 7. Handling and storage;
- Section 8. Exposure controls/personal protection;
- Section 9. Physical and chemical properties;
- Section 10. Stability and reactivity;
- Section 11. Toxicological information;
- Section 12. Ecological information;
- Section 13. Disposal considerations;
- Section 14. Transport information;
- Section 15. Regulatory information; and
- Section 16. Other information, including date of preparation or last revision.

- A. The Facilities & Operations Administrative Assistant will be responsible for compiling and maintaining the master SDS file. The master file will be kept in/at the Facilities & Operations Office and online at <http://trschoools-mi.vectorsds.com>.
- B. SDSs will be available for review to all employees during each work shift. Copies will be available online at <http://trschoools-mi.vectorsds.com>. QR Codes will be posted in each building's Main Office, Main Custodial Closet, located in each Classroom Emergency Information Guide and publicly linked directly on the District Website at <https://www.trschools.org/departments/facilities/>
- C. If a required SDS is not received, the Facilities & Operations Administrative Assistant shall contact the supplier, in writing, to request the MSDS/SDS. If an SDS is not received after two such requests, the Facilities & Operations Administrative Assistant shall contact the MIOSHA's Construction Safety and Health Division at (517) 284-7680 or General Industry Safety and Health Division (GISHD) at (517) 284-7750, for assistance in obtaining the SDS.

MIOSHA does not maintain a library of SDSs. However, either of the above divisions will assist an employee in obtaining a copy of an SDS by contacting the employer or supplier.

Employee Information and Training

- A. The Business Office shall coordinate and maintain records of employee hazard communication training, including attendance rosters.
- B. Before their initial work assignment, each new employee will receive hazard communication training. This will include the following information and training:

Information:

- The requirements of the MIOSHA HCS.
- All operations in their work area where hazardous chemicals are present.
- Location and availability of the written Hazard Communications Program, the list of hazardous chemicals, and the SDS.

Training:

- Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area.
- The physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area.
- Measures the employees should take to protect themselves from these hazards.
- Details of the Hazard Communications Program - including an explanation of the new label elements [product identifier; signal word; hazard statement(s); pictogram(s); and, precautionary statement(s)] on shipped containers and the workplace labeling system used by their employer, the new SDS format/sections.
- How employees can obtain and use hazard information.

C. The employee shall be informed that:

1. The employer is prohibited from discharging, or discriminating against, an employee who exercises hir/her rights to obtain information regarding hazardous chemicals used in the workplace.
2. As an alternative to requesting an SDS from the employer, the employee can seek assistance from the MIOSHA Construction Safety and Health Division, at (517) 284-7680, or the MIOSHA General Industry Safety and Health Division at (517) 284-7750, to obtain the desired SDS. A sign or MIOSHA poster will be posted with the address and telephone number of the MIOSHA divisions responsible for such requests.

D. Before any new physical or health hazard is introduced into the workplace, each employee who may be exposed to the substance will be given information in the same manner as during the hazard communication training.

Multi-Employer Worksites - Informing Contractors

- A. If our company exposes any employee of another employer to any hazard chemicals that we produce, use, or store, the following information will be supplied to that employer:
1. The hazardous chemicals they may encounter.
 2. Measures their employees can take to control or eliminate exposure to the hazardous chemicals.
 3. The container and pip labeling system used on-site.
 4. Where applicable SDSs can be reviewed or obtained.
- B. Periodically, our employees may potentially be exposed to hazardous chemicals brought on our site by another employer. When this occurs, we will obtain from that employer information pertaining to the types of chemicals brought on-site, and measures that should be taken to control or eliminate exposure to the chemicals.
- C. It is the responsibility of the Administrator, Principal or Building Administrator, contracting a professional service, to ensure that such information is provided and/or obtained prior to any services being performed by the off-site employer. To ensure that this is done the following mechanism will be followed:
- Request a listing of hazardous chemicals and SDS Data Sheets that will be utilized.
 - Submit the list of hazardous chemicals and their SDS Data Sheets to the Facilities & Operations office for filing.

A list of hazardous chemicals used by Three Rivers Community Schools is located in/at the Main Office of each school and online at <http://trschoools-mi.vectorsds.com>. Further information regarding any of these chemicals can be obtained by reviewing its respective SDS.