

## REPORTING OF HAZARDS REGULATION

The Hazard Communication Program is intended to address the issue of evaluating and communicating hazard information to district employees. The following summarizes the responsibilities of those persons most directly involved with the successful implementation of this program.

### *Safety and Health Coordinator*

1. Develops and oversees the implementation of a written hazard communication program in accordance with the Federal Hazards Communication standard.
2. Provides employees with training on hazardous materials and the measures required to maintain optimum protection while working with these agents.
3. Reviews Material Safety Data Sheets for all products currently in use or being considered for use.
4. Material Safety Data Sheets for all hazardous materials are updated by a BOCES Service and maintained by school personnel.
5. Requests specific chemical information when such material has been designated as a trade secret by a manufacturer or supplier.

Establishes procedures to maintain the confidentiality of trade secret information.

### *Director of Facilities*

1. Implements the Hazard Communication Program.
2. Generates and maintains inventory listings of all hazardous materials present and provides updates where and when necessary.
3. Acts as employee contact for obtaining Material Safety Data Sheets from the State Health Department and/or manufacturers/suppliers of materials currently in use or being considered for use.
4. Ensures that Material Safety Data Sheets are readily accessible to employees, and will provide such information within 72 hours of an employee request.
5. Ensures that each container identified as holding a hazardous material is properly labeled as to the identity of its contents and appropriate hazard warnings, including building materials containing asbestos.

### *Staff Members*

1. Actively participate in mandated training programs and comply with training provisions.
2. Familiarize themselves with the Material Safety Data Sheets of those hazardous materials with which they work.
3. Utilize those measures that have been distributed to protect themselves from adverse exposure to hazardous materials.