

East Otero School District Hazardous Materials Chemical Hygiene Plan

Purpose

East Otero School District is committed to managing chemical safety in an effort to maintain a safe environment for all employees and students. This Chemical Hygiene Plan sets forth operating procedures and work policies designed to control chemical hazards.

Scope

To protect employees and students from health hazards associated with the use of hazardous chemicals. We will accomplish this through the following:

- identifying hazardous chemicals;
- developing an outline of responsibilities in the district;
- developing safe procedures;
- discussing procedures for procurement, distribution, and storage of chemicals;
- implementing a plan for monitoring safety equipment and storage areas;
- developing a written plan to address accidents involving chemicals;
- establishing a chemical hazard training program; and
- developing a chemical waste disposal program.

Access

This plan will be located in the following areas:

- Principal's Office
- Central Office
- East Otero School District Webpage

This plan will be reviewed annually by the Chemical Hygiene Officer and updated as necessary.

Chemicals

A school data base for all chemicals will be maintained at each school using the Flinn Scientific safety system for storage, record keeping, and disposal.

Responsibilities

In order to properly manage the chemicals in our school, we will establish a Chemical Hygiene Officer (CHO). The CHO will have authority to make needed decisions regarding this plan in order for it to remain effective and relevant.

The Chemical Hygiene Officer selected for East Otero School District is the Junior/Senior High School Science Department Head.

-Chemical Hygiene Officer-

Duties will include:

- ✓ Being familiar with all aspects of the Chemical Hygiene Plan.
- ✓ Being a contact person for distributing information involving chemical safety.
- ✓ Being a resource on matters involving the use of chemicals.
- ✓ Advising school Principals of any chemicals that pose risks to health or safety.
- ✓ Maintaining copies of chemical inventories.
- ✓ Coordinate pickup and disposal of unwanted chemicals from the schools annually.

-Principal-

The Principal of the school is responsible for enforcement of all federal, state, and local health, safety and environmental regulations and policies including the Chemical Hygiene Plan.

-School Chemical Hygiene Officer-

The School Chemical Hygiene Officer is selected by the building Principal. Their responsibilities include:

- ✓ Providing copies of the MSDS sheets for all chemicals in the building.
- ✓ Monitoring chemical handling and storage procedures
- ✓ Coordinate with district CHO for disposal of unwanted chemicals.

-School District Employees-

School district employees are responsible for:

- ✓ Participating in training programs provided by the school district.
- ✓ Maintaining an awareness of health and safety procedures.
- ✓ Awareness of location and use of MSDS.
- ✓ Using and modeling good personal chemical hygiene habits.
- ✓ Reporting accidents, injuries, unsafe practices, and unsafe conditions.
- ✓ Providing safety training for all students participating in school laboratories.
- ✓ Consulting the CHO prior to bringing any chemical on site.

-Students-

Students should adhere to safety procedures and good chemical hygiene habits. They should report accidents and maintain an awareness of health and safety procedures.

Safe Operating Procedures

A. Safety Practices

- MSDS (Material Safety Data Sheets) will be maintained and readily accessible to all occupants.
- The School Chemical Hygiene Officer will ensure that all chemicals have an MSDS and proper labeling.

- Appropriate personal protective equipment must be worn to avoid contact with chemicals.
- Chemical splash goggles must be worn any time chemicals, glassware, or open flame are used in the laboratory.
- Ensure that each lab is equipped with appropriate ventilation.

B. Safety Rules

- General Laboratory Rules and Procedures
- The school Principal will be contacted when any accident occurs.
- Emergency telephone numbers shall be posted in the chemical storage area.
- Discard chipped, etched or cracked glassware.
- Teach everyone how to use the eyewash station and shower.
- An accident report shall be completed by the end of the work day.
- Fire extinguishers are accessible and the appropriate type.
- Employees and students shall be knowledgeable of primary and secondary evacuation routes.
- Drinking from lab glassware or other lab vessels is prohibited.
- Eating or drinking is not allowed in the laboratory.
- Cosmetics shall not be applied in laboratories.
- All unlabeled chemicals are prohibited.
- Know the hazards and precautions before using any chemical.
- Follow proper disposal procedures of all chemicals.
- Provide emergency eye wash and showers in labs where needed. Eye wash and showers shall be tested monthly.
- All exits, emergency equipment, and master utility controls shall remain clear and unobstructed.
- When hazardous airborne contaminants are generated, fume hoods shall be in use. Fume hoods shall be inspected monthly.
- No chemicals shall be stored in the fume hood.

Chemical Procurement, Distribution, Storage Guidelines

The district will identify all “approved” chemicals allowed to be purchased, stored, and used on school premises.

Employees shall consult the CHO prior to bringing any chemical on site that is not on the “approved” list.

All chemicals shall be properly labeled at all times.

The district will ensure proper chemical storage by using the Flinn system for all storerooms/cabinets.

All chemicals shall be kept under lock and key. All laboratories shall be locked when not in use.

Chemicals shall be checked out and used only by trained and authorized employees. An inventory of all chemicals shall be conducted annually and all unwanted chemicals shall be gathered for disposal. Chemical containers shall be inspected during the annual inspection for container integrity and proper labeling.

Record Maintenance

The district will establish and maintain documentation of:

- Any accidents and incidents involving chemicals.
- Comprehensive inventory of hazardous chemicals.
- Monthly inspections of equipment.
- Annual inspections of storage areas.
- All chemical disposal operations conducted.

Emergency Plans for Spills and/or Accidents

The district will provide a spill kit accessible for each laboratory. This kit might include:

- Neutralizing agents for acid spills.
- Neutralizing agents for alkali spills.
- Spill absorbing materials such as sand, kitty litter, or other spill control materials.
- Quantities of cleanup materials shall be sufficient for the largest anticipated spill.
- Each school should have a system for prevention, containment, cleanup, and reporting of chemical spills.

Training Programs

The district will develop and implement chemical training for all employees that includes:

- Awareness and location of written Chemical Hygiene Plan.
- Elements of OSHA's Hazard Communication Program.
- Appropriate safety measures and safe work practices.
- Training at new employee orientation, new assignments, and annually.

Chemical Waste Disposal

The district will develop a chemical waste disposal process.

The District Chemical Hygiene Officer shall be responsible for the chemical waste disposal process.

The chemical waste disposal process shall include:

- Collection and containment of waste chemicals.
- Procedures for safe transport.
- List of contact personnel.
- Historical data of all disposed chemicals including:
 - Date of disposal
 - Name and quantity of each disposed chemical
 - Method of disposal (including name of disposal company, if used)

Adopted: March 14, 2016