

HAZARDOUS CHEMICAL POLICY

This policy, developed for MSAD 55, is to assure compliance with Chapter 22 Title 26 Maine Revised Statutes annotated 1984 Public Law Chapter 826 Chemical Substance Identification Law.

1. It will be the policy of MSAD 55 to have on hand and readily available for inspection a Material Safety Data Sheet for all substances as outlined by this act.
 - 1.1 The M.S.D.S. shall be available to any employee or student during regular working hours.
 - 1.2 The M.S.D.S. shall be available in each classroom where a HAZARDOUS CHEMICAL is stored or used.
2. It will be the policy of MSAD 55 to obtain a M.S.D.S. for all products when purchased.
 - 2.1 If the item or substance is new to MSAD 55, then the M.S.D.S. will be reviewed before the substance is allowed in the workplace.
 - 2.2 If warranted by the review of the M.S.D.S. all employees and students who may have access to the substance will be re-trained accordingly.
 - 2.3 MSAD 55 will update all chemical inventories and M.S.D.S. files on an annual basis and whenever new substances are added to the inventory.
3. It will be the policy of MSAD 55 to introduce, maintain, and periodically update a documented training program in accordance with the Chemical Substance Identification Law.

The following are the minimum guidelines for the training program:

- A. Explain the provisions of the law in detail.
- B. Identify any workplace where HAZARDOUS chemicals or substances are present.
- C. Describe or explain the method of detection of the release of a HAZARDOUS substance or chemicals in the workplace.
- D. Explain the location and availability of written communications and related documents concerning HAZARDOUS substances including how to read a M.S.D.S.
- E. Describe and explain the physical health HAZARDS and any potential health HAZARDS in the workplace.
- F. Describe and explain methods employees and students can take to protect themselves from these HAZARDS including the purpose, proper use of, and limitation of protective equipment. This will include safety goggles, aprons, eyewash fountains, deluge showers, fire blankets, fire extinguishers, first aid kits, and other devices.
- G. Describe and explain labeling systems and the use of Material Safety Data Sheets.
- H. Describe and explain all emergency procedures.

- I. Each employee and student shall sign a contract of safety regulations including agreement that they have been informed of the Hazard Communication Policy and to verify that they have completed the training program. This contract will be kept on file in the classroom.
4. Documentation of attendance will be required and maintained.
5. Documentation of each training seminar will also be required and maintained.
6. 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 upon them.
7. All employees and students in MSAD 55 who may be exposed to HAZARDOUS CHEMICALS will, upon request, be given a copy of the Maine Law, lists of hazardous chemical substances used and a copy of the policy.
8. All new employees and students in MSAD 55 who may be exposed to HAZARDOUS CHEMICALS will be trained before starting work.

Adopted: July 6, 2016