

**HAZARD COMMUNICATION****I. General**

- A. The Buncombe County Board of Education hereby declares its concern for the safety of the system's employees and pledges to initiate whatever programs may reasonably be required to insure their safety.
- B. It is the intent of the Buncombe County Schools to comply with all applicable regulations concerning employee safety and worker's right-to-know.
- C. The Board of Education hereby delegates to the Superintendent of Schools the responsibility for compliance with all applicable health and safety regulations within this district; this Board also delegates to the Superintendent the power to establish such procedures as shall be necessary to accomplish this compliance, including, but not limited to, the issues outlined below, and these procedures shall be on file and be a permanent part of this policy and be changed as needed.

**II. Record Keeping**

- A. In each work area where hazardous materials are present, the system will maintain and make available to its employees such chemical hazard information as required, including, but not limited to:
  - 1. Material Safety Data Sheets (MSDSs);
  - 2. Chemical Inventory Lists (CILs);
  - 3. The location of MSDSs and CILs;
  - 4. All original labels on containers of hazardous materials (to remain intact and shall not be removed or defaced).
- B. The system will maintain and make available to its employees such accident and safety reports as required.
- C. The system will report any health and safety information as required to the appropriate governing agency upon request.

**III. Placarding and Material Handling**

- A. The system will work with the local fire authority to identify hazards and placard as required.
- B. The system will make mandatory purchasing procedures for chemicals in all forms (liquids, solids, gases, etc.) to require chemical manufacturers, importers, and distributors to ensure that every container is labeled with the proper hazard warnings prior to being received by the system.
- C. The system will provide all necessary personal protective equipment for employee safety.

**IV. Employee Training**

- A. The system will conduct such training as needed to familiarize each employee with the hazards of that employee's position.
  - 1. The training shall include:
    - a. How to detect the presence or release of a hazardous chemical;
    - b. The physical and health hazards of the chemicals;
    - c. How to read and understand the labels and MSDSs;
    - d. Where to find the MSDSs and CILs in each work area; and
    - e. The proper handling, storage and use of the hazardous chemicals in each work area.
    - f. The proper means of disposal of the hazardous chemicals in each work area.

2. The school principal is responsible for assuring compliance with the training under this policy and ensuring that each teacher is informed of the OSHA standard as it applies to them.
  
3. The Safety Officer is responsible for overseeing and ensuring the training of employees in nonschool-based areas under the Board's control—such as, bus maintenance, grounds' maintenance, etc., which are likely to face more stringent requirements under the law since they are more likely to have bulk loads of hazardous materials.