

{SCHOOL DISTRICT}

Chemical Hygiene Plan

Purpose

{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.

This plan will be located in the following areas:

- Principal's Office
- Media Center
- Central Office
- {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 {INSERT TYPE OF DATA BASE OR SYSTEM} safety system.

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 {SCHOOL DISTRICT} is [Name/Title of CHO].

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.

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School Chemical Hygiene Officer

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

- Providing copies of the Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS) 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/SDS.
- 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/SDS will be maintained and readily accessible to all occupants.
- The School Chemical Hygiene Officer will ensure that all chemicals have a MSDS/SDS and proper labeling.
- Appropriate personal protective equipment must be worn to avoid contact with chemicals which may include the use of gloves and aprons. Gloves are chemical specific and must be chosen based on the chemical(s) being used.
- Chemical splash goggles must be worn any time chemicals, glassware or open flame are used in the laboratory. Based on the potential hazard, a faceshield may also be necessary. Goggles or safety glasses must be worn in conjunction with the use of a faceshield.
- Ensuring that each lab is equipped with appropriate ventilation as required by SPS 332.24.
- Use the Chemical Hazards Preparation Form or similar process to evaluate lessons. Update evaluation as necessary.

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 any 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 when an accident has occurred.
- 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, drinking or applying cosmetics is not allowed in the laboratory.
- All unlabeled chemicals are prohibited.
- Know the hazards and precautions before using any chemical.
- Follow proper disposal procedures of all chemicals.

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- 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. The use of select carcinogens, reproductive toxins and substances that have a high degree of acute toxicity is prohibited.
- 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.
- Chemicals shall be segregated and stored with regard to compatibility and hazard classification. Flammable materials shall be stored separately. Specialized storage cabinets may be necessary based on chemical quantity and kind.
- 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.

Medical Evaluations

All employees who work with hazardous chemicals shall be provided with an opportunity to receive medical attention, including any follow-up examinations which the examining physician determines to be necessary, under the following circumstances:

- Employees who show signs or symptoms associated with a hazardous chemical used in the laboratory.
- Where exposure monitoring reveals an exposure level routinely above the action level or other occupational health limit.
- Whenever a spill, leak, explosion or other occurrence results in the likelihood of a hazardous exposure.
- All medical examinations and consultations must be performed by or under the direct supervision of a licensed physician and be provided at a reasonable time and place and without cost or loss of pay to the employee.

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Training Programs

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

- Awareness and location of written Chemical Hygiene Plan and OSHA's Laboratory Standard, 29 CFR 1910.1450.
- The permissible or recommended exposure limits; the signs/symptoms associated with exposure to the chemicals being utilized; associated physical and health hazards; and methods to detect a hazardous chemical's presence or release.
- Appropriate safety measures, safe work practices and the availability of reference materials on the hazardous chemicals utilized, i.e. MSDS/SDS.
- Training at new employee orientation, new assignments, and annually.

Chemical Waste Disposal

- The district will develop a chemical waste disposal process based on local, state and federal regulations.
- 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).

Sample Chemical Hazards Preparation Form

Lesson: _____

Chemicals identified to be used:

Compatible with other chemicals?

Yes No
 Yes No
 Yes No

Replacement of incompatible or high hazard chemicals evaluated? Yes No

<i>Check the Row(s) below and column(s) to the right indicating what safety equipment and procedures are to be used and when they shall be followed. Check all that apply.</i>		Pre-Lab	Lab	Post-Lab
Hazard Category	Corrosive Solid			
	Corrosive Liquid			
	Reactive			
	Volatile			
	Other: _____			
<u>PPE - Personal Protection Equipment</u>	Safety Glasses			
	Goggles			
	Faceshield			
	Glove Type			
	Body Protection: Apron, lab coat			
	Foot: in addition to covered foot/toe areas			
Respiratory- May Require a Respiratory Protection Program				
Engineering Controls	Fume Hood			
	Eyewash Station in working order			
	Safety Deluge Shower in working order			
	Use diluted or small quantities of hazards			
	Type of Fire Extinguishers required			
	Other:			
Waste Disposal*	Pour down drain (check with local waste treatment facility)			
	Chemical Garbage can			
	Type of Segregated Waste Container i.e. Acids			
<i>List any hazardous products, by products or wastes that may be created anytime during the use of the chemical identified above.</i>	1.			
	2.			
	3.			
	4.			

*In accordance with local, Department of Natural Resources and federal regulations.

Specific Safe Work Practices: [list the safe work practices expected to be used in each stage, if all the same just write once.]

Specific emergency procedures: [especially important for chemicals that are incompatible with spill kit or fire extinguishing materials]

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