

In order to comply with the Oklahoma Hazard Communication Standard, the following written program has been implemented for Sankofa School of Creative & Performing Arts:

All work units of the school district are included within this program. The written program will be available in the Administrator's office for review by any interested employee. As an employer, the school district intends to provide and maintain conditions of work which are reasonably safe and healthful for all employees. The Sankofa School of Creative & Performing Arts Hazard Communication Standard Program is to assure that each employee receives the information and training needed to work safely. It is the tool for providing communication to personnel about hazards and how to deal with them.

The Administrator or his designee will be the Hazard Communication Standard Program Manager and will be assisted by the maintenance personnel.

Container Labeling 380:45-3-6

The maintenance personnel will verify that all containers received for use will be clearly labeled as to the contents, the appropriate hazard warnings are noted, and the name and address of the manufacturer are listed on each one.

The custodian in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the generic labels which have a block for identity and blocks for the hazard warnings.

The Hazard Communication Standard Program Manager will review the school district labeling system every 12 months and update as required.

Material Safety Data Sheets (MSDS) 380:45-3-2

The maintenance personnel will be responsible for obtaining and maintaining the data sheet system for the school district and will review incoming data sheets for new and significant health/safety information. New information will be passed on to the affected employees.

Copies of MSDS's for all hazardous chemicals to which employees of the district may be exposed will be kept in the Hazard Communication Standard Program Manager's office.

MSDS's will be available to all employees in their work areas for review during each work shift. If MSDS's are not available or new chemicals in use do not have MSDS's, the Hazard Communication Standard Program Manager should be contacted immediately.

Employee Training and Information 380: 45-3-7

The Hazard Communication Standard Program Manager is responsible for the employee training program and will ensure that all elements specified below are carried out.

Prior to starting work, each new employee of the school district will attend a health and safety orientation and will receive information and training on the following:

1. An overview of the requirements contained in the Hazard Communication Standard;

2. Chemicals present in the workplace operations;
3. Location and availability of the written Hazard Communication Standard Program;
4. Physical and health effects of the hazardous chemicals;
5. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the workplace;
6. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment;
7. Emergency procedures to follow if exposed to these chemicals;
8. How to read labels and review MSDS's to obtain appropriate hazard information; and
9. Location of MSDS files and location of hazard chemical lists.

After attending the training class, each employee will sign a form to verify that the training was attended, written materials were received, and the policies on hazard communication are understood.

Prior to a new chemical hazard being introduced into any section of the district, each employee of that section will be given information as outlined above. The maintenance director is responsible for ensuring that MSDS's on the new chemical(s) are available.

List of Hazardous Chemicals 380:45-3-1

The hazards associated with chemicals used by Sankofa School of Creative & Performing Arts will be identified from Material Safety Data Sheets obtained from the chemical supplier.

A Chemical Information List is available in the Hazard Communication Standard Program Manager's office. Further information on each noted chemical can be obtained by reviewing Material Safety Data Sheets.

Hazardous Nonroutine Tasks

Periodically, employees are required to perform hazardous nonroutine tasks. Prior to starting work on such projects, each affected employee will be given information by the maintenance director about hazardous chemicals to which they may be exposed during such activity.

The information will include:

1. Specific chemical hazards;
2. Protective/safety measures the employee can take; and
3. Measures the district has taken to lessen the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

Informing Contractors

It is the responsibility of the Hazard Communication Standard Program Manager to provide contractors (with their employees) the following information:

1. Hazardous chemicals to which they may be exposed while on the job site, and
2. Precautions the employees may take to lessen the possibility of exposure by usage of protective measures.

The Hazard Communication Standard Program Manager will be responsible for contacting each contractor before work is started in the school district to gather and disseminate any information concerning chemical hazards that the contractor is bringing to the school workplace.

It is the responsibility of the contractor to train his employees.

Fire Safety 380:45-5-1

The fire safety regulations call for keeping the Tulsa Fire Department informed of hazards. A system for placards to mark areas for the fire department will be set up with the local fire chief.

Monitoring and Evaluation

The Administrator, Hazard Communication Standard Program Manager, and maintenance director will review the Hazard Communications Programs at least annually and update and make changes as necessary

Other Areas of Responsibility

Each principal, the vocational agricultural instructor, the bus mechanic, junior high and senior high school science instructors, and the head football coach will be familiar with the Hazard Communication Standard and with these regulations and will see that they are carried out in their respective work areas and areas of responsibility.