

## EXECUTIVE SUMMARY

### Hazard Communication

### 1910.1200 Subpart Z

This document presents a brief overview and summary of the official written program. The official program is a comprehensive guide to assist District staff in complying with the requirements of the OSHA standard.

#### PROGRAM OBJECTIVE:

The objective of the Saint Paul School District Hazard Communication Program is to ensure all chemicals produced or imported by SPPS are classified, and that information concerning the classified hazards is transmitted to employees.

#### PROCEDURES:

##### Container Labeling

- All non-empty containers in the workplace must be properly labeled with a product identifier.
- Containers need to be labeled if contents are non-hazardous such as water, dilute solutions, vinegar, etc.
- Secondary use containers, such as spray bottles, need to be labeled with a secondary use container label for that product. Secondary use container labels can be order on the PPE form.

##### Safety Data Sheets

- Safety Data Sheets are available at <http://www.spps.org/Page/3485> or provided by the manufacture .
- Read the Safety Data Sheet before working with a new chemical and when review is necessary.
- Employees are responsible for maintaining an updated SDS Binder for the chemicals used in their job.

##### Chemical Inventories

- ESG will maintain a master list of known chemicals in St. Paul Public School buildings for science chemistry storage rooms.
- The custodial chemical inventory lists are maintained by the head engineers at each facility.

##### Employee Training

- Training will be provided to all affected employees identified by the Environmental Services Group.
- Training needs to occur for new staff and job transfers.
- Existing staff need annual refresher training.
- Hazard Communication is cover in Employee Right To Know training.

##### Contractor Responsibilities

- It is district policy that contractors working on district property must comply with all OSHA standards and requirements.
- Contractors working on district property must be informed of workplace hazardous chemicals in the areas they are working and of appropriate protective measures for these hazardous chemicals
- The contractor is responsible for providing SDSs for all hazardous materials brought into or used in/on district owned or leased properties.

#### RECORDKEEPING REQUIREMENTS:

##### Records:

- Maintained by ESG and available upon request.
- Contact Information: Environmental Services Group | 651-744-1800
- Web Site: <https://www.spps.org/Page/3470> | Email: [ESG@spps.org](mailto:ESG@spps.org)