Employee Right-to-Know

Purpose	ISD #831 is committed to providing a safe and healthful environment for all of its employees. The Employee Right-to-Know (ERTK) Program has been developed to identify hazardous substances, harmful physical agents, and infectious agent hazards associated with District operations and implement protective measures to prevent injuries and illnesses associated with exposure to such hazards. This program is implemented with compliance to the Minnesota ERTK Rule 5206 and the recent update to the Occupational Safety and Health Administrations (OSHA) 29 CFR 1910.1200 Hazard Communication (Haz Com) Standard which aligned to the United Nations Globally Harmonized System (GHS) of Classifying and Labeling Chemicals.
Scope	This policy applies to all ISD #831 employees, including temporary and seasonal workers, who works with, or is routinely exposed to hazardous substances, harmful physical agents, or infectious agents as part of their job responsibilities. "Routine exposure" means that a reasonable, potential exposure exists to hazardous substances, harmful physical agents, or infectious agents during the normal, expected work activities assigned to the employee.
Records Created	Chemical Inventory Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS) Training Records
References	Bloodborne Pathogens Occupational Exposure Control Plan Hearing Conservation Program Personal Protective Equipment Program School Board Policy #411, *Employee Right to Know – Exposure to Hazardous Substances*
Terminology	*Chemical* - any substance or mixture of substances. *Chemical name* - the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard classification. *Classification* - identify the relevant data regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical. *Container* - any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical.

Terminology	*Hazard class* – the nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity, etc. *Hazard statement* - a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical including the degree of hazard. *Hazardous chemical* - any chemical with a physical or health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified (HNOC). *Health hazard* - a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. *Label* - an appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging. *Label elements* - the specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category. *Physical hazard* - a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas. *Pictogram* - a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight (8) pictograms are designated under this standard for application to a hazard category. Environmental hazard pictogram is a non-mandatory hazard warning.

Terminology	*Precautionary statement* - a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, improper storage, or handling. *Product identifier* – the name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical(s). The product identifier used shall permit cross-references to be made among the list of hazardous chemical(s) required in the written hazard communication program, label, and corresponding SDS. *Signal word* - a word used to indicate the relative level of severity of the hazard and alert the reader to a potential hazard on the label. The signal words used in this section are "danger" and "warning." "Danger" is used for the more severe hazards while "warning" is used for the less severe.

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EXEMPTIONS

This program does not include substances such as hazardous waste, hazardous substances under remediation or removal per Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), tobacco or tobacco products, articles as defined by the rule (refer to 29 CFR 1910.1200 for definition of article), wood or wood products that will not be processed, food or beverages for personal consumption, any drug that is termed by the Food, Drug, and Cosmetic act when in it's solid, final form for direct administration to the patient or for personal use, and cosmetics.

1.0 RESPONSIBILITIES

1.1 Employees

- Comply with District's ERTK program.
- Understand the hazards of exposure to chemicals and substances, harmful physical agents, and infectious agents.
- Use appropriate methods of control, including personal protective equipment.
- Ask questions to the Department Supervisor if unsure of proper procedures, use of a hazardous substance, labeling requirements, interpreting MSDS/SDS, protective equipment, etc.
- Report deficiencies of this program including when new hazards are identified or introduced into the workplace to the Department Supervisor.
- Participate and complete annual required training.

1.2 Department Supervisors

- Ensure safety of their assigned employees.
- Conduct on-the-job training for non-routine tasks.
- Ensure implementation of District's ERTK program including following labeling requirements and ensuring MSDS/SDS are readily available to employees.
- Develop departmental procedures to keep chemical inventory lists and corresponding MSDS/SDS current.
- Ensure employees are trained as outlined in this program.
- Report deficiencies of this program including when new hazards are identified or introduced into the workplace to the Buildings and Grounds Supervisor.

1.3 Buildings and Grounds Supervisor

- Primary contact for District's ERTK Program.
- Assist with development of department procedures.
- Offer technical and regulatory assistance to departments.
- Update and maintain MSDS/SDS online electronic database for all materials used within the District.
- Direct, coordinate, and identify training needs for employees covered in this program including new hires.

- Retains copies of training records for the District.
- Annually review and update the ERTK program for compliance.

1.4 Safety Committee

- Work as liaison to internal departments for compliance to District's ERTK program.

2.0 HAZARDOUS SUBSTANCES

A hazardous substance is a chemical or mixture of chemicals which can cause health and/or physical hazards. Many products used at the District contain a hazardous substance or chemical. Such products include fuels, solvents, cleaners/degreasers, acids, paints, aerosols, etc. In addition to these hazardous products consumed or used, some hazardous substances are produced by District operations. These include fumes generated during welding activities, carbon monoxide produced by propane or gas powered vehicles, nitrogen dioxide and diesel exhaust produced by diesel powered vehicles, etc.

The following departments have been identified within the District to have routine, expected exposure to hazardous substances:

- Art
- Nutrition Services
- Industrial Technology
- Nurses
- Buildings & Grounds
- Sciences
- Transportation

3.0 HARMFUL PHYSICAL AGENTS

Extreme heat, noise, ionizing radiation and non-ionizing radiation are required to be included in the District's ERTK program per Minnesota Rule Chapter 5206.

Heat can be a byproduct of District operations such as welding activities, strenuous physical activities, or work conducted during construction activities (poor or no ventilation / cooling). Though not specifically addressed in Minnesota Rule Chapter 5206, outdoor work activities are also subject to extreme heat. Employees exposed to heat are at risk of heat-related illness.

Employees working in the Operations, Grounds Department have routine, expected exposure to heat.

Noise exposure can lead to permanent, incurable hearing loss or tinnitus (ringing in the ears) based on intensity and/or duration. Federal OSHA has a specific standard to prevent hearing loss in the workplace, 29 CFR 1910.95 Occupational Noise Exposure. District employees exposed to workplace noise exceeding OSHA's Action Level of 85 decibels (dB) over a time-weighted average are covered in the District's Hearing Conservation Program.

Ionizing radiation includes x-rays and gamma rays. No District department has been identified to have routine, expected exposure to ionizing radiation.

Non-ionizing radiation includes the spectrum of ultraviolet (UV), visible light, infrared (IR), microwave (MW), radio frequency (RF), and extremely low frequency (ELF) energy waves. These rays are produced from radios, computer and television monitors, cell phones, wireless routers, microwaves, satellite dishes, lasers, etc. District employees have no risk of harm from exposure to non-ionizing radiation equipment.

4.0 INFECTIOUS AGENTS

Infectious agent means a communicable bacterium, rickettsia, parasites, virus, or fungus which according to documented medical or scientific evidence causes substantial acute or chronic illness or permanent disability from direct exposure. Infectious agents that are present in human blood and can cause disease in humans are also called blood borne pathogens. The District, as allowed by Minnesota Rules Chapter 5206, has a Bloodborne Pathogens Occupational Exposure Control Plan.

5.0 IDENTIFICATION & INVENTORY OF HAZARDS

The District performs a variety of annual audits, inspections, personal monitoring, assessments, including safety committee data reviews, etc. to identify, analyze, and control workplace hazards. Such evaluations identify employee groups with exposure to risks and establish necessary program implementation and training requirements for such workers.

6.0 MSDS/SDS

For each hazardous substance listed on the Department chemical inventory, a MSDS/SDS must be maintained. An online electronic database has been established to manage MSDS/SDS for the District. Employees have access to this online tool to review department chemical inventories and corresponding MSDS/SDS. The Buildings and Grounds Supervisor is the primary contact for the online electronic database.

In 1994, the Haz Com Standard (29 CFR 1910.1200) provided guidance to chemical manufacturers and distributors on chemical hazard determination but did not specify an approach or format to follow when listing those hazards on the corresponding MSDS. The revised 2012 Haz Com Standard now provides methods for conducting hazard classification and requires a uniform approach for communicating those hazards via a 16-section format on a corresponding SDS.

Department Supervisors are responsible for requesting MSDS/SDS from the manufacturer or distributor based on their inventory, each time a new product is ordered, and for vendor samples. Furthermore, it's the responsibility of each Department Supervisor to provide that MSDS/SDS to the Buildings and Grounds

Department for inclusion into the online electronic database.

Manufacturers and distributors are required to provide the MSDS/SDS at the time of first shipment and whenever the information changes. With the revision to the 2012 Haz Com Standard, manufacturers and distributors have revised their existing MSDS to meet new technical requirements as required in a SDS. The rule requires that employers must maintain the most recent version of the MSDS or SDS. Therefore, when an SDS is received by the District, it must replace the MSDS for the corresponding hazardous substance.

The Department Supervisor must review incoming SDS noting new and/or significant health and safety information that may have changed and communicate such information along to their employees following labeling and training requirements.

It's not required that a SDS be obtained for products ordered prior to June 1, 2015 that might be waiting to be used or in storage so long as the MSDS is maintained by the District.

MSDS/SDS are considered "exposure records" under the regulation and must be maintained for 30 years. Such records are retained by the Buildings and Grounds Department.

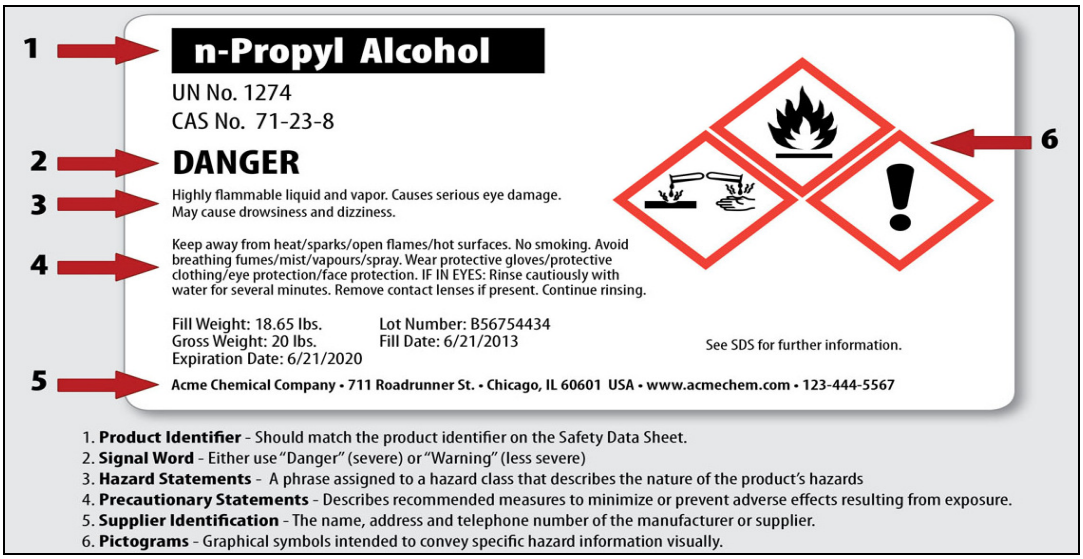
7.0 LABELING

Under the revised 2012 Haz Com Standard, chemical manufacturers and distributors must provide a product label that includes the following information as of June 1, 2015 (review DEFINITIONS for more information):

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)
- Name, address, and telephone number of chemical manufacturer or distributor

Note: chemical containers in the workplace that might be waiting to be used or in storage with labels complying with the previous Haz Com Standard need not be re-labeled according to the revised requirements.

Below is an example of a product label that meets the new requirements of what must be provided on an original container as shipped after June 1, 2015:



Pictograms are required on original product labels to visually alert users of chemical hazards to which they may be exposed. Manufacturers and distributors are required to evaluate chemical hazards contained in their products, determine the appropriate hazard class, and provide that information via pictogram(s). The revised 2012 Haz Com Standard has designated eight (8) pictograms (note: Environment pictogram is non-mandatory) to communicate chemical hazards.

Health Hazard • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	**Flame** • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	**Exclamation Mark** • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder • Gases Under Pressure	**Corrosion** • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals	**Exploding Bomb** • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle • Oxidizers	**Environment** **(Non-Mandatory)** • Aquatic Toxicity	**Skull and Crossbones** • Acute Toxicity (fatal or toxic)

Employees shall not remove or deface existing labels on incoming containers of hazardous chemicals.

Secondary use containers (ex. spray bottles filled from bulk, original container) are required to be labeled with either the exact information provided on the original container or by providing the product identifier and words, pictures, symbols, or combination thereof communicating the physical and health hazards of the hazardous chemical.

Immediate use containers are not required to be labeled so long as the employee who transferred the product from the original container to the immediate use container remains under exclusive control of the product through use and that the contents are empty upon his/her shift. An example of this would be a science teacher transferring a small amount of hydrochloric acid from the primary container into smaller containers for laboratory experiments.

Hazardous chemical piping systems in District buildings will also be labeled as appropriate following American National Standards Institute (ANSI)/American Society of Testing and Materials (ASTM) scheme and safety color marking requirements to make people aware of the materials they carry.

Refer to the District's Hearing Conservation Program for labeling requirements on equipment or work area generated noise and the Bloodborne Pathogens Occupational Exposure Control Plan for labeling requirements regarding infectious agents.

8.0 NON-ROUTINE EXPOSURE

Employees may periodically be required to perform non-routine tasks that can expose them to hazardous substances, harmful physical agents or infectious agents. The Department Supervisor is responsible to identify the hazards of the non-routine work assignment and provide on-the-job training to work safely. This on-the-job training will include:

- Specific hazard identification (ex. hazardous chemicals, noise, heat, etc.).
- Protective measures including equipment and controls.
- Precautions to take to reduce or avoid exposure.

Department procedures developed specifically for common work area chemicals may provide cleanup protocols for employees. Only those employees working for departments with specific procedures regarding spill response are authorized, based off their training and familiarity with the spilled material chemical, to perform or assist with cleanup activities. It may be appropriate to contact local fire department(s), hazardous material contractors, and other outside response agencies to contain and clean up spilled chemicals.

9.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) is provided free-of-charge to employees to

prevent contact or exposure to recognized hazards. Hazards should be reduced, mitigated, or eliminated by engineering controls first; administrative controls second; and when such controls are not enough to reduce the risk sufficiently, PPE shall be evaluated and used as required.

PPE may be used to protect the head, face, eyes, hands/arms, torso, feet/legs, lungs/respiratory, and ears/hearing.

Refer to the District's Personal Protective Equipment Program for more information.

10.0 CONTRACTOR POLICY

It's the responsibility of the contracting department to provide contractors with information about the hazardous substances, harmful physical agents or infectious agents to which they may be exposed while working for the District. Each department utilizing contractors shall have procedures and a means to communicate such hazards appropriately.

11.0 TRAINING

The District requires training for those employees covered under this ERTK program. Paid training is provided to employees prior to initial work assignment, before any new or additional hazardous substance or agent is introduced, and annually thereafter.

It is the responsibility of the Department Supervisor to assure participation of their employees in the training program. Computer based training modules, printed materials, classroom presentations, interactive videos, etc. may be used to fulfill this initial training requirement. The Department Supervisor can request appropriate ERTK training using a computer based module by contacting the Buildings and Grounds Supervisor.

Training records must be maintained for a minimum of three years. The Buildings and Grounds Department is responsible for record retention.

11.1 Initial Training

Regardless of training method, specific requirements are established for a compliant ERTK training program.

The requirements for training on hazardous substances must include:

A. Summary of ERTK / Hazard Communication Standard including location and availability of written program, inventory of hazardous chemicals, and related MSDS/SDS.

B. Operations in their work area with exposure to hazardous substances.

C. Methods and observations used in their work area to detect the presence

or release of a hazardous substance.

D. Categories of hazardous chemicals used in the work area (ex. flammables, corrosives, etc.).

E. Labeling system including product identifier, signal word, pictogram(s), hazard statement(s), and precautionary statement(s).

F. MSDS/SDS including type of information found in various sections (ex. exposure limits, routes of entry, acute and chronic effects of exposure, symptoms of exposure, physical hazards, emergency treatment, cleanup of spills, and name, phone number, and address of the manufacturer).

G. Protective measures to minimize exposure including controls and personal protective equipment.

The requirements for training on heat, a harmful physical agent, must include:

A. Tasks and/or conditions for exposure and recommended protective measures.

B. Acute and chronic effects of exposure at hazardous levels.

C. Symptoms of overexposure exposure to heat.

D. Emergency response actions.

The requirements for training on noise, a harmful physical agent, is covered in the District's Hearing Conservation Program.

The requirements for infectious agents training is covered in the District's Bloodborne Pathogens Occupational Exposure Control Plan.

The requirements for protective equipment training is covered in the District's Personal Protective Equipment Program.

11.2 Refresher Training

ERTK training updates must be repeated at intervals of not greater than one year.

12.0 PROGRAM REVIEW

The District's ERTK written program is annually reviewed by the Buildings and Ground Supervisor or appropriately assigned designee.

Annual Review

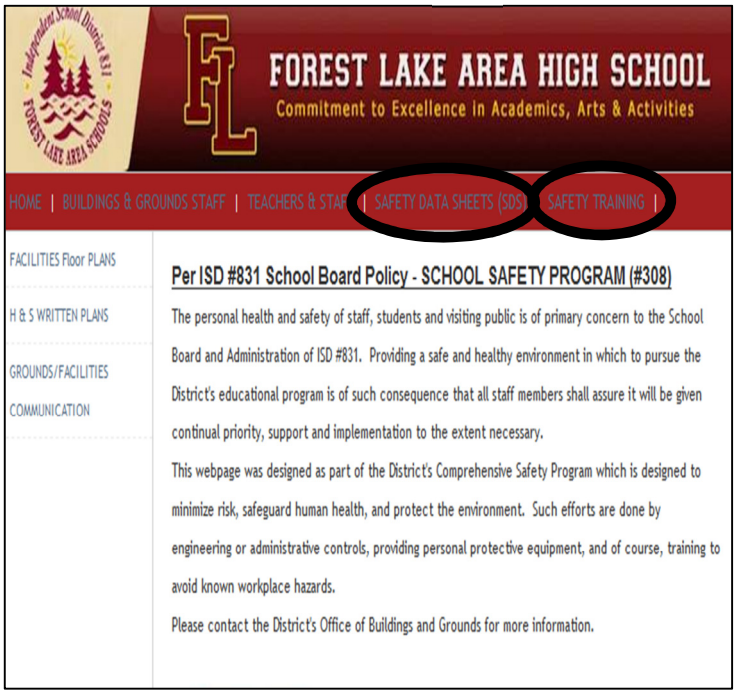
Revision	Description of Change
A	Updated program to reflect 2012 Haz Com revision (3/2016)

Forest Lake Area Schools – Health & Safety Webpage

Safety Data Sheets (SDS), Online Training, Floor Plans and More!

Our District is in the process of developing a webpage to provide staff with access to a variety of health and safety related information (ex. safety data sheets (SDS), floor plans, online training). Please follow these directions using our District homepage (http://www.forestlake.k12.mn.us/):

- **About Our District**
- **Departments**
- **Buildings & Grounds**



Send all paper (via intercampus mail) or electronic safety data sheets that need to be entered / uploaded to the District repository to:
Kim VanKeulen, District Office
kvankeulen@flaschools.org

If you've been assigned online training, the password is your employee ID # in a six digit format. Example: John Doe's employee ID = 4111. Password to login is 004111.