Regulation 2002-5
Hazardous Chemicals
(changed 3/1/10)

The District will maintain a central file of all applicable safety records, including, but not limited to:

I. The Board of Education policy and regulations.

II. Material Safety Data Sheets (MSDS):
   A. The District will obtain an MSDS on any substance from its suppliers as a requirement of purchase; these will be received by the District before the substance will be accepted. Warehouse personnel will be responsible for collecting and delivering all MSDS sheets to the Hazardous Chemical secretary.
      1. A note stating this requirement will be added to all purchase orders.
      2. The District will either obtain an MSDS on any material already in stock by whatever means possible or remove the material from its supplies within sixty (60) days of discovering the material's existing hazard.
      3. A chemical information list (CIL) of all the hazardous substances used in the District and an MSDS for each substance. The CIL shall contain common and trade names of all hazardous substances, be maintained in alphabetical order, and be cross referenced to chemical names.

III. An up-to-date Oklahoma Department of Labor Form on employees (showing all recordable injuries) will be maintained in the Office of Personnel Services.

IV. A CIL maintained within each employee's file containing the type of chemical exposure received throughout his/her employment. Such CIL will be maintained in the file for 40 years. A copy of the list shall be mailed by the Hazardous Chemical secretary to the employee upon termination of employment and will include the statement: "Important document - Keep for your files!"

V. The Hazardous Chemical secretary will make available all such information (listed above) as is appropriate and/or required to any of its employees upon request.
   A. Any employee will be allowed to see a copy of the requested safety information for which that employee has a right to access within one (1) working day.
   B. Any employee who makes a written request for a copy of such information will be given that copy within fifteen (15) calendar days.
   C. Employees "right-to-access" is limited to records on substances to which that employee may reasonably be expected to be exposed during the normal operation of his/her duties or in a foreseeable emergency.

VI. The Office of Personnel Services will report any safety and health information which is required to the appropriate governing agencies including but not limited to:
   A. The Oklahoma Department of Labor Form OK 300: annually upon receipt.
   B. The Oklahoma Department of Labor Fatality Report: within 48 hours of a work-related fatality of one or more of the district's employees.
   C. A copy of the following documents: OK-300, and the OK-301, shall be maintained in the District's safety files for a period of five (5) calendar years, plus the current year.

VII. Each site will maintain a copy of all appropriate/required safety information within the immediate area of each product which contains a hazardous chemical.
   A. This information will include but is not limited to a CIL and an MSDS on all appropriate substances within each area.
   B. This information will be up-to-date, readable, and clearly visible within each area.
C. These areas will be determined by the Superintendent or his/her designee.

VIII. Fire Safety

A. The Director of Central Services and/or the Supervisor of Campus Police will contact the Norman Fire Department and make available to them all information which they may require to determine their needs in order to respond to an emergency in the District's facilities.
   1. The Norman Fire Department will be made aware of all hazardous substances in our facilities.
   2. They will be shown all MSDSs on file.
   3. They will be shown the location of all substances for which the District has an MSDS.
   4. They will be told the maximum quantities which the District may have at any one time of these substances.

B. The District will either:
   1. Placard the building as requested by the Norman Fire Department using NFPA 704 labels, or
   2. Obtain and maintain any waivers/variances received from the Norman Fire Department.

C. Each site will maintain all labels intact and readable on containers of hazardous substances which the District receives.

D. Each site will obtain or create labels for all containers into which hazardous chemicals are transferred.

E. Each site will store all of the hazardous materials within its facilities in accordance with storage information found on the MSDS or label or other reasonable recommendations.

F. Each site will obtain and maintain all necessary personal protective equipment as required.

IX. Employee Training

A. Each employee of the District will be trained annually.
   1. Their rights and responsibilities under the law including but not limited to:
      a. Their right of access to safety records which may affect them;
      b. Their right to refuse to work with or around substances for which they are denied access of information;
      c. Their responsibility to comply with all health and safety regulations for which they have been trained; and
      d. Their responsibility to report to their supervisor any and all reportable exposures to hazardous chemicals.
   2. The items contained in these regulations and the Board policy which shall be covered in the employee's annual training and which shall be included in all employee handbooks.
   3. Specifics of the hazards to which each employee may be exposed including but not limited to:
      a. The nature of the health hazard;
      b. Protective measures including the use of personal protective equipment;
      c. Appropriate work practices; and
      d. Emergency procedures.
   4. This information will be consistent with the information found on the MSDSs.

B. Each new employee at the site will be trained on hazardous chemicals within 30 calendar days of the beginning of employment in the District.

C. Every employee at a site who may be exposed to any new hazard shall be trained in the specifics of that new hazard within 30 calendar days of the hazard's appearance at the site.

D. All contractors who operate within the District shall supply the Director of Central Services with information on all hazards which they will be bringing into the District prior to their doing so. The Director of Central Services will give information on any hazards to which a contractor may be exposed within the District prior to such exposure.
X. Employee Responsibilities and Consequences

A. Employees working in areas where an exposure to a hazardous substance exists are required to perform their jobs in accordance with the precautions communicated to them during their training programs.

B. If any employee after he/she has been trained refuses to abide by these regulations in such a way as shall lead to the injury or illness of self or someone else, such employee may be suspended from duties until the next Board meeting at which time that employee will be susceptible to termination of employment at the discretion of the Board if willful or negligent violation is proven.

C. If any employee after proper training refuses to abide by these regulations and no injury/illness results thereby, he/she shall be susceptible to the following disciplinary actions:
   1. First occurrence -- verbal warning by his/her immediate supervisor with a written record of warning signed by both and sent to the Superintendent or his/her designee
   2. Second occurrence -- written warning signed by both to be a permanent part of the employee's records.
   3. Third occurrence -- the employee will be immediately suspended from duties for a period of not less than two (2) working days and not more than five (5) working days with a written record maintained in the employee's file.