

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

**ADMINISTRATIVE REGULATION**

**COMPLIANCE STANDARDS FOR OSHA HAZARD COMMUNICATIONS STANDARD**

I. GENERAL

- A. The purpose of this regulation instruction is to insure that Washington-Saratoga-Warren-Hamilton-Essex Counties BOCES, 1153 Burgoyne Avenue, Suite 2, Fort Edward, New York, is in compliance with the OSHA Hazard Communication Standard (HCS) 29CFR.1910.1200 and New York State Official Compilations of Codes Part 820 of Title 12.
- B. The Assistant Superintendent for Administrative Services is the coordinator of the program acting as the representative of the District Superintendent, who has overall responsibility.
- C. In general, each employee in the facility will be appraised of the substance of the HCS, the hazardous properties of the chemicals that they work with, and the measures they must take to protect themselves from these chemicals.

II. LIST OF HAZARDOUS CHEMICALS

A listing of all hazardous chemicals used in each individual classroom or work area will be maintained in the MSDS handbook for that area. The hazardous chemical list will be updated upon receipt of hazardous chemicals in that area.

III. MATERIAL SAFETY DATA SHEETS (MSDS)/Safety Data Sheets (SDS)

- A. The individuals responsible for maintaining the hazardous chemical list in their area or classroom will insure that an MSDS is available for each chemical. The MSDS/SDS will consist of a fully completed OSHA Form #174 or its equivalent. MSDS's/SDS will be readily available to all employees.
- B. When each respective department requisitions additional supplies, an MSDS/SDS, if not already on hand, shall be requested from the firm, manufacturer or vendor from whom such product is obtained. Upon receipt of the MSDS/SDS sheet, it shall be forwarded to the Safety Specialist.
- C. The Safety Specialist is responsible for acquiring and updating MSDS's on a continual basis. He/she in turn will review each MSDS for accuracy and completeness (AND WILL CONSULT WITH THE CAPITAL REGION BOCES, RISK MANAGEMENT SERVICE) if additional research is deemed necessary. The Safety Specialist must clear all new procurement for the facility. Whenever possible, the least hazardous substance will be procured.
- D. MSDS's that meet the requirements of the HCS must be fully completed and received at the facility where used either prior to or at the time of receipt of the first shipment of any potentially hazardous chemical or substance purchased from a vendor. It may be necessary to discontinue procurement from vendors failing to provide approved MSDS's/SDS's in a timely manner.

IV. LABELS AND OTHER FORMS OF WARNING

The Superintendent of Buildings and Grounds, or designee, will ensure that all hazardous chemicals in each respective facility are properly labeled. Labels should list at least the chemical identity, the appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. To meet the labeling requirements of HCS for other in-house containers, refer to the label supplied by the manufacturer. The persons mentioned in the first sentence of this paragraph will approve all labels for in-house containers, prior to their use.

V. TRAINING

- A. Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those hazardous chemicals. Additional training will be provided for employees whenever a new product is introduced into their work areas. The individuals referred to in Section IV-A sentence one conduct hazardous chemical training.
- B. Annual training programs updating chemical information, the Right to Know Law, etc. will be conducted.
- C. The training will emphasize these elements:
  - 1. A summary of the OSHA standard and this regulation.
  - 2. Hazardous chemical properties including visual appearance, odor and methods that can be used to detect the presence or release of hazardous chemicals.
  - 3. Physical and health hazards associated with potential exposure to work place chemicals.
  - 4. Procedures to protect against hazards, e.g., personal protective equipment, work practices and emergency procedures.
  - 5. Hazardous chemical spill and leak procedures.
  - 6. Information about the location of the MSDS/SDS file, how to understand their content, and how employees may obtain and use appropriate hazard information.
- D. The Superintendent of Buildings and Grounds, upon notification from the Campus Principal or any other individual in an administrative or supervisory capacity, will advise outside contractors of any chemical hazards, which may be encountered in the normal course of their work on the premises.

VI. NON-ROUTINE TASKS

Staff members contemplating a non routine task, e.g. boiler repairs, etc., will consult with the Superintendent of Buildings and Grounds who, in turn, will ensure that the employees to be involved in the non routine task, are informed of chemical hazards that may be associated with the performance of said tasks and of the appropriate protective measures to be taken. This will be accomplished by a meeting of all the supervisory personnel in question, the Superintendent of Buildings and Grounds and the employees, before such work is to commence.

VII. ADDITIONAL INFORMATION

Further information on this written program, the hazard communication standard, and the applicable MSDS's/SDS are available at the office of the Safety Specialist, located at WSWHE BOCES, 15 Henning Road, Saratoga Springs, New York.

**ATTACHMENT TO HAZARD COMMUNICATIONS STANDARD**

**SECONDARY LOCATIONS OF HAZARDOUS CHEMICAL LISTS**

FACILITIES:

Sanford Street Teaching and Learning Center  
10 Sanford Street  
Glens Falls, NY 12801

F. Donald Myers Education Center  
15 Henning Road  
Saratoga Springs, NY 12866

School Support Services  
27 Gick Road  
Saratoga Springs, NY 12866

Southern Adirondack Education Center  
1051 Dix Avenue  
Hudson Falls, NY 12839

New Visions Health Careers Exploration  
90 South Street  
Glens Falls, New York 12801

BOCES Programs at Empire Theatre  
11 South Street  
Glens Falls, New York 12801

Washington Street Teaching and Learning Center  
12 Washington Street  
Fort Edward, New York 12828