



## **SECTION V: EMPLOYEES**

## **POLICY 5190**

### HAZARD COMMUNICATIONS POLICY AND PROCEDURES

The Board of Education is concerned for the safety of the District's employees and will initiate appropriate programs as reasonably required to provide a safe working environment in accordance to Occupational Safety and Health Administration (OSHA) guidelines. It is the intent of the District to comply with all applicable regulations concerning employee safety and workers' right to know. The Board of Education hereby confers to the Superintendent the responsibility for compliance with all applicable health and safety regulations within this District. The Board also confers to the Superintendent the power to establish such procedures as shall be necessary to accomplish this compliance, including but not limited to the procedures outlined below, which shall be a permanent part of this Policy and updated as needed.

#### Procedures

##### *Record Keeping*

1. The District will maintain and make available to its employees such chemical hazard information as required, including but not limited to Safety Data Sheets and Chemical Information Lists.
2. The District will maintain and make available to its employees such accident and safety reports as required.
3. The District will report any health and safety information as required to the appropriate governing agency upon request.

##### *Placarding and Material Handling*

1. The District will work with the local fire authority to identify hazards and placard as required.
2. The District will maintain proper labeling and storage of containers of hazardous substances.
3. The District will provide all necessary personal protective equipment for employee safety.

##### *Employee Training*

1. The District will conduct such training as needed to familiarize each employee with the hazards of that employee's position.
2. Such training will be conducted at least annually and as needed for specific situations.

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*  
*Broken Arrow Board of Education policy revised, July 10, 2017.*