



Fairbanks North Star Borough School District

Hazard Communication Plan

Updated June 2025

Purpose

This Hazard Communication Plan (HCP) has been developed to comply with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) (29 CFR 1910.1200). The HCS requires employers to communicate information about hazardous chemicals to their employees. This plan outlines the procedures that the School District will follow to ensure that all employees are aware of the hazards of the chemicals they work with and how to protect themselves from exposure.

The program administrator is the **Business Services Coordinator**. Copies of the written program, including the written chemical inventory list and SDSs (Safety Data Sheets), will be made available upon request in 3 business days (copy fees will apply at \$0.25 a sheet). Additionally, a copy of the written plan will be kept at each school district site. The site copy will be maintained by the front office and made available upon request for viewing. The master copy will be retained in the Business Services office at 520 5th Ave Fairbanks, AK.

Scope

This HCP applies to all school district employees who work with hazardous chemicals,

including but not limited to custodial staff, maintenance workers, science teachers, and arts and crafts teachers. Hazardous chemicals are defined as any substance that can cause physical harm or health effects when exposed to. This includes substances that are flammable, corrosive, toxic, or irritating.

Chemical Inventory List

A chemical inventory list will be developed by the **Executive Director of Facilities or other designated person (this includes classrooms)**. The Facilities Maintenance list will be kept at the maintenance main office and individual classrooms will be responsible for their classroom/rooms chemical inventory list. A project-specific chemical inventory list will be developed for each project and maintained at the jobsite along with the appropriate SDSs. The site copy for specific projects will be maintained by the Head Custodian and made available upon request. Any new chemicals will be added to the project's chemical inventory list as needed.

Hazard Determination

It will be the policy of **FNSBSD** not to evaluate hazardous chemicals purchased from suppliers or manufacturers. The suppliers and manufacturers will be relied upon to supply the information needed to satisfy standard requirements. The SDS will be reviewed for completeness and additional information from the manufacturer will be requested if needed.

Safety Data Sheets

School District SDS Sheets can be found online at
<https://chemmanagement.ehs.com/9/b1baf456-fd2a-4748-9105-be0faef84b4a/ebinder>



Each School District building has a Central Store Inventory Items "SDS" binder, which shall

be kept at the front office. For new items added to the Central Store Inventory, the Purchasing Department will send a copy of the SDS to each building, and to the Business Services office; the front office will add the new SDS to the SDS binder.

The front office of each building also has a PADS folder, (Physical Agent Data Sheet; example "Cold Stress"), to be kept **next to** the Central Store SDS binder.

Classrooms that require products and/or chemicals that require SDS will send SDS for items in their classroom or using, to the Business Services office at risk-liaison@k12northstar.org for uploading to the online system. This will be the individual classroom's responsibility to adhere to the OSHA HCS. The classroom will post the QR code to the SDS online system on the wall.

Facilities maintenance SDSs will be maintained by the **Executive Director of Facilities**. Each School District building will have a copy in the custodial closet. As new contracts are awarded, a project-specific HCS program will be developed for use in the field. The program will consist of the written program, a proposed chemical inventory list (generic in nature initially and modified as the project progresses) and all appropriate SDSs. The project manager will be responsible for maintaining the program for the project's duration. When the job is complete, the project-specific HCS program will be returned to the **Executive Director of Facilities** for updating as needed.

Each Purchase Order (PO) issued on behalf of the District includes a standard note for all Vendors; under the "IMPORTANT" section, the PO reads, "SDS DOCUMENTS MUST BE INCLUDED WITH EACH APPLICABLE SHIPMENT". SDS furnished by the Vendor will then be routed to the applicable building, to be added to the SDS binder.

If a chemical arrives without a SDS, the **Business Services Coordinator** will be notified. The **Business Services Coordinator** will begin the process of obtaining the SDS. If the project is completed before the SDS arrives, the **Business Services Coordinator** will pursue the matter until the SDS arrives. All letters sent to the manufacturer will be copied and sent to the project site for filing in the project-specific HCS program.

Container and Warning Labels

The **Executive Director of Facilities or other designated person (this includes classrooms)** will have the responsibility of acquiring hazard warning labels and making them available for each project. Labels will be consistent throughout the entire district. They will contain, at a minimum, the following information:

- Identity of the chemicals
- All potential hazards associated with the chemical

- Manufacturer's name, address and telephone numbers

Each project manager or other designated person will have the responsibility of assuring that all labels are affixed on containers properly. As new products arrive at the building, the project manager or other designated person will inspect the containers for labels. If the container is in need of a label, the project manager or other designated person will affix one. No product will be used until it is properly labeled.

All portable containers will be dedicated to a single chemical and labeled with the appropriate information. The only exception to this rule is buckets of hot asphalt. Because of the elevated temperature of hot asphalt, labeling becomes impractical. When needed a training program will be offered to specifically address this exception, informing all affected employees about wearing proper personal protective equipment (PPE) and other hazards associated with hot asphalt.

If a label falls off, it will be the responsibility of the project manager or the designated person to replace it. The container will be removed from service until a new label is affixed.

Nonroutine Tasks

On occasion, **FNSBSD employees** may be required to perform nonroutine tasks that may involve the use of hazardous substances. If such a need arises, a special training course will be conducted to inform employees of the potentially hazardous chemicals they may be exposed to during the nonroutine operation and measures they can take to avoid those exposures.

Informing Contractors

Any contractor with employees working in the **FNSBSD** workplace will be informed of the hazardous chemicals to which the contractor's employees may be exposed while performing their work. The contractor will take appropriate protective measures, as determined by the SDS provided. **FNSBSD** management also will confer with the contractor's management as appropriate to discuss any hazards particular either to the work the contractor will be performing or the work area in which the work will be performed. **The Executive Director of Facilities or other designated person** will describe the labeling system used at **FNSBSD**.

In addition, **FNSBSD** will require any contractor who intends to bring any hazardous chemicals to the workplace to provide an SDS for each such chemical. The contractor will further be required to explain (orally or in writing) any precautionary measures necessary to

protect employees during normal operation conditions or in foreseeable emergencies. The contractor also will explain his company's system for labeling hazardous chemicals. **FNSBSD** will train, or require the contractor to train, any **FNSBSD** employee who may be exposed to hazardous chemicals used by the contractor as provided in the employee training section.

Training

All **FNSBSD** staff will be assigned yearly training on basic Hazardous Communication, PPE, reading SDS & PADS, Eyewash Stations, and Blood Borne Pathogens.

Employees who potentially could be exposed to hazardous chemicals will receive additional training in the elements of the hazard communication standard. During their initial training, they also will receive an overview of the chemicals typically used in the roofing industry. As new hazards are introduced, additional training will be conducted. Occasionally, we will use toolbox safety talks to discuss a specific chemical used at a project site. The typical training session will address the following:

- A summary of the company's written program and the OSHA HCS methods of detecting hazardous chemicals, including a description of the hazards' chemical and physical properties health hazards and signs or symptoms of exposure
- Proper work practices for working with a hazardous substance
- PPE selection & PPE Training
- Emergency procedures and first aid for spills and other exposures
- Locations of SDSs and the written program
- How to read a SDS
- The type of labeling system the company uses and how to interpret the information contained on the label
- How to obtain additional information

The training program will be conducted initially and as new hazards are introduced. Periodic training will be conducted to further inform our employees of hazardous chemicals and the methods of safeguarding themselves. At least annually, refresher training will be conducted to reacquaint everyone with the standard and discuss any changes made to the program.

The training program elements will be reviewed at least annually.

Foremen and superintendents will receive more in depth training so that all field supervision will feel confident answering any questions the roofing crew may have. At a minimum, field supervision should be able to select the proper PPE for any given chemical and direct technical questions to the **The Executive Director of Facilities or other designated person.**

Emergency Procedures

Every building in the School District has a Crisis Management Plan on file and in the front office.

Review and Update

The **Business Services Coordinator** will review and update the HCP on a regular basis to ensure that it is up-to-date and accurate. The HCP will also be reviewed and updated whenever there is a change in the workplace that affects the HCP, such as the introduction of a new hazardous chemical or a change in the way a hazardous chemical is used.