

## **CHEMICAL HYGIENE/RIGHT-TO-KNOW (RIDGE HIGH SCHOOL)**

**Reports To:** Science Supervisor

**Qualifications:** Appropriate New Jersey Certification  
Knowledge of Chemical Hygiene practices, Familiarity with Flinn Scientifics' storage system  
Ability to organize chemical inventory and monitor storage and disposal of chemicals  
Familiarity with Right to Know chemical safety guidelines

**General Description:** The Chemical Hygiene officer will be responsible for the maintenance of all of the science department's chemicals stored in the science classrooms of the high school. The office will assist staff in the proper preparation, usage, and disposal of chemicals. This individual will monitor the purchasing of chemicals for the department.

### **Major Duties and Responsibilities:**

- 1.1 Organize the chemicals and maintain a chemical inventory stored in the chemical supply closet.
- 1.2 Monitor all chemicals used by teachers at the high school.
- 1.3 Monitor the storage of all chemicals used in classrooms.
- 1.4 Provide assistance and/or guidance to the staff in the creation of the chemicals to be used in the classroom.
- 1.5 Provide guidance and training where necessary to assist the science staff in the proper use of chemicals.
- 1.6 Assist the Science Supervisor in the ordering of chemicals for the department by monitoring the chemical purchase requests of the staff.
- 1.7 Assist the Science Supervisor in delivering the Right to Know training program for new employees.
- 1.8 Report all chemical hygiene issues to the Science Supervisor.
- 1.9 Maintain the proper labeling system for the chemicals stored in the chemical closet.
- 1.10 Attend workshops pertinent to the topic of chemical hygiene.
- 1.11 Responsible for the dissemination of chemical hygiene information.

- 1.12 Responsible for the collection, labeling, cataloguing of all chemicals to be disposed in preparation of the Somerset County Hazardous Waste Disposal Day.
- 1.13 Provide assistance to other district personnel related to the usage of chemicals.
- 1.14 Evaluate the program annually to determine its effectiveness and offer recommendations for the following year, if necessary.
- 1.15 Perform additional duties related to activity as assigned by the building principal, assistant principal or science supervisor.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of Board of Education's policy on evaluation of extracurricular staff.

**Frequency/Duration:** 2 Times per Month/Yearly

**Adopted:** October 21, 2001