

# SECTION 9

## Training Opportunities

The School District is to provide training for all employees. This training should include the transfer of information about the hazards of chemicals present in the District, hazards students likely will encounter in the home and later in adult life, and about sources of information. In particular, the training should cover information found in manufacturers' Material Safety Data Sheets, this Chemical Hygiene Plan, how to contact the Chemical Hygiene Officer for additional information, and the responsibilities of both the district and the employee.

### A. Employee Training

Employees are to be trained on the potential chemical hazards in the employee's work areas and on appropriate sections of the Chemical Hygiene Plan.

### B. Who Should be Trained?

There are six groups of employees that need unique Chemical Hygiene training.

1. All employees will receive general instruction about the Chemical Hygiene Plan when they are hired.
2. In addition, detailed training is to be provided to science teachers who actually work in a science laboratories.
3. Other teachers who use chemicals in their classrooms, such as industrial technology, art, and family and consumer sciences.
4. Employees who are responsible for receiving and handling shipments of new chemicals or chemical wastes as well as other employees whose assignments may require that they enter a laboratory where exposure to hazardous chemicals might occur should be informed of the potential hazards and appropriate protective measures.
5. Maintenance and Custodial Staff who are responsible for maintaining the physical plant need training about the unique maintenance requirements of facilities needed for safely working with hazardous materials.
6. Administrators that need to insure that employees comply with government regulations, fund compliance costs, and support needed changes should understand the requirements of Chemical Hygiene regulations.
7. Students should receive training by employees appropriate to their level of chemical handling and potential exposure. The education of students is particularly important, since they are near the beginning of their experience with science, chemicals, and chemical safety. As an educational institution, it is a fundamental responsibility of the School District to train all students about the potential chemical hazards they will likely encounter in their lives, and appropriate protective measures.

## **C. Record Keeping**

As indicated in the earlier section, the training of laboratory personnel is to be documented and kept in the employee's file. The Building is to document the training of students.

## **D. Training Frequency**

Employees should receive information and training at the time of their initial employment, and at their initial assignment to a laboratory and prior to assignments involving new exposure situations. Training to refresh their working knowledge should be provided on an ongoing basis.

## **E. Information Program**

Laboratory employees are to be informed of at least the following information:

1. The contents of appropriate governing standards, [www.nfpa.org](http://www.nfpa.org) and [www.osha.org](http://www.osha.org).
2. The location and availability of the Chemical Hygiene Plan.
3. The location and availability of known reference materials on the hazards, safe handling, storage and disposal of hazardous chemicals found in the laboratory.
4. The use and location of Material Safety Data Sheets.

## **F. Employee Training Program**

1. Laboratory employees are to be trained on the applicable details of the Chemical Hygiene Plan, including a review of the General Rules for Laboratory Safety.
2. The training program should describe appropriate sections of the Standard Operating Procedures, particularly those procedures that require prior approval of the Curriculum and Instruction Specialist.
3. Employees are to be informed as to their responsibilities within the Chemical Hygiene Plan.
4. Employees are to be familiar with the emergency procedures adopted by the School District, including response to spills, fires, explosions, evacuation, and decontamination.
5. Employees are to be trained in measures they may take to protect themselves from exposure to hazardous chemicals, including the location and proper use of protective apparel and emergency equipment.

## **G. Training of Students**

The District requires that students receive instruction in laboratory safety practices that are appropriate to their potential exposure to hazardous chemicals. Training should vary based on their grade level, courses of study, and other factors.