

POLICY 3651
HAZARDOUS CHEMICALS

The District shall strive to provide a safe and healthy environment for all persons on its premises including those working in science, art and technical education laboratories. To aid in reaching this goal, the District shall implement a Chemical Hygiene Plan for Laboratory Operations. This plan shall meet legal requirements and include the following:

1. An Authorized Use List (ALL) of chemicals currently approved for classroom and laboratory use within the District. All chemicals must be approved for instructional use and appear on this list prior to requisitioning chemical substances from the Purchasing Department. Chemicals or chemical substances not on this list are prohibited from use. Students and/or staff members found using any unauthorized chemical shall be subject to disciplinary action.
2. Standard operating procedures developed to ensure that certain classes of hazardous materials (corrosives, flammables, oxidizers, etc.) are handled safely and used in a manner protective of employee and student health.

Staff members shall be expected to comply with other regulations and/or District programs, including all potential revisions that support the Chemical Hygiene Plan. Related District programs include the Personal Protection Equipment Program, Flammable and Combustible Materials Code and Hazard Communication Standard. Related regulations include those dealing with occupational exposure to hazardous chemicals in laboratories, hazard communication, personal protective equipment, and flammable and combustible liquids. Staff members found in violation of these regulations and/or programs shall be subject to disciplinary action.

The Chemical Hygiene Plan and related regulations and programs shall be made available to those persons working in science, art and technical education laboratories. The Chemical Hygiene Plan shall be reviewed annually and updated as necessary.

This policy does not apply to chemicals used for facility maintenance purposes.

LEGAL REF.: COMM 32 Wisconsin Administrative Code [Bloodborne Pathogens Standard]
29 CFR 1910.1450 [Occupational Exposure to Hazardous Chemicals in Laboratories]
20 CFR 1910.1200 [Hazard Communication Standard]
NFPA 30 (National Fire Protection Association) [Flammable and Combustible Liquids Code]

CROSS REF.: 3600 School Safety
4235 Employee's Right to Know (Toxic Substances and Infectious Agents)
4362 Employee Discipline
5430 Student Conduct and Discipline
Employee Handbook
District Chemical Hygiene Plan for Laboratory Operations
District Exposure Control Plan
District Personal Protection Equipment Program
District Flammable and Combustible Materials Code
District Hazard Communication Standard
Crisis Response Manual

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ADMINISTRATIVE REGULATIONS: None

AFFIRMED: October 28, 1997

REVISED: October 28, 2003
December 18, 2007
March 28, 2017

RULE 3651
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1. The Environmental Services crew, Maintenance Supervisor and the District's designated Chemical Hygiene Officer shall be cognizant of chemicals included on the Authorized Use List and the chemicals categorized for restricted use; e.g., instructor use only, advanced science students only grades 9-12, or general use.
2. Instructional employees found in violation of the Chemical Hygiene Plan for laboratory operations, including the possession of any unauthorized chemical in the District, shall be reported to the Chemical Hygiene Officer and appropriate building principal. Students found in violation of the Chemical Hygiene Plan for laboratory operations, including the possession of any unauthorized chemical in the District, shall be reported to the appropriate building principal. The Chemical Hygiene Officer, in cooperation with the building principal, shall recommend appropriate discipline of staff members and/or students according to established District policies and procedures.
3. Staff members found in violation of the District's Hazard Communication Standard, Flammable and Combustible Materials Code, Personal Protective Equipment Program, or related regulations, shall be reported to the Director of Facilities and the appropriate building principal. The Director of Facilities, in cooperation with the building principal, shall recommend appropriate discipline of staff members according to established District policies and procedures.