

## **EMPLOYEES - Series 400**

### **403 Employees Health & Well-Being**

#### **403.3 Hazardous Chemical Disclosure**

The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

Each employee shall annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or worksite, the information and training, if necessary, shall be included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it shall be distributed to all employees, and training shall be conducted for the appropriate employees. The superintendent shall maintain a file indicating when which hazardous substances are present in the workplace and training and information sessions take place.

Employees who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals with which they will be working as part of the instructional program.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this program.

Adoption Date: December 12, 2000

Review Date: April 11, 2011

Revision Date:

Legal Reference: 29 C.F.R. Pt. 1910; 1200 *etseq.* (1993).  
Iowa Code Chs. 88; 89B (1995).  
347 I.A.C. 120.

Cross Reference: 403 Employees Health & Well-Being