

Follow-Up to Online Hazcom Training Course
Capital Region BOCES information

Hazard Communication/Right-to-Know:

Plan Overseer: Mark Jones, Assistant District Superintendent, Management Services
Phone Number: 862-4920

Name & Title of contact person for questions & concerns: Carol Bohuslavsky: 464-5117/5115

Location of Written Plans: Hazard Communication Plan, Exposure Control, School Safety Plans, etc.
Albany CTE, Schoharie CTE, Maywood - Main Offices
School Support Services – Risk Management Department
Exposure Control Plans – also located in the nurse’s office of instructional facilities
Chemical Hygiene Plan – also located in any science rooms of instructional facilities

Location of MSDS:

Albany CTE & Schoharie CTE –Nurse’s Office
Maywood – Main Office
School Support Services - Risk Management
Instructional Facilities – books are located in certain departments where necessary

* **MSDS online:** access available from all BOCES computers at: www.msdsonline.org
Username: capitalregion **Password:** msds

Employees have the right to:

- 1) Have access to information, including the HAZCOM written plan, inventory & MSDS file.
- 2) Make photocopies of that information to keep on hand in their department.
- 3) Be informed of the hazardous products used in their jobs by reviewing the inventory.
- 4) Be informed of the potentially hazardous ingredients found in those products (MSDS).
- 5) Be informed of the hazards associated with overexposure to those ingredients (including health hazards, fire hazards, etc.).
- 6) Be informed of the specific proper procedures for handling those products containing potentially harmful ingredients.
- 7) Be provided with protective gear, ventilation and proper equipment when needed.
- 8) Refuse to work with a toxic substance if they have not been provided with the MSDS.
- 9) File a complaint, as a last resort, with the Department of Labor if above conditions have not been met. The employee should first try to solve the problem with the school district before filing a complaint.
- 10) Be protected from discrimination as a result of their use of any of these rights under the HAZCOM standard.

Universal Precautions:

If faced with a situation involving potential contact with another person’s blood:

- 1) If possible, allow the person that’s bleeding to help themselves.
- 2) If you must step in and assist the person (get “hands-on”), wear gloves.
- 3) Clean & disinfect contaminated surfaces (alert the custodial staff to the situation).
- 3) Carefully remove blood-contaminated gloves.
- 4) Dispose of waste in a plastic bag-lined trash receptacle.
- 5) Wash hands thoroughly.
- 6) Report the incident to your Supervisor and/or School Nurse.

If you have any questions or concerns about this information, please contact: The Risk Management Department at School Support Services: 464-5115