

# **INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**

## **Hazardous Materials Storage and Handling, Excluding Infectious Waste**

### **Policy PP-1**

This policy establishes the proper procedures for the handling, storage, and disposal of all hazardous materials. The superintendent is responsible for compliance with all federal, state, and county laws concerning hazardous materials. The physical plant director, in conjunction with the maintenance supervisor, is responsible for developing the proper handling, storage, and disposal procedures as set forth by federal, state and county laws, and for training employees in these procedures.

Any item used at the school that has a "CAUTION" label and/or a "MATERIAL SAFETY DATA SHEET" (MSDS) shall be considered "HAZARDOUS MATERIAL" and will be treated as such.

Departments will store hazardous materials in their departmental areas only with the approval of the superintendent, based on the recommendations of the physical plant director and maintenance supervisor. All hazardous materials will be handled and stored in accordance with the Material Safety Data Sheet that comes with it, and with this policy/procedure. All hazardous materials will be disposed of in accordance with all federal, state and county laws.

All employees involved with the handling of hazardous materials will receive the appropriate training within 60 days of their employment and yearly thereafter.

### **ISBVI Policy PP-1**

**Reviewed and Approved:** 1/11/10, 10/21/13, 10/22/18, **10/25/21**

**ISBVI Superintendent:** \_\_\_\_\_ **Date**

**ISBVI Board Chair:** \_\_\_\_\_ **Date**