

Checklist of E/OHS Activities for Employee Right-to-Know/Hazard Communication

Program Contact Person: Eddy Jaskowiak

Is the Employee Right-to-Know/Hazard Communication Plan in place? **Yes** No

Is the Plan current? **Yes** No

Has the Plan been reviewed this school year? **Yes** No

Has the chemical inventory been completed for the following functional areas?

Location of Chemical Inventory Form

Art Instruction	Yes No N/A	
Custodians	Yes No N/A	<u>Custodian's Office</u>
Food Service	Yes No N/A	<u>Office</u>
Science Rooms	Yes No N/A	<u>Located in science room & activities manual</u>
Shop (metals, wood, auto)	Yes No N/A	

Are SDS available and located with the chemical inventory? **Yes** No

Do the SDS concur with the chemical inventory? **Yes** No

Note: A complete list of chemicals and the corresponding SDS forms for Custodians, Chemistry lab and Food Service can be found on <http://yourhealthandsafety.net> - A back up SD card is kept at the school office with the SDS sheets on it. Physical copies are stored in custodians office, food service office and chemistry room.

Password: **ComfreyPublicSchool** 4/23/19-SC

Note: Digital storage of SDS sheets does meet OSHA compliance as long as there is a back-up system in place in case of a power outage. Such as Laptop with a battery, you can also call to your health and safety consultant so they can provide the necessary SDS sheet or a physical copy of the SDS sheets can be stored at the school.



Has training been provided for the following staff?

Date: 8-27-19 by Brian Parrie

Art Instructors	Yes	No	N/A	Science	Yes	No	N/A
Custodians	Yes	No	N/A	Shop	Yes	No	N/A
Food Service	Yes	No	N/A	Transportation	Yes	No	N/A

Contact List for Employee Right-to-Know Program

Department	Key Contact for Department (person responsible for locating SDS)
Art	Kristine Sellner
Biology	Jordan Berg
Custodial/Maintenance	Eddy Jaskowiak
Food Service	Sue Evers
Chemistry/ Science	Jordan Berg
Shop–Welding	Kristine Sellner
Shop–Wood	Kristine Sellner
Transportation	Kirsten Hutchison
Other	

Completed by: Shane Carlson Date: 10/31/19



