

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

Program Contact Person: Dennis Guza

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? **(2-1-18)**

Location of Chemical Inventory Form

Art Instruction	Yes No N/A	<u>ART ROOM</u>
Custodians	Yes No N/A	<u>Custodial Area (Basement)</u>
Food Service	Yes No N/A	<u>Kitchen Office</u>
Science Rooms	Yes No N/A	<u>A survey revealed no chemicals</u>
Shop (metals, wood, auto)	Yes No N/A	<u>Office (Ind. Tech.)</u>

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

Note: All the SDS forms will be available on Advanced Health, Safety & Security website. www.yourhealthandsafety.net

A back up is also kept on a jump drive in the janitors' office.

Dennis has physical copies of SDS sheets in his office.

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, smart phone provided by the school. 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.

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

Has training been provided for all staff?



Yes/No Date of training:

Physical Hazard Assessment

Hazard (Noise, Heat, Radiation)	Building	Location	Labeled
Heat, Noise	Lynd P.S	Wood Shop	
Heat, Noise	Lynd P.S.	Boiler room	
Heat	Lynd P.S.	Kitchen	

Affected Employees

Name	Department
Mark Greenwood	Ind. Tech.
Dennis Guza	Custodian/ Maintenance
Peggy Meyer	Food Service
Jeshsalem Salisbury	Art

Completed by: Shane Carlson

Date: 3/6/2020



Contact List for Employee Right-to-Know Program

Department	Key Contact for Department (Person responsible for locating SDS)
Art	Cerrisa Gile
Biology	N/A
Consumer Life Science	N/A
Custodial/Maintenance	Dennis Guza
Food Service	Peggy Meyer
Photo	N/A
Science	Martin Boucek
Shop/ Welding	N/A
Shop/ Wood	Mark Greenwood
Transportation	N/A

Completed by: Shane Carlson

Date: 4/1/2019

