

# Early Light Academy Guidelines and Procedures for Handling Hazardous Materials in the classroom

The purpose of these Guidelines and procedures are to create a safe environment for students and faculty at Early Light Academy, to educate staff as well as students the correct and safe way to use and store hazardous materials, and to assist ELA faculty and staff in handling emergencies involving hazardous materials.

Teachers may bring chemical materials from home, for use in instruction or cleaning, but should adhere to the following guidelines. There are products in the school that may be hazardous if used, stored or disposed of improperly. They may pose serious fire, health or environmental hazards. If they are used, stored and disposed of properly, however, they can be relatively safe.

## Guidelines for staff concerning hazardous materials

### Inventory products in the school

Here are a few examples of materials that are hazardous and may be used in the classroom or school:

- ^ Winter products (de-icers, salts)
- ^ Household & industrial cleaners (bleach, ammonia, disinfectants, carpet freshener, air freshener, window cleaner, furniture polish, etc).
- ^ Laundry products (laundry detergent, fabric softener, etc)
- ^ Health and beauty products (hairspray, hair remover, fingernail polish, fingernail polish remover, hair coloring products, medications, etc.).
- ^ Lawn and garden products (fertilizer, pesticides, herbicides, gasoline, oil, etc.)
- ^ Barbecue products (propane, charcoal briquettes, lighter fluid, etc.)
- ^ Home maintenance and/or art products (paint, varnish, stains, oils, mouse/rat poison, etc.)

Some of these products we wouldn't think of as hazardous because we use them on our bodies, however, if misused they can be dangerous. For instance most hairsprays and aerosols are highly flammable.

Industrial cleaners used by custodial staff should follow the same guidelines and MSDS sheets should be on file in the main office for all cleaning products used by staff and contract employees.

### Keep chemical in their original containers and read the product labels

Materials must be in their original packaging, which must include Material Safety Data (MSDS) recommendations for safe use, handling, and storage. Materials should be used in well-ventilated areas.

Teachers and staff must use, handle, and store materials in accordance to the guidelines on the packaging. They should always thoroughly wash your hands after handling hazardous products.

Hazardous products that need particular care in using and should be handled with adult supervision may contain warning such as these on the label. Read labels and follow directions carefully.

Words to look for:

DANGER - WARNING - CAUTION

- ⤴ Poison: can injure or kill if absorbed through the skin, injected or inhaled.
- ⤴ Toxic: can cause injury or death if swallowed, inhaled, or absorbed through the skin.
- ⤴ Irritant: causes soreness or swelling of skin, eyes, mucous membranes, or respiratory system.
- ⤴ Flammable: easily catches fire and tends to burn rapidly.
- ⤴ Flammable Liquid: has a flash point below 140°F (100°F for US DOT purposes).
- ⤴ Combustible Liquid: has a flash point from 140°F (100°F for US DOT purposes) to 200°F
- ⤴ Corrosive: a chemical or its vapors that can cause a material or living tissue to be destroyed.

Chemicals should not be transferred to different containers unless the container is properly labeled and compatible with the chemical. In addition chemicals should never be transferred to containers that originally contained food (such as soda bottles or milk jugs).

Eye wash stations will be stored in science room and office so to be easily accessed by teachers if necessary

### **Keep out of reach of students**

Cleaners and other household chemicals can be very deadly and should be stored in cabinets that are out of reach of the students. Lock the cabinets if necessary. Teach students about the dangers of chemicals. In addition keep emergency phone numbers right next to the phone or attached to the phone. These numbers should include Ambulance, Fire, Police, Poison Control (or equivalent if you don't live in the United States), and your personal doctor.

### **Don't store chemicals with food**

Household chemicals should not be stored with food products as they could spill contaminating your food.

### **Flammable liquids or gasses are only allowed for use in science classes**

Propane cylinders, gas cans, charcoal lighter and automotive fluids should not be stored in the school. Each science teacher is responsible for storing compressed gasses like propane properly and in extremely well ventilated area. Never store flammable liquids or gasses near sources of heat or ignition, and only store them in their original containers or containers approved for the flammable liquid or gas. In the United States these containers should approved by Underwriters Laboratories (UL).

### **Recycle**

Many products are recyclable. Contact your recycling coordinator or local department of environmental services to find out what is being recycled in your community.

### **Use alternative products**

Less hazardous products can be used for common household chores. For instance occasionally pouring baking soda and vinegar down your drains will keep them from clogging up.

## **Dispose of properly**

Products should NEVER be discarded on the ground or poured into storm drains. Many products shouldn't even be disposed of in the trash or down the toilet. These products should be saved and taken to Household Hazardous Waste (HHW) collections. Contact your sanitation department, local or state department of environmental services for information on HHW collections in your area.

## **Post emergency contact telephone numbers and MSDS**

The office will post the emergency contact telephone numbers by telephones. These numbers should include: your fire department, police, ambulance your personal doctor and if you live in the United States the Poison Control Center. In most areas of the United States (but not all) the emergency telephone number for fire, police and ambulance is 911. The Poison Control Center now has one central toll free number that can be used anywhere in the United States, it is: 1-800-222-1222. For more information on Poison Control Centers please visit the [American Association of Poison Control Centers webpage](#).

The office and science rooms will also have copies of Material Safety Data (MSDS)

## **Hazardous materials emergencies and emergency procedures**

A Hazardous material emergency is and steps that should be followed are:

- a) when hazardous materials have been ingested
  - call Poison Control immediately 1-800-222-1222
  - notify administrator
  - contact emergency personal if necessary
- b) when hazardous materials are in contact with skin or eyes that contain irritants:
  - Use and follow directions of Eye wash kits if necessary
  - notify administrator
  - contact emergency personal if necessary
- c) when there is a hazardous materials leak or spill that can contaminate the air or is flammable
  - Seal off area of leak/spill
  - notify administrator
  - contact emergency personal if necessary
  - take charge of area until emergency personal contain incident
  - follow procedures for evacuation if necessary