

**TRINITY LUTHERAN CHURCH
BOARD OF CHRISTIAN SCHOOL POLICY MANUAL**

Hazardous Chemical Disclosure

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The Board of Christian School authorizes the Board of Trustees the development of a comprehensive hazardous chemical communication program for the school to disseminate information about hazardous chemicals in the workplace.

Each school employee shall review this information about hazardous substances annually. Further, when a new school employee is hired, the information and training, if necessary, shall be included in the orientation of the employee. When an additional hazardous substance enters the workplace, information about it shall be distributed and training shall be conducted for the appropriate employees. The head custodian shall maintain a file indicating when training and informing takes place.

School personnel who will be instructing or otherwise working with the students shall disseminate information about the hazardous chemicals they will be working with as part of the instructional program.

It shall be the responsibility of the trustees to develop administrative regulations regarding this program. The trustees shall report annually to the board about the program.