



HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: CHEMICAL HYGIENE OFFICER

QUALIFICATIONS:

1. Possesses New Jersey Teacher certification in Physical/Chemical Science or Certification of Eligibility with Advanced Standing.
2. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
3. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Science Supervisor or designee

JOB GOAL: Assist the Science Supervisor in maintaining a safe and accident-free laboratory environment by:

1. Making sure that all teachers are familiar with their responsibilities outlined in the Chemical Hygiene Plan.
2. Assuring the adequacy of the facilities used for science instruction and material storage.
3. Maintaining records on orders, maintenance requests, clean-up procedures, and routine safety checks.
4. Coordinating the annual inventory of laboratory supplies and subsequent orders.
5. Providing access to MSDS.
6. Communicating the key components of the Chemical Hygiene Plan.
7. Establishing general laboratory rules and procedures.

PERFORMANCE RESPONSIBILITIES:

The Chemical Hygiene Officer (CHO) is responsible for chemical hygiene within the science department. The CHO, with the necessary technical training and attendance at appropriate science safety workshops and in collaboration with all individuals named will carry out the following duties:

1. Work with administrators, teachers, and students to develop and implement the chemical hygiene policies and practices.
2. Coordinate and monitor the purchase, usage, storage, and disposal of all chemicals (including all chemical, biological and physical materials) used in the laboratories stipulated in the Chemical Hygiene Plan by applying the information found in the MSDS sheets, NJ RTK Hazardous Substance List, 29 CFR 1910, Subpart Z and OSHA's Hazard Communication Standard – 29 CFR 1019.1200(c).
3. Maintain laboratory safety files for each of the laboratory rooms. These files are in compliance with the OSHA's Hazard Communication Standard, the Laboratory Standard, and Right-to-Know.
4. Assist the Science Supervisor and the Science Department Teachers to develop precautionary measures and provide adequate facilities for laboratory activities.
5. Know the current legal requirements concerning regulated substances used in the laboratories and apply any new regulations to the chemical hygiene plan.
6. Ensure that all science teachers know and follow the rules contained in the chemical hygiene plan by providing appropriate training to all science teachers on a yearly basis according to need by teaching assignment. This will be in compliance with Worker and Community Right to Know requirements.
7. Determine the required levels of personal protective equipment (PPE) and apparel for Science Department personnel and science laboratory students.
8. Ensure that appropriate PPE is available and in working order by performing periodic inspections of the PPE.
9. Conduct regular, formal chemical hygiene and housekeeping inspections, including routine inspections of emergency equipment.
10. Determine that available facilities are adequate for the use of chemicals being utilized or ordered. In the event a facility becomes substandard for the use of a chemical, The Assistant Superintendent, Curriculum and Instruction will be responsible to recommend a course of action to the administrator(s) in charge.

11. Ensure that available facilities are adequate for the use of any new material being ordered.
12. Develop, implement and continue updating the chemical hygiene training program.
13. Use resources in school and out of school to further develop the chemical hygiene plan in order to keep the information up to date and further assist in the training program.
14. Develop a computerized record keeping system for all information acquired in the monitoring phase of the chemical hygiene plan.
15. Seek ways to improve the chemical hygiene program.

TERMS OF EMPLOYMENT: Stipend and work year to be established by the Board in accordance with Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Schedule "B" Staff in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: December 1, 2004