



2400 MASON EAGLES DR.
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Mason Consolidated Schools “Right to Know” and Hazard Communication Program

Letter to Staff:

The Mason Consolidated Schools “Right to Know” program is essential to the safety of all our staff and for this program to function properly, we need to ensure the Director of Operations receives a copy of all chemicals (hazardous and toxic) Safety Data Sheets (SDS). The SDS sheet should be included with any shipment of a product that is deemed hazardous or toxic. Checking boxes or shipping labels for the products SDS sheet is important to anyone receiving products for the Mason Consolidated Schools campus. Once the SDS sheet is located with the shipping material, it should be forwarded to the Director of Operations so they can put it in our campus SDS electronic listing. If for some reason the shipper/supplier doesn’t include an SDS with their product, the Director of Operations is to be notified so they can contact the shipper/supplier or find the SDS sheet online.

The products that will or may have an SDS sheet are as follows: paints, markers, whiteout, lubricants, cleaning supplies, oils, hand crème, soaps, shop/biology supplies, and many more.

We would appreciate your cooperation in our Right to Know program, and if you have any questions or need clarification of your role, please contact the Operations Department.

Thank you,

Mason Consolidated Schools
Operations Department



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Operations Staff:

We will be rolling out our Hazard Communications: Right to Know Program soon and I wanted to review your role within the program. First and foremost is we need to make certain we receive the Safety Data Sheets (SDS) with all hazardous/toxic materials that arrive on Mason Consolidated Schools campus. The SDS sheet should be included with any shipment of a product that is deemed hazardous or toxic. Checking boxes or shipping labels for the products SDS sheet is important and must be done with each delivery you receive. Once the SDS sheet is located with the shipping material, it should be forwarded to the Director of Operations so they can put it in our campus SDS book. If for some reason the shipper/supplier doesn't include an SDS with their product, the Director of Operations is to be notified so they can contact the shipper/supplier or find the SDS sheet online.

Most liquid products such as lubricants, oils, cleaning supplies and others that are used in the maintenance department will be assigned an SDS sheet. We would appreciate your cooperation in the role you play in our Right to Know program. We would also ask that you take the Hazard Communications: Right to Know training session on Vector Solutions.

Once the Right to Know program has been approved by the administration, the program can be found in the Director of Operations office. Thank you again for your cooperation in the Right to Know Program.