

**HAZARD COMMUNICATION**

It is the policy of the Southwest Technology Center to provide in-service training on an annual basis concerning hazard communications (Right To Know Law) and the Maintenance, Operation of Plants (MOPs) workshops by the Oklahoma State Department of Education.

1. MOP Workshop in-services will be mandatory for district employees, custodial staff, appropriate support personnel, and student workers and any other employees who work during the summer.
2. Hazard communications in-service will be conducted by district personnel or outside consultants. Employees to attend are custodial staff, appropriate support personnel, lunchroom personnel, and student workers.

All employees will be compensated to attend these workshops. Meals will be paid for or the employees will be reimbursed after submitting receipts to the business office.

Certificates of attendance will be maintained in the employee's personnel file on an annual basis.