Because we work with young children and are constantly cleaning and disinfecting surfaces and toys, it is good for us to be reminded that all items used for cleaning, disinfecting, and deodorizing are to be considered "hazardous chemicals". Back in 1970, the U.S. Department of Labor set forth some standards and regulations that must be followed by all employers, regardless of company size. Unfortunately, these regulations are often overlooked. Below are some highlighted points to help familiarize you with the regulations. For more detailed information, see their web site at: http://www.osha.gov/

- Employees have both a need and a right to know the hazards and identities of the chemicals they are exposed to when working. They also need to know what protective measures are available to prevent illnesses and injuries related to chemicals from occurring. MSDSs also contain information on first aid measures, however, it is strongly suggested that prior to the use of any chemicals, the appropriate health department, doctor, or poison control center be contacted to ensure the accuracy of first aid instructions listed on the MSDS sheet.

- Chemical manufacturers, importers, and distributors are all required to provide the appropriate MSDS to employers upon each shipment or request. In other words, if your center orders cleaning supplies from a company, you are already receiving the MSDS forms in the mail. Each time you order, the manufacturer must ensure that you are provided the most current MSDS form. However, if you are purchasing cleaning products from the store, you will need to call or write the manufacturer for their most current MSDS form. Another option for those who are needing MSDS forms for store-bought chemicals would be to use the following MSDS web site: http://www.msdssearch.com/DBLinksN.htm

- Containers of hazardous chemicals must be labeled, tagged, or marked with the identity of the material and appropriate hazard warnings. Chemical manufacturers, importers, and distributors are required to ensure that every container of hazardous chemicals they ship is appropriately labeled with such information and with the name and address of the producer or other responsible party. Employers purchasing chemicals can rely on the labels provided by their suppliers. If the material is subsequently transferred by the employer from a labeled container to another container, the employer will have to label that container with a label stating all the above information. The chemical company or distributor often provides the necessary labels at no cost.

This means that no chemical, of any kind, can be poured into unlabeled spray bottles, jars, or bowls. In addition, this means that simply writing the name of the chemical on the new container is not sufficient. It must be properly labeled with the identity of the material and appropriate hazard warnings.

- Employers that use hazardous chemicals must have a written program to ensure the MSDS information is provided to employees. In other words, the most important aspect of the written program in terms of MSDSs is to ensure that someone is responsible for obtaining and maintaining the MSDSs for every hazardous chemical in the workplace. All MSDS sheets must be kept current on an annual basis. Employers must have a written policy in place that requires all employees to read and understand the information presented in the MSDS sheets. This is ideally accomplished at an annual staff meeting where the sheets are read, discussed, and explained. In addition, we recommend that each staff member sign a statement acknowledging that they have been apprised of the chemical hazards within the workplace, potential hazardous effects, physical and chemical characteristics, and recommendations for appropriate protective measures. Employees need to also understand the first aid measures necessary in the event of an emergency and where to find the appropriate MSDS sheet.

- MSDSs must be readily accessible to employees when they are in their work areas during their work shifts. The employees must have access to the continued on page 2
OSHA Employer Compliance...
continued from page 1

MSDSs themselves. This means that all MSDS sheets
and first aid instructions are kept in one place, readily
accessible in the event of an emergency. Some
employers keep the MSDSs in a 3-ring binder in a
central location, with each chemical under a tab
labeled with the chemical’s most common name.

The first action step for center Directors is to obtain a
copy of the rule. You can do this by contacting OSHA’s
Publications Office, Occupational Safety and Health
Administration, 200 Constitution Avenue, NW., room N3101,
Washington, DC 20210, telephone (800) 321-OSHA. Ask for
the following:

Hazard Communication Standard
OSHA 3084, Chemical Hazard Communication booklet
OSHA 3111, Hazard Communication Guidelines for
Compliance booklet

A copy of the Chemical Hazards Communication booklet
may be ordered through the OSHA PUBLICATIONS web site
For more detailed information, you may want to look at the
following web sites:
http://www.osha.gov/fso/ca.html
http://www.dol.gov/asp/programs/handbook/
contents.htm

The above information is not meant to scare you, but
it is necessary for all of us to be in compliance with the
regulations of the federal government. If you have
questions or would like assistance with the MSDS rule,
you can contact the Pacific Union Conference Office of
Education at (805) 497-9457 x300. We will be happy to
help you get in contact with your local OSHA agency.
Greetings to all Adventist Child Care Providers from Lincoln, Nebraska!

We would like to share with you the scope of what our business entails and what we can provide for you on a national basis as members of the SDA organization.

The primary focus of our organization is to furnish materials to public and parochial schools, child care centers and preschools, with a wide range of indoor classroom furniture/equipment, and outdoor playground equipment. This includes, but is not limited to, chairs, desks, tables, rest mats, cots, storage cabinets, computer furniture, marker boards, easels, lunch room folding tables, library furniture, lockers, bleachers, auditorium seating, playground equipment, and bike racks.

University Pub can coordinate the sale and service of these types of materials on a national basis for the Seventh-day Adventist organization. We have contacted a number of national playground equipment fabricators and indoor furniture factories willing to provide us with the best combination of quality, competitive pricing, transportation costs, and customer service support that is a necessity.

In order to command significant discounts, it is imperative that we be able to coordinate several orders from the different entities within the SDA organization. Specifically, communication and coordination between School Principals and Center Directors, with the help of Conference Superintendents and Associates when placing orders and purchasing will help orders for individual conferences to be grouped together in order to maximize the volume and minimize the shipping cost per school/center. In other words, the more people ordering at one time in a given region/conference, the lower the price and shipping costs.

All orders will still be dealt with on an individual basis, including shipping to each specific destination, and customer service. I, Dan Gill, will personally be involved with each and every customer order and will be available to discuss any question, concerns, or matters that need to be resolved on an individual basis.

The basis to our philosophy in this business is to provide dependable service and products to our customer base, this being educational institutions, Preschool, K through 12, and the University/Collegiate level. We feel it is not only important but necessary to offer the educational market the best quality products available and the personal attention and service our customers have been accustomed to receiving from our organization. This is my personal mission as well, as I feel the education of our children is of utmost importance in the overall development of their mental, spiritual, and physical well being.

If you will be ordering any furniture or large equipment in the near future, University Pub, Inc. would be a very good place to begin looking. The prices are competitive, the products are of good quality, and the customer service is ideal. The information needed for catalogues and purchasing follows:

University Pub, Inc.
Dan Gill, Sales & Consulting
P.O. Box 22890
1700 West “O” Street – Suite B
Lincoln, NE 68542-2890

Phone: (402) 474-7300
Cell: (402) 525-4464
Fax: (402) 474-7329
E-mail: unipub@alltel.net

Thank you and may God bless your ministry to children and families,

Dan Gill

ACCN Editor’s note:
Dan Gill and his wife, Leslie, are current clientele of Kiddie Kollege Child Development Center on the campus of Union College, a liberal arts Seventh-day Adventist College in Lincoln, Nebraska. His personal commitment to meeting the needs of Kiddie Kollege has been a blessing to the center, staff, and families served. We have every confidence that he will do the same for your center or school.

ACCN Mailing List

We would like to hear from you! Our mailing list is several years old and we are attempting to update it and create a new directory. Please e-mail us at chgillan@juno.com or call our office at (805) 497-9457 ext 300 and let us know whether or not you would like to continue getting these quarterly newsletters.
Benefits of Joining ACCN:

- Quarterly Newsletter
  - Latest educational practice
  - Latest administrative helps
  - Updates on laws & regulations
  - Job line
  - Profile on centers
  - Reviews of new books
  - Reviews of new curriculums
  - Ideas for in-services
  - Network discussion of solutions to center problems
- Meetings held in conjunction with the NAEYC annual conference
- Directory of Child Care Centers throughout U.S.

ADVENTIST CHILD CARE NETWORK MEMBERSHIP FORM

Membership Year: November 1 - October 31, 20____

Please print the following information:

Name_______________________________________________________
Street_______________________________________________________
City________________________  State__________ Zip______________
Country_____________________________________________________

Choose either individual or center membership:
- Center Membership ($25.00)
- Individual Membership ($10.00)

Mail to: ACCN
c/o Coordinator for Child Development Centers
Pacific Union Conference
P.O. Box 5005
Westlake Village, CA 91359

I want to be a member of the Adventist Child Care Network.
I have enclosed a check or money order in the amount of $___________

Make checks payable to: ACCN