

Please review this entire program to make sure that it is what your facility is doing or is going to be doing. Be sure to fill in the appropriate school district, site, person responsible and location. All highlighted areas should be completed This section can be deleted when completed.

HAZARD COMMUNICATION PROGRAM

For

(NAME....SCHOOL DISTRICT)

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INTRODUCTION AND POLICY

The Hazard Communication Standard (California Code of Regulations, Title 8, Section 5194) establishes uniform requirements to ensure that all chemicals used in California workplaces are evaluated to determine their hazards. This information must be provided to employers and to their affected employees. Chemical manufacturers must perform the evaluations and convey the hazard information obtained to users by means of labels on containers and material safety data sheets (MSDS's). Employers must educate their employees to understand the hazards associated with the hazardous materials they work with, and ensure that resources such as MSDS's and container labels for the materials are maintained and accessible.

The purpose of this written Hazard Communication Program is to establish guidelines and policies to ensure that all members of the (school district) are apprised of the chemical hazards to which they may be exposed and to provide a foundation of knowledge to permit employees to make informed decisions about these materials. The safe conduct of work with potentially hazardous chemicals is dependent upon the value the institution places on protecting health and the environment, and on the motivation and good judgment the individual chemical user exercises. Therefore, it is the responsibility of the Superintendent, Site Administrators, Supervisors, and staff to adhere to the specifics and the intent of the Hazard Communication Program in order to reduce the risk.

The provisions of the Hazard Communication Program (HCP) apply to any hazardous substance, which is known to be present in the workplace, with the exception of specific research and teaching activities within laboratories. The Chemical Hygiene Plan applies to most activities performed by research and teaching laboratory workers. The full scope of the HCP does apply to all non-research or teaching uses of chemicals conducted within laboratories.

Consumer products packaged for and used by the general public, and used in a manner that will not result in significantly greater exposure than that of the general consumer, are excluded from the program.

RESPONSIBILITY

The (school district) program establishes responsibility for the implementation of the Hazard Communication Program.

The (Name Superintendent) is responsible for ensuring that the applicable operations of the District are conducted in accordance with these provisions.

(Name and Title) is the Hazard Communication Program Coordinator and is responsible for overall program development, serves as a central repository for hard copy MSDS's, provides general hazard communication training, and assists users of chemicals.

LIST OF HAZARDOUS CHEMICALS

The hazardous chemical list will be updated upon receipt or removal of hazardous chemicals from the site. Many materials such as cleaning agents, adhesives, copying supplies, art materials, paints, strippers, solders and welding supplies, fertilizers, pesticides, and compressed gases contain hazardous materials and must be included on the inventory. Materials used in a similar quantity and fashion as a household consumer is excluded from this Standard. The list of materials for each school site and or shop is attached (Appendix A). A compiled list of materials stored in the District can be found in the District Office.

MATERIAL SAFETY DATA SHEETS (MSDS)

The objective of a Material Safety Data Sheet (MSDS) is to concisely inform you of the hazards of the materials you work with or may be exposed to so you can protect yourself and respond to emergency situations. The MSDS will consist of a fully completed OSHA Form 174 or equivalent. Each department or shop will maintain an MSDS library on every substance on their list of hazardous chemicals. The Hazard Communication Coordinator will secure and maintain an MSDS for each hazardous material used in their area.

MSDS's must be readily accessible to employees working in remote or field locations. Appropriate MSDS's will be maintained in a binder in each vehicle, on each job site or immediately accessible by phone and fax.

Alternatively, MSDS's may be accessed electronically (i.e., via computer locally or via Internet). If electronic access is used, the procedure to access those sheets will be attached and employees will be trained in the access procedure.

MSDS's must be readily available to all employees and Cal/OSHA upon request.

MSDS's must be received at the facility either prior to, or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. If materials are received for which no MSDS is available in the area of use, the Hazard Communication Coordinator shall secure the needed MSDS by contacting the chemical manufacture.

LABELS AND OTHER FORMS OF WARNING

The local Hazard Communication Coordinator provides oversight to ensure that hazardous chemicals in their area are properly labeled. However, if a label is falling off or deteriorating, it is everyone's responsibility to take action so that the identity of a material is not lost. Labels on incoming containers should not be defaced while they contain the indicated material. Labels on these primary containers should list the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party.

Secondary containers (those containers into which material is transferred) must be labeled with the name of the material and the manufacturer as it appears on the MSDS, and an appropriate hazard

warning. Chemical users must be trained in the recognition and purpose of the placard if one is used in the area. Placards are frequently used in laboratories on small containers and squeeze bottles. Common Immediate use containers (those in which the hazardous substance will be under the control and used only by the person who transfers it from a labeled container and within that workshift) do not require labeling.

The area supervisor will check frequently to ensure that containers in the facility are labeled and that the labels are up-to-date.

TRAINING AND INFORMATION

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals. The Program Coordinator or their designate conducts hazardous chemical training. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. The training will emphasize these elements:

- A summary of the standard and this written program.
- Hazardous chemical properties and methods that can be used to detect the presence or release of hazardous chemicals, including visual appearance and odor.
- Physical and health hazards associated with potential exposure to workplace chemicals.

- Procedures to protect against hazards; e.g., personal protective equipment, work practices, and emergency procedures.
- Hazardous chemical spill and leak procedures.
- Where MSDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information.
- The procedures for conducting non-routine tasks involving hazardous materials.
- Accurate records on all safety training must be maintained by supervisory personnel. Records should include the employee name, date of training, topic covered, employee signature, and name of instructor. Records should also include a copy of any test or quiz (see Appendix B-Hazard Communication Initial Training Exam) used to evaluate level of knowledge and effectiveness of training.

CONTRACTOR EMPLOYERS

The Hazard Communication Program Coordinator will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work at the District facilities and will provide copies of Material Safety Data Sheets if necessary.

NON-ROUTINE TASKS AND WORK IN LABORATORIES

Periodically, employees may be required to perform hazardous non-routine tasks. Any employee contemplating a non-routine task involving possible chemical hazards (e.g., acid washing bricks, chlorine line repair) will contact their supervisor or manager. The supervisor will ensure that employees are informed of:

- 1) The specific hazards associated with the performance of these tasks
- 2) Protective measures that must be used
- 3) Measures the department has taken to lessen these hazards such as ventilation, personal protective equipment, or the presence of another employee.
- 4) Specific emergency procedures to be used in the event of an accident or injury.

All work in laboratories may involve potential hazards from chemicals used and stored. All work should be coordinated with the laboratory staff to identify and minimize potential hazards in the work area. No work should be conducted that requires entering the fume hood body or moving laboratory equipment or stored chemicals without the permission of the supervisor.

APPENDIX A

INVENTORY OF HAZARDOUS MATERIALS COVERED BY THIS PLAN