

Business and Noninstructional Operations

Hazardous Substances

The disposal of chemicals and other hazardous substances may be accomplished in accordance with removal and disposal procedures established by Los Angeles County.

Hazard Communication Program

A written hazard communication program shall be available upon request to all employees and their designated representatives. (8 CCR 5194)

The following materials are exempted from the hazard communication program and this regulation: wood and wood products; manufactured articles; food or cosmetics intended for personal use by employees while in the workplace.

1. Container Labeling

Except for consumer products, pesticides, and food, drug and additive products which are already labeled in compliance with federal law, no container of a hazardous substance shall be accepted by schools or the District unless labeled by the supplier with the following information:

- a. Identity of the hazardous substance(s)
- b. Hazard warning statements
- c. Name and address of the chemical manufacturer

Whenever hazardous substances are transferred from their original containers to other containers, the secondary containers shall likewise be labeled with the identity and hazard warning statement.

2. Material Safety Data Sheets

Upon receiving a potentially hazardous substance or mixture, the Director, Procurement and Contract Services shall ensure that the manufacturer has also furnished a Material Safety Data Sheet (MSDS) as required by law. If the MSDS is missing or obviously incomplete, appropriate staff shall request a new MSDS from the manufacturer.

The Director, Procurement and Contract Services shall maintain copies of the MSDS for all potentially hazardous substances and ensure that they are kept up-to-date and available to employees during working hours. Appropriate staff shall review each MSDS for new and significant health or safety information and shall be responsible to disseminate this information.

Business and Noninstructional Operations

Hazard Communication Program - continued

3. Employee Information and Training

Employees shall be provided training on potentially hazardous substances in their work area at the time of their initial assignment and whenever a new potentially hazardous substance is introduced into the work area. This training shall include but is not limited to: (8 CCR 5194)

- a. An overview of the requirements of California's Hazard Communication Regulation (8 CCR 5194), including employee rights described therein
- b. Instruction on how to read labels and review the MSDS for appropriate information
- c. The location, availability and content of the District's written hazard communication program
- d. Information as to any operations in the employees' work area where potentially hazardous substances are present
- e. Methods by which employees can lessen or prevent exposure to these potentially hazardous substances, such as appropriate work practices, use of personal protective equipment, etc.
- f. Emergency and first aid procedures to follow if exposed to the hazardous substance(s)

4. List of Hazardous Substances

For information about the potentially hazardous substances known to be present in the District and schools, employees may consult the MSDS.

5. Hazardous Non-routine Tasks

When employees are required to perform potentially hazardous and non-routine tasks, they shall receive information about the potential hazards to which they may be exposed during this activity and the protective/safety measures which must be used.

6. Hazardous Substances in Unlabeled Pipes

Before starting to work on unlabeled pipes, employees shall contact their supervisors for information as to the contents in the pipes, the potential hazards, and safety precautions which must be taken.

Business and Noninstructional Operations

Hazard Communication Program - continued

7. Informing Contractors

To ensure that outside contractors and their employees work safely in District buildings and schools, appropriate District staff shall inform these contractors of potentially hazardous substances which are present on the site and precautions that employees may take to lessen the possibility of exposure. It shall be the contractor's responsibility to disseminate this information to his/her employees and subcontractors.

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