



HAZARD COMMUNICATION PROGRAM

1. Scope

- a. To enhance our employees' health and safety, our district has developed, implemented and maintains a Hazard Communication Program as required by the Hazard Communication Regulation, California Code of Regulations, Title 8 (CCR 8), section 5194
- b. We provide information about the hazardous substances in our workplace, the associated hazards, and the control of these hazards through a comprehensive Hazard Communication Program that includes the elements listed below.

2. Program Responsibility

The Assistant Superintendent of Business Services is responsible for implementation and management of the Hazard Communication Program.

- a. The program can be found on line for Employees, who would like a copy of the District Hazard Communication Program and/or CCR 8, Section 5194.

3. Chemical Inventory

- a. An inventory of hazardous substances used in this District is found in Appendix A, at each worksite location and also located:
<https://msdsmanagement.msdsonline.com/?ID=A484E82F-AB41-40A6-A2D6-E9BBD89BC48D>
- b. This inventory does not contain:
 - Hazardous wastes as defined by the Resource Conservation and Recovery Act of 1976 when subject to regulations issued under the act by the Environmental Protection Agency;
 - Foods, drugs, or cosmetics intended for personal consumption by District employees while in the workplace;
 - Articles, defined as manufactured items which do not release or otherwise result in an exposure to a hazardous chemical under normal conditions of use;
 - Wood or wood products (except those in which hazardous substances are present).

4. Material Safety Data Sheets

- a. This District relies on the information contained in Material Safety Data Sheets (MSDSs) or Safety Data Sheets (SDSs) as permitted by the Cal/OSHA Hazard Communication Standard and does not perform independent hazard determinations
- b. Representatives of each affected Department, Directors, Supervisors, Principals or their designees are responsible for the following actions on behalf of their respective departments:
 - 1) Obtaining MSDSs or SDSs on all ordered products which contain hazardous chemicals.
 - 2) Submitting the MSDS or SDS to designated person with program responsibility as indicated in Section 2 of this Program
- c. The Purchasing department will assist in obtaining the MSDSs or SDSs for products that are requisitioned through Purchasing.
- d. The Director, Maintenance and Operations will assist in obtaining the MSDSs or SDSs, reviewing them for completeness, and maintaining the data sheet system for our district.
 - 1) If MSDSs or SDSs are missing or new hazardous substance(s) in use do not have MSDSs or SDSs, or if an MSDS or SDS is obviously incomplete, a new MSDS or SDS will be requested through the on-line MSDS management system.
- e. MSDSs and SDSs for all hazardous substances to which employees are exposed are located at: <https://msdsmanagement.msdsonline.com/?ID=A484E82F-AB41-40A6-A2D6-E9BBD89BC48D>
 - 1) MSDSs and SDSs will be updated with a backed up on a annual basis.
- f. For employees that do not have computer access, copies of MSDSs and SDSs are kept in binders in suitable locations, such as custodian rooms or custodian carts.
- g. Employees may review MSDSs and SDSs and the standard by following this procedure:
 - 1) Log on to the on-line MSDS management system
 - 2) Check the binders in their work area
 - 3) Contact their supervisor and request a link to the on-line system or a copy of the requested MSDS or SDS.
 - 4) Contact the designated person with program responsibility as indicated in Section 2 of this Program.
- h. MSDSs requested by employees but not on hand will be uploaded to the on-line MSDS management system within seven (7) days.
- i. MSDSs and SDSs will be retained for at least 30 years after a product containing a toxic substance is discontinued, as required in CCR 8, section 3204.

5. Labels and Other Forms of Warning

- a. All primary and secondary labels will be verified before hazardous substance containers are released to the work area:
 - 1) Primary Container
 - a) Identity of Hazardous substance(s),
 - b) Applicable hazard warnings,
 - c) Name and address of the manufacturer.
 - 2) Secondary Global Harmonization System (GHS) compliant labels
 - a) Identity of Hazardous substance(s),
 - b) Name and address of the manufacturer or supplier,
 - c) Signal words,
 - d) Hazard statements,
 - e) Precautionary statements,
 - f) Pictograms.
- b. The following exceptions, when approved by the Director, Maintenance and Operations, for labels and other forms of warning have been approved:
 - Portable containers into which hazardous substances are transferred from labeled containers and which are intended only for the immediate use of the employee who performs the transfer;
 - Pesticides, as approved by the District Integrated Pest Management Program, used in compliance with regulations of the Department of Pesticide Regulation (Food and Agriculture Code, §12981, California Code of Regulations, Title 3, §6723 et seq.);
 - Any food, food additive, color additive, drug, cosmetic, or medical device and ingredients as defined in the Federal Food, Drug and Cosmetic Act and subject to FDA regulations;
 - Any consumer product or hazardous substance as defined by the Consumer Product Safety and Hazardous Substances Acts when subject to a consumer product safety standard, labeling requirement, or regulation issued by the Consumer Product Safety Commission.

6. Proposition 65

- a. Pursuant to Section 5194, subparagraph (b)(6)(A)2, the District is not subject to the requirements of the Safe Drinking Water and Toxic Enforcement Act of 1986, also known as Proposition 65.

7. Employee information and Training

- a. Employee training is provided initially to all employees and for all new employees. This training covers the following areas:
 - 1) The requirements of the Hazard Communication Regulation, including the employees' rights under the regulation;
 - 2) The location and availability of the written Hazard Communication Program;
 - 3) Methods and observation techniques used to determine the presence or release of hazardous substances in the work area;
 - 4) Protective practices the district has taken to minimize or prevent exposure to these substances;
 - 5) How to read labels and review MSDSs and/or SDSs to obtain hazard information;
 - 6) Physical and health effects of the hazardous substances;
 - 7) Symptoms of overexposure;
 - 8) Measures employees need to put into practice to reduce or prevent exposure to these hazardous substances by engineering controls, work practices, and use of personal protective equipment;
 - 9) Emergency and first-aid procedures to follow if employees are exposed to hazardous substances.
- b. Employees will receive additional training when a new hazard is introduced into the workplace.
 - 1) Training concerning the new hazards (new chemical hazards or new information on MSDSs) will be provided within 30 days and documented
- c. This training is documented in the following manner:
 - Sign-in sheet
- d. Periodic refresher training may be provided and documented as follows:
 - Quarterly Toolbox meeting covering one aspect of Hazard Communication
 - Hazard Communication training once every two years
- e. Training recordkeeping will be as follows:
 - 1) Paper copies of training documentation will be kept for three (3) years, they will be scanned and kept in electronic format in a shared district directory.
 - 2) On-line training documentation will be kept for as long as the District utilizes the service.
 - a) If the on-line training service is discontinued, a copy of the most recent training documentation will be printed and kept as indicated in paragraph e.1).

- b) If the on-line training service is discontinued, efforts will be made to transfer training records to a new on-line service, as available.

8. Hazardous Non-routine Tasks

- a. Non-routine tasks involving hazardous materials are:

None anticipated

- b. Procedures for complying with the Hazard Communication Standard for these jobs are to provide training covering the following topics:

- 1) General hazards of the task
- 2) Chemical hazards of the task
- 3) How to do the task safely
- 4) Required personal protective equipment

9. Informing Contractors

- a. Outside contractors will be provided with information on our labeling system and access to MSDSs and/or SDSs.
- b. Contractors will be required to provide information on any chemicals used in our facility as a condition of their contract

Appendix A – Chemical Inventory

Appendix B - Access to Medical and Exposure Records