



# **Adelanto Elementary School District**

# **Hazard Communication Program**

(Rev 5/2/2018)

**Title 8 California Code of Regulations Section 5144**

**Written Hazard Communication Program**  
**Adelanto Elementary School District**  
 (Rev 5/2/2018)

To enhance our employees' health and safety, the Adelanto Elementary School District has developed, implemented, and maintained a hazard communication program as required by the Hazard Communication Regulation (Title 8, CCR 5194).

The hazard communication manager for the Adelanto Elementary School District is Josie Perez-Belcher, the Director of Risk Management/Benefits, and has full authority and responsibility for implementing and maintaining this program. 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.

Risk Management will prepare and keep current an inventory list of all known hazardous substances present in our workplace. Specific information on each noted hazardous substance can be obtained by reviewing the SDS sheets (see Attachment B, "Hazardous Substance Inventory List").

**2. Proposition 65 List of Chemicals**

Risk Management is responsible for obtaining updates of Proposition 65 listed chemicals and providing new information to affected employees. In the case of newly added chemicals to the Proposition 65 list, warning requirements take effect 12 months from the date of listing. Use following link for *Proposition 65* List updates: [http://oehha.ca.gov/prop65/prop65\\_list/Newlist.html](http://oehha.ca.gov/prop65/prop65_list/Newlist.html)

**3. Safety Data Sheets (SDS)**

Site Supervisors are responsible for obtaining SDS, reviewing them for new and significant health and safety information and passing those changes on immediately to the affected employees by additional training sessions, posting of memos and other means of communication.

SDS are readily available from the Custodian in each district site, in case of immediate need. If we are using new hazardous substances, or if an SDS is obviously incomplete, please contact Risk Management immediately, and a new SDS will be requested from the manufacturer. If not provided by the vendor within 25 calendar days of the request, Cal/OSHA will be contacted for assistance.

If anyone has a specific question or needs additional information on an SDS, please call Josie Perez-Belcher at 760-246-8691 for assistance.

**4. Labels and Other Forms of Warning**

Before hazardous substance containers are released to the work area, it is the practice of the Adelanto Elementary School District that the site Custodian will verify that all primary and secondary containers are labeled as follows:

<i>Label Information</i>	<i>Primary Container</i>	<i>Secondary Container</i>
Identity of the hazardous substance(s)	✓	✓
Applicable Hazard Statements	✓	✓
Name and address of the manufacturer	✓	

**5. Employee Information and Training**

Affected employees are to attend a health and safety training session set up by the Adelanto Elementary School District prior to starting work or when a new hazardous substance is introduced. This training session will provide information on the following:

- The requirements of the hazard communication regulation, including the employees’ rights under the regulation
- The location and availability of the written hazard communication program
- Any operation in their work area, including non-routine tasks, where hazardous substances or Proposition 65 carcinogens/reproductive toxins are present and exposures are likely to occur
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area
- Protective practices the District has taken to minimize or prevent exposure to these substances
- How to read labels and review chemical Safety Data Sheets (SDS) to obtain hazard information
- Physical and health effects of the hazardous substances
- Pictograms, Hazard Statements, Labels and Signal Words
- Symptoms of overexposure
- 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
- Emergency and first-aid procedures to follow if employees are exposed to hazardous substances
- The location and interpretation, if needed, of warning signs or placards to communicate that a chemical known to cause cancer or reproductive toxicity is used in the workplace

**6. Hazardous Non-Routine Tasks**

Periodically, our employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, affected employees will be given information by their supervisor on hazards to which they may be exposed during such an activity.

This information will cover:

- Specific hazards
- Measures the district has taken to reduce the risk of these hazards, such as providing ventilation, ensuring the presence of another employee, providing a respiratory protection program, and establishing emergency procedures
- Required protective and safety measures

Examples of non-routine tasks performed by employees of the district:

<i>Sample Non-Routine Task</i>	<i>Hazardous Substance</i>
Removing outdated chemicals from science storage	Hydrochloric Acid
Interior and Exterior Painting	Lead
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## **7. Informing Contractors**

To ensure that outside contractors work safely in our facilities and to protect our employees from chemicals used by outside contractors, the Director of Maintenance and Operations Doug Mefford is responsible for giving and receiving the following information from contractors:

- Hazardous substances, including Proposition 65 chemicals, to which they may be exposed while on the job site as well as substances they will be bringing into the workplace. To this end, we will provide contractors with information on our labeling system and access to SDS's.
- Precautions and protective measures the employees may take to minimize the possibility of exposure

**If anyone has questions about this plan, please contact Director of Risk Management/Benefits Josie Perez-Belcher at 760-246-8691. Our plan will be maintained by the Adelanto Elementary School District to ensure that the policies are carried out and the plan is effective.**

**Attachment A**  
***DISTRICT PROCEDURES***  
**(Pages 6 through 8, following)**

## **ADMINISTRATION**

### **HAZCOM - HAZARDOUS MATERIALS HANDLING AND DISPOSAL PROCEDURE**

#### **Acquisition**

The Director of Maintenance and Operations Doug Mefford, or designee, shall approve all purchases and acquisitions of hazardous materials by the District. In general, the following guidelines shall apply:

1. Materials ordered must be the least hazardous.
2. The purchase of extremely hazardous materials must be avoided and less toxic and hazardous materials substituted, whenever possible.
3. All purchases must be made in quantities that will be used before the chemical becomes retrograde.

#### **Storage and Inventory**

Each site shall maintain an inventory of all hazardous materials. New and existing containers shall be dated when received and added to the inventory. The oldest materials must be used first. Store materials as recommended by the manufacturer, including the use of flammable materials cabinets, as needed. Properly label and use warning signs, as needed. Segregate materials so that incompatible materials are not stored together. Safety Data Sheets (SDS) will be requested from the manufacturers and vendors of these materials. The site manager/principal, or designee, must maintain a master inventory of hazardous substances.

#### **Safety Data Sheets (SDS)**

The SDS is a guide to safe handling and effective emergency response. The SDS will be obtained with each order and maintained for each hazardous material. The SDS must be kept and displayed in a clearly marked notebook in each area where hazardous materials are stored and used. Any materials received without the appropriate SDS require a follow-up by the purchasing agent to the vendor within twenty-five (25) days of receipt.

#### **Employee and Student Training**

Employee and student training shall be provided for all hazardous materials to which there is a potential exposure. Supervisors/Managers shall be responsible for employee training. Teachers shall be responsible for student training and shall maintain a Student Safety Contract for each student enrolled in a laboratory class. Training shall comply and consist of the components of the California Hazard Communication Standard, including identification of hazards, hazard prevention and protection, warning labels, Safety Data Sheets, product information, exposure actions, and first aid.

## ADMINISTRATION

The employee-training program shall be ongoing, with additional training given for new substances utilized by the District, or retraining if the Safety Data Sheets for substances in present use are revised significantly. A significant revision entails receipt of new information indicating increased risks in the use of the substances and/or changes in the measures necessary to protect employees from exposure, as compared to prior Safety Data Sheets. Retraining shall be provided for all employees utilizing or having exposure to the substances. All newly hired employees will receive training as soon as practical after starting employment with the District. All training sessions will be thoroughly documented as to the trainers, content, and attendees. Records of these sessions will be kept on file in the employees' personnel files and work site files.

The employee hazardous communication program shall include the following:

1. An explanation of what a Safety Data Sheet is, its intended purpose, and how to read and interpret the information provided on the SDS.
2. An explanation of the information provided on the SDS, including:
  - a) The health hazards associated with the use and/or exposure to the substance;
  - b) Proper handling to safely reduce the exposure;
  - c) Personal protective equipment (PPE) which is necessary or recommended during the handling or use of the substance;
  - d) Emergency procedures for spills, fire, first aid, and disposal; and
  - e) Other safety precautions necessary to prevent or minimize exposure to the substance.
3. An explanation of the information on the container labels.  
An explanation of what Pictograms are and what they mean.
4. An explanation of the right of the employees to obtain copies of the SDS from the District and the procedures to be followed.
5. An explanation of the right for the collective bargaining agent or a treating physician to receive an SDS from the District and the procedures to be followed.
6. Specific training on non-routine tasks as determined by the site manager, or designee, prior to employees undertaking these tasks.

Contracts with vendors shall state that the contractors will properly train their employees before beginning work at the District.

## ADMINISTRATION

### Secondary Containers

All secondary containers holding hazardous substances will be labeled with the following information:

1. **Product Identifier** - Generic name of the material.
2. **Signal Words** - Degree of hazard of the material (danger, warning).
3. **Hazard Statement** - Type of hazard (poison, causes burns, flammable, harmful vapors, explosive, toxic, corrosive, etc.).
4. **Date of receipt.**
5. **Precautionary Statement** - Measures (for example, keep away from heat, sparks, or open flame, personal protective equipment required, personal protective measures), instructions in the event of ingestion, contact, or exposure.
7. **Supplier Identification** - Manufacturer's name and address, Emergency Phone Number(s).

Hazardous substances shall not be transferred from the original container to another container without the permission and direction of the Site Manager, or designee. It is the responsibility of the designated person to be certain that the new container has the proper label and information and that the label is securely attached to the container.

### Unidentified Substances

Substances, which do not have the proper label and/or cannot be identified, are not to be used, handled, or stored. The Site Manager, or designee, must be notified immediately. The substance will then be identified and properly labeled or removed under the direction of the Site Manager, or designee.

### Secondary Container Labels

All secondary container labels are available from the District Warehouse. Extra labels may be obtained by notifying the warehouse.

### Housing/Storage

All hazardous materials must be stored in accordance with strictly enforced laws, regulations, and procedures. Refer to the label on the hazardous material and SDS to determine appropriate storage requirements and recommendations.

### Disciplinary Procedures

Employees must comply with all safety rules and regulations implemented by the District for the purchase, storing, handling, and/or using of hazardous materials. Failure to comply is cause for disciplinary action.

**Attachment B**  
***SAMPLE HAZARDOUS SUBSTANCE INVENTORY LIST***  
**(Page 10, following)**



**Attachment C**  
*State of CALIFORNIA Proposition 65 Listed Chemicals*  
(Pages following)

**Use following Link for Proposition 65 List updates:**  
[http://oehha.ca.gov/prop65/prop65\\_list/Newlist.html](http://oehha.ca.gov/prop65/prop65_list/Newlist.html)

**Attachment D**  
**Examples**  
*Pictograms (Page 13)*  
*GHS Label Example (Page 14)*  
*GHS Safety Data Sheets (Page 15)*

## Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

### HCS Pictograms and Hazards

<p><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>▪ Carcinogen</li> <li>▪ Mutagenicity</li> <li>▪ Reproductive Toxicity</li> <li>▪ Respiratory Sensitizer</li> <li>▪ Target Organ Toxicity</li> <li>▪ Aspiration Toxicity</li> </ul>	<p><b>Flame</b></p>  <ul style="list-style-type: none"> <li>▪ Flammables</li> <li>▪ Pyrophorics</li> <li>▪ Self-Heating</li> <li>▪ Emits Flammable Gas</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>	<p><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>▪ Irritant (skin and eye)</li> <li>▪ Skin Sensitizer</li> <li>▪ Acute Toxicity</li> <li>▪ Narcotic Effects</li> <li>▪ Respiratory Tract Irritant</li> <li>▪ Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>▪ Gases Under Pressure</li> </ul>	<p><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>▪ Skin Corrosion/Burns</li> <li>▪ Eye Damage</li> <li>▪ Corrosive to Metals</li> </ul>	<p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>▪ Explosives</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>
<p><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>▪ Oxidizers</li> </ul>	<p><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>▪ Aquatic Toxicity</li> </ul>	<p><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>▪ Acute Toxicity (fatal or toxic)</li> </ul>

For more information:


 Occupational  
 Safety and Health  
 Administration  
 U.S. Department of Labor  
[www.osha.gov](http://www.osha.gov) (800) 321-OSHA (6742)

## Hazard Communication Standard Labels

OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on the right. Supplemental information can also be provided on the label as needed.

For more information: [www.osha.gov](http://www.osha.gov)



(800) 321-OSHA (6742)

### SAMPLE LABEL

#### PRODUCT IDENTIFIER

**CODE** \_\_\_\_\_  
**Product Name** \_\_\_\_\_

#### SUPPLIER IDENTIFICATION

**Company Name** \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Emergency Phone Number \_\_\_\_\_

#### PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.  
Keep away from heat/sparks/open flame. No smoking.  
Only use non-sparking tools.  
Use explosion-proof electrical equipment.  
Take precautionary measure against static discharge.  
Ground and bond container and receiving equipment.  
Do not breathe vapors.  
Wear Protective gloves.  
Do not eat, drink or smoke when using this product.  
Wash hands thoroughly after handling.  
Dispose of in accordance with local, regional, national, international regulations as specified.

**In Case of Fire:** use dry chemical (BC) or Carbon dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.

#### First Aid

If exposed call Poison Center.  
If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

#### HAZARD PICTOGRAMS



**SIGNAL WORD**  
**Danger**

#### HAZARD STATEMENT

**Highly flammable liquid and vapor.**  
**May cause liver and kidney damage.**

#### SUPPLEMENTAL INFORMATION

##### Directions for use

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fill weight: \_\_\_\_\_ Lot Number \_\_\_\_\_

Gross weight: \_\_\_\_\_ Fill Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

## Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

**Section 1, Identification** includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

**Section 2, Hazard(s) identification** includes all hazards regarding the chemical; required label elements.

**Section 3, Composition/information on ingredients** includes information on chemical ingredients; trade secret claims.

**Section 4, First-aid measures** includes important symptoms/ effects, acute, delayed; required treatment.

**Section 5, Fire-fighting measures** lists suitable extinguishing techniques, equipment; chemical hazards from fire.

**Section 6, Accidental release measures** lists emergency procedures; protective equipment; proper methods of containment and cleanup.

**Section 7, Handling and storage** lists precautions for safe handling and storage, including incompatibilities.

**Section 8, Exposure controls/personal protection** lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

**Section 9, Physical and chemical properties** lists the chemical's characteristics.

**Section 10, Stability and reactivity** lists chemical stability and possibility of hazardous reactions.

**Section 11, Toxicological information** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information\*

Section 13, Disposal considerations\*

Section 14, Transport information\*

Section 15, Regulatory information\*

**Section 16, Other information**, includes the date of preparation or last revision.

\*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

**Employers must ensure that SDSs are readily accessible to employees.**  
See Appendix D of 1910.1200 for a detailed description of SDS contents.

For more information: [www.osha.gov](http://www.osha.gov)



U.S. Department of Labor

(800) 321-OSHA (6742)

## **Hazard Communication Standard GHS TERMS**

### **Hazard statement(s):**

Describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard. For example: “Causes damage to kidneys through prolonged or repeated exposure when absorbed through the skin.” All of the applicable hazard statements must appear on the label. Hazard statements may be combined where appropriate to reduce redundancies and improve readability. The hazard statements are specific to the hazard classification categories, and chemical users should always see the same statement for the same hazards, no matter what the chemical is or who produces it.

### **Signal word:**

Used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. There are only two signal words, “**Danger**” and “**Warning**.” Within a specific hazard class, “**Danger**” is used for the more severe hazards and “**Warning**” is used for the less severe hazards. There will only be one signal word on the label no matter how many hazards a chemical may have. If one of the hazards warrants a “**Danger**” signal word and another warrants the signal word “**Warning**,” then only “**Danger**” should appear on the label.

### **Product identifier:**

How the hazardous chemical is identified. This can be (but is not limited to) the chemical name, code number or batch number. The manufacturer, importer or distributor can decide the appropriate product identifier. The same product identifier must be both on the label and in Section 1 of the SDS (Identification).

### **Precautionary Statement(s):**

Means a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.

**Additional Information Notes:**

All SDS Sheets will also be posted on MSDS Online. The District's specific link can be located at:  
<https://msdsmanagement.msds-online.com/company/0f4c2932-590e-47af-a195-c1e8b98c7025/>