

Adelanto School District

Hazard Communication Program

(Rev 6/6/2012)

Title 8 California Code of Regulations Section 5144

Written Hazard Communication Program

Adelanto School District

To enhance our employees' health and safety, the Adelanto 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 School District is Name of Responsible Person, 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.

1. List of Hazardous Substances

Name of Responsible Person 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 MSDS sheets (see Attachment B, "Hazardous Substance Inventory List").

2. Proposition 65 List of Chemicals

Name of Responsible Person 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

3. Material Safety Data Sheets (MSDS)

Name of Responsible Person is responsible for obtaining MSDSs, 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.

MSDSs 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 MSDS is obviously incomplete, please contact the Name of Responsible Person immediately, and a new MSDS 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 MSDS, please call the Name of Responsible Person at Phone Number/Extension 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 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 warnings	✓	✓
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 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 MSDSs to obtain hazard information
- Physical and health effects of the hazardous substances
- 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 the Maintenance and Operations 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 MSDSs.
- Precautions and protective measures the employees may take to minimize the possibility of exposure

If anyone has questions about this plan, please contact Name of Responsible Person. Our plan will be maintained by Adelanto 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 Superintendent, 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. Material Safety Data Sheets (MSDS) 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.

Material Safety Data Sheets (MSDS)

The MSDS is a guide to safe handling and effective emergency response. The MSDS will be obtained with each order and maintained for each hazardous material. The MSDS 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 MSDS 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, Material 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 Material 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 Material 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 Material Safety Data Sheet is, its intended purpose, and how to read and interpret the information provided on the MSDS.
2. An explanation of the information provided on the MSDS, 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.
4. An explanation of the right of the employees to obtain copies of the MSDS 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 MSDS from the District and the procedures to be followed.
6. Specific training on non-routine tasks as determined by the Superintendent, or designee, prior to employees undertaking these tasks.

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

ADMINISTRATION

Containers

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

1. Generic name of the material.
2. Degree of hazard of the material (danger, warning, caution, etc.).
3. Type of hazard (poison, causes burns, flammable, harmful vapors, explosive, toxic, corrosive, etc.).
4. Date of receipt.
5. Precautionary measures (for example, keep away from heat, sparks, or open flame).
6. Instruction in the event of ingestion, contact, or exposure.
7. Manufacturer's name and address.

Hazardous substances shall not be transferred from the original container to another container without the permission and direction of the Superintendent, 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.

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

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 MSDS 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)

Adelanto School District Chemical Inventory

Control Number	Adelanto School District Code	Product Name	Manufacturer	Distributor	NFPA				HMIS				Prop 65	pH
					H	F	R	S	H	F	R	P		
1	200001	Kem-Tek Multi-Purpose Bleach #2072	Kem-Tek	P & R Paper	1	0	1							12.0
2	200059	Blue Skies II Disinfectant Cleaner #326181	Butchers	Waxie	3	0	0		3	0	0			7.7
3	200022	Porcelain Tile Cleaner #25225	Genlabs	CleanSource	2	0	0					B		
4	200018	Pull - Disinfectant Bowl Cleaner #20111	Betco	CleanSource	3	0	0		3	0	0		yes	<1
5	600029	Misty Clear-Mint 10 #90136	Amrep	CleanSource	1	0	0		1	0	0	B		
6	200020	W-400 Heavy-Duty Stripper #320812	Waxie	Waxie	2	0	0		2	0	0			12.5
7	200093	Spra-Solv Heavy-Duty Cleaner/Degreaser	Waxie	Waxie	2	0	0		2	0	0	0		12.25
8	200097	4 Sundance Neutral Floor Cleaner Concentrate	Butchers	Waxie	1	0	0		2	0	0		no	7.7
9	200031	Blast It	Champion	Champion	1	0	0		1	0	0			11.5
10	200080	Jelled Rite-Away Vandalism Mark Remover	Waxie	Waxie	2		0		2		0	B		
11	200023	Ajax oxygen Bleach Cleanser	Colg./Palm.	P & R Paper					1	0	0		no	10.3
12	200025	O-O-O-P-S	Mission	Waxie	1	0	0		1	0	0			
13	300006	Blast Off	Greenline	B & L Mast	1		1							
14	200085	Chewing Gum Remover	CleanSource	CleanSource	1	4	0	B						
15	200055	Laundry Detergent	Carroll	CleanSource	0	0	0							
16	200065	Kimcare General Pink Lotion Soap	Kimb./Clark	CleanSource					0	0	0		no	6.0
17	200053	Lemon Oil High Gloss Furniture Polish	Waxie	Waxie	1	1	0		1	1	0			
18	200088	Green Earth Carpet PreSpray and Spotter	Betco	CleanSource	2	0	0		2	0	1			4.0
19	200086	Grip Sealer	Champion	Champion	1	0	0		1	0	0			8.7
20	200087	Carpet Steam Cleaner	Genlabs	CleanSource	1	0	0							9.75
21	200084	Waxie Spring Green/Fresh	Waxie	Waxie					1	0	0			
22	200076	Destiny Floor Finisher and Sealer	Champion	Champion	1	0	0		1	0	0			8.7
23	200099	WD-40	WD-40	Champion	2	2	0						no	

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