

HAZARD COMMUNICATION PROGRAM

Scope

California employers, whose employees may be exposed to hazardous substances, are required to develop a Hazard Communication Program. The purpose of the program is to communicate information to employees regarding the physical and health hazards of materials used in the workplace.

The major components of the program include:

1. Chemical Inventory
2. Training
3. Material Safety Data Sheets (MSDS)
4. Container Labeling
5. Emergency Procedures

Responsibility

All levels of supervision and management shall share in the responsibility for the safety and health of the employees by:

1. Taking steps to eliminate unsafe conditions that exist or occur in the workplace.
2. Correcting unsafe work practices through education, training, and/or enforcement.
3. Constantly stressing and promoting safety.
4. Continually assessing work areas to determine unsafe conditions and encourage communication and input from employees.

Employees must also share in and accept responsibility for their own safety and the safety of others by:

1. Reporting any unsafe condition.
2. Always using safe work practices.
3. Developing and maintaining a positive attitude toward safety.
4. Maintaining good communication with supervisors regarding changes in their work area or work procedures.

Chemical Inventory

An ongoing inventory shall be maintained for all hazardous substances. This inventory shall be updated as often as necessary to maintain current information.

The master inventory shall be maintained and updated by (*insert responsible position or department*) and reviewed by district administration.

The inventory shall contain the following:

1. Identification of the product.
2. Maximum amount stored/used at any one time.
3. Department or work area where product is used.

Each workplace where substances are stored, handled, or used must have an updated inventory. Each supervisor is responsible for ensuring their crew has access to an inventory of the products they encounter or handle.

Training

All employees will receive training regarding materials they work with or which are present in their areas. Training shall be on-going with additional training presented as new substances are introduced or if information on current MSDS changes.

In general, training shall be conducted as follows:

1. Initial training, upon implementation of the program.
2. Annual re-training.
3. Newly hired employees, immediately upon starting work.
4. Specific training, for all non-routine tasks.

All training will be documented as to the trainer, course outline, and those in attendance. All training shall be done under the direction of district administration.

Training shall include the following information:

1. An overview of the requirements of the hazard communication regulation, including their rights under the regulation.
2. Location and availability of the written hazard communication program.
3. Information regarding operations where hazardous substances may be present.
4. Explanation of the chemical inventory.
5. An explanation of Material Safety Data Sheets, their intended purpose, and how to read and interpret the information on the sheet. This includes:
 - a. The health hazards associated with the use and/or exposure to the substance.
 - b. How to lessen or prevent exposure to the substance through use of controls, work practices, and personal protective equipment.

- c. Safe handling to reduce exposure and proper storage.
- d. Emergency procedures for spills, fires, first aid, and disposal.
- e. Other safety precautions necessary to prevent (or minimize) exposure to the substance.
6. An explanation of the information on the container label.
7. Information regarding the methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
8. Steps the company has taken to lessen or prevent exposure to these substances.
9. Emergency first aid procedures, use of protective clothing, spill clean up.

Employees shall receive training as a department or work group (except for new-employees). The group training will enable the training to be as interactive as possible. The training will be lecture-discussion type with handout information, visual aids, and hands-on instruction as needed.

Material Safety Data Sheets

Copies of MSDS for all hazardous substances to which employees may be exposed are obtained and kept on file and located (*insert location{s}*). These will be accessible to all employees at all times.

The (*insert position or department*) will review incoming data sheets for new and significant health and safety information. He or she will ensure the information is passed on to the affected areas.

The same person will be responsible for reviewing the MSDS for completeness and/or missing MSDS. The manufacturer or distributor shall be notified if a MSDS is missing and a copy will be requested immediately in writing. If the manufacturer or distributor fails to respond to the request within 15 days, Cal/OSHA shall be notified in writing.

Labels

It is policy that no container of hazardous substances will be released for use until the following label information is verified:

1. Containers are clearly labeled as to the contents.
2. Appropriate hazard warnings are noted.
3. The name and address of the manufacturer is listed.

All supervisors are responsible to ensure all containers, both primary and secondary, are appropriately labeled. The secondary container shall also be labeled with the product identification and hazard warning. Each supervisor shall ensure all secondary containers in his/her area are correctly labeled. Containers without proper labels will not be used until the label is corrected. The (*insert position or department*) will ensure all primary labels are correct.

The only exception to full container labeling requirements is for containers used by one employee containing a substance meant to be used in one work shift. In this case, it shall have as a minimum, the product name on the label.

Emergency Response

All emergency actions shall be taken under the direct supervision and coordination of the supervisor on site.

All employees will be trained in emergency responses for which they are capable of performing and within the scope of materials routinely handled. All other emergency responses will be handled by dialing 911 and notifying the proper emergency response team.

Non-Routine Tasks/Unlabeled Pipes

Work on unlabeled pipes will not be encountered, therefore, is not covered under this program. However, periodically, employees may be required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazards to which they may be exposed during such activity.

The information shall include:

1. Specific hazards
2. Protective safety measures that must be utilized.
3. Measures the company has taken to lessen the hazards, including ventilation, use of a respirator, presence of another employee, and emergency procedures.

Multi Employer Work Sites (Outside Contractors)

To ensure that outside contractors are informed of the hazardous chemicals they may encounter, and they work safely while on the premises, the following information will be provided:

1. Hazardous substances to which they may be exposed while on the site.
2. Precautions the employees may take to lessen the possibility of exposure by use of appropriate protective measures.
3. Any applicable emergency procedures.
4. Location of MSDS/hazcom program.
5. Summary of the labeling system used in the workplace.

Contractors shall inform (*insert position or department*) of any chemicals brought onto the site and provide Material Safety Data Sheets for these chemicals.

Disciplinary Action

All employees will comply with all safety rules and regulations implemented by this school district. This includes purchasing, storing, handling, and/or using hazardous substances correctly. Disciplinary action will be taken consistent with the district's disciplinary program.