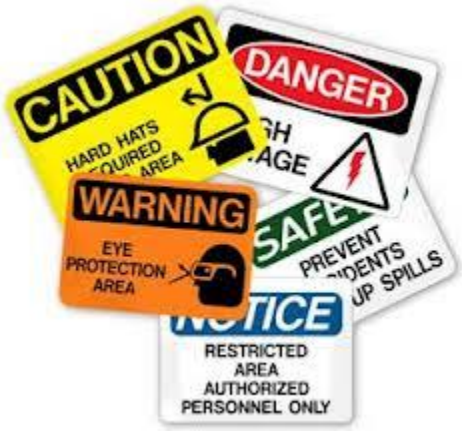
Lassen County Office of Education

Hazard Communication Program



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INTRODUCTION AND POLICY

The Hazard Communication Standard (Cal/OSHA - California Code of Regulations, Title 8, Section 5194) establishes uniform requirements to ensure that all chemicals used in California workplaces are evaluated and classified by their hazards utilizing the Globally Harmonized System of Classification of Chemicals and Labeling (GHS.) This information must be provided to employers and to their affected employees. Chemical manufacturers must perform these evaluations, classify and convey the hazard information obtained to users by means of labels on containers and Safety Data Sheets (SDS's). Employers must educate their employees to understand the hazards associated with the hazardous materials they work with, and ensure that resources such as SDS's and container labels for the materials are maintained and accessible.

The purpose of this written Hazard Communication Program is to establish guidelines and policies to ensure that all members of Lassen County Office of Education are apprised of the chemical hazards to which they may be exposed and to provide a foundation of knowledge to permit employees to make informed decisions about these materials. The safe conduct of work with potentially hazardous chemicals is dependent upon the value the institution places on protecting health and the environment, and on the motivation and good judgement the individual chemical user exercises. Therefore, it is the responsibility of the Superintendent, Site Administrators, Supervisors, and staff to adhere to the specifics and the intent of the Hazard Communication Program in order to reduce the risk.

Globally Harmonized System (GHS)

OSHA's Hazard Communication Standard was revised to align with the United Nations' Globally Harmonized System (GHS) of Classification and Labeling of Chemicals. The revised standard allows compliance to be implemented in stages. The District will comply with the GHS standard revision timelines provided below.

Effective Completion Date	Requirements	Who
December 1, 2013	Train employees on the new label elements and safety data sheet (SDS) format.	Employers
June 1, 2015 December 1, 2015	Compliance with all modified provisions of this final rule, except: The Distributor shall not ship containers labeled by the chemical manufacturer or importer unless it is a GHS label	Chemical manufacturers, importers, distributors and employers
June 1, 2016	Update alternative workplace labeling and HCP as necessary, and provide additional employee training for newly identified physical or health hazards.	Employers
Transition Period to the effective completion dates noted above	May comply with either 29 CFR 1910.1200 (the final standard), or the current standard, or both	Chemical manufacturers, importers, distributors, and employers

RESPONSIBILITIES

The Lassen County Office of Education program establishes responsibilities for the implementation of the Hazard Communication Program.

The Superintendent is responsible for ensuring that the applicable operations of the District are conducted in accordance with these provisions.

Maintenance staff is the Hazard Communication Program Coordinator and is responsible for overall program development, serves as a central repository for SDS's, provides general hazard communication training, and assists users of chemicals.

The Hazard Communication Coordinator may obtain assistance from School Site Coordinators, Maintenance and Operations personnel, purchasing staff, or other District personnel for program maintenance. This includes the development and maintenance of an inventory of hazardous materials as well as procurement and maintenance of an SDS file for these hazardous materials. The Coordinator will also ensure chemical containers are adequately labeled, and that employees are provided specific training for the materials they use. Training must also include details of their specific Hazard Communication Program (such as location of the SDS file and any in-house procedures). The written Hazard Communication Program and SDS file must be accessible to employees during their normal working hours.

Chemical users are responsible for maintaining familiarity with the materials they use, using them in a safe and responsible manner, and seeking supervisory support before using new materials or using materials in unusual situations.

SITE SPECIFIC HAZARD COMMUNICATION INFORMATION

The Lassen County Office of Education program applies to all faculty, staff, and volunteers.

The areas/school sites covered by this specific plan are:

SITE	SITE COORDINATOR
Lassen County Office of Education 472-013 Johnstonville Road N., Susanville, CA	Maintenance Staff
Lassen County Youth Camp 691-500 Merrillville Road, Eagle Lake, CA	Maintenance Staff
Vacant Lot 1415 Chestnut Avenue, Susanville, CA	Maintenance Staff
WIC Building 1415 Chestnut Avenue, Susanville, CA	Maintenance Staff
Portable Classrooms (2) 477-060 Sheriff Cady Lane, Susanville, CA	Maintenance Staff
Portable Classrooms (2) 1110 Main Street, Susanville, CA	Maintenance Staff

SDS's are maintained and accessible at 472-013 Johnstonville Road, N., Susanville, California.

An inventory of all hazardous chemicals used and stored by each school site and/or shop will be maintained and updated as necessary. This inventory will be maintained by Maintenance Staff.

The Hazard Communication Coordinator monitors and maintains records of employee training.

Training Records will be maintained in at 472-013 Johnstonville Road, N., Susanville, California.

In general, each employee in the facility will be informed of the substance of the Hazard Communication Program, the hazardous properties of chemicals they work with, and measures to protect themselves from these chemicals.

LIST OF HAZARDOUS CHEMICALS

A list of hazardous chemical will be maintained and updated upon receipt or removal of hazardous chemicals from the District or site. Materials such as cleaning agents, adhesives, copying supplies, art materials, paints, strippers, solders and welding supplies, fertilizers, pesticides, and compressed gases contain hazardous materials and must be included on the inventory. The list of materials for each school site and or shop is attached (Appendix A). A compiled list of materials stored in the District can be found at 472-013 Johnstonville Road, N., Susanville, California.

MATERIAL SAFETY DATA SHEETS & SAFETY DATA SHEETS (SDS)

The District will transition from Material Safety Data Sheets to Safety Data Sheets (SDS) as they are made available by chemical manufacturers. The Hazard Communication Coordinator, or their designee, will be responsible to secure new SDS's and make them available to employees.

The objective of a Safety Data Sheet (SDS) is to concisely inform employees of the hazards of the materials they work with or may be exposed to so they can protect themselves and respond to emergency situations. Each department or shop will maintain an SDS library on every substance on their list of hazardous chemicals. The Hazard Communication Coordinator will secure and maintain an SDS for each hazardous material used in their area.

SDS's may be accessed electronically (i.e., via computer locally or via Internet). If electronic access is used, the procedure to access those sheets is attached and employees will be trained in the access procedure.

SDS's must be readily available and accessible to all employees during working hours and Cal/OSHA upon request

SDS's must be readily accessible to employees working in remote or field locations. Appropriate SDS's may be maintained in a binder in each vehicle, on each job site or immediately accessible by phone, fax, or computer.

SDS's must be received at the facility at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. If materials are received for which no SDS is available in the area of use, the Hazard Communication Coordinator shall secure the needed SDS by contacting the chemical manufacturer.

SDS's will also note **"Danger"** for the more severe hazards, and **"Warning"** for the less severe hazards.

SDS's follow the uniform GHS format detailed 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, Firefighting 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 list 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 (Enforced by agencies other than OSHA)

Section 13, Disposal consideration (Enforced by agencies other than OSHA)

Section 14, Transport information (Enforced by agencies other than OSHA)

Section 15, Regulatory information (Enforced by agencies other than OSHA)

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

PICTOGRAMS

As of June 1, 2015, the Hazard Communication Standard will require pictograms (below) 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 with a red boarder and represents a distinct hazard. The pictogram on the label is determined by the chemical hazard classification.

Physical Hazards

Exploding Bomb

- **Explosives**
- **Self-Reactives**
- **Organic Peroxides**

Flame

- **Flammables**
- **Pyrophorics**
- **Self-Heating**
- **Emits Flammable Gas**
- **Self-Reactives**
- **Organic Peroxides**

Gas Cylinder

- **Gases Under Pressure**

Corrosion (Also listed under Health Hazards)

- **Corrosive to Metals**

Flame over Circle

- **Oxidizers**

Health Hazards

Skull and Crossbones

- **Acute Toxicity (fatal or toxic)**

Corrosion (Also listed under Physical Hazards)

- **Skin Corrosion/Burns**
- **Eye Damage**

Exclamation Mark

- **Irritant (skin and eye)**
- **Skin Sensitizer**
- **Acute Toxicity (harmful)**
- **Narcotic Effects**
- **Respiratory Tract**
- **Irritant**
- **Hazardous to Ozone Layer (Non-Mandatory)**

Health Hazard

- **Carcinogen**
- **Mutagenicity**
- **Reproductive Toxicity**
- **Respiratory Sensitizer**
- **Target Organ Toxicity**
- **Aspiration Toxicity**

Environmental Hazard (Non Mandatory)

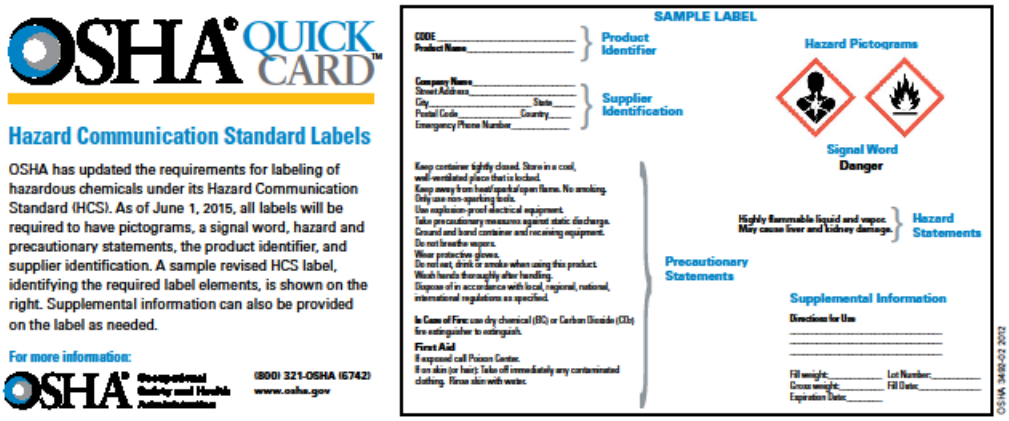
Environment

- **Hazardous to the Aquatic Environment**

LABELS AND OTHER FORMS OF WARNING

The Hazard Communication Coordinator provides oversight to ensure that hazardous chemicals in their area are properly labeled. Labels on incoming containers should not be defaced while they contain the indicated material. Labels on these primary containers should list the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party.

Secondary containers (those containers into which material is transferred) must be labeled, in compliance with GHS standards by June 1, 2016, with the name of the material and the manufacturer as it appears on the SDS, and an appropriate hazard warning and pictogram (see label provided below.) Common immediate-use containers (those in which the hazardous substance will be under the control and used only by the person who transfers it from a labeled container and within that work shift) do not require labeling.



The department supervisor will ensure that containers in the facility are labeled and that the labels are up-to-date.

TRAINING AND INFORMATION

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals. The Program Coordinator or their designate conducts hazardous chemical training. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. The training will emphasize these elements:

- A summary of the standard and this written program.
- A discussion of all operations in the employee's workplace where hazardous substances are present.
- The location and availability of the written Hazard Communication Program, which will include a list of hazardous substances.
- Methods and observations that may be used to detect the presence or release of hazardous substances in the work area.
- The physical and health hazards of substances in the work area, and the measures to take to protect employees from those hazards, emphasizing appropriate work practices, emergency procedures and personal protective equipment to be used.
- An explanation of the labeling system used, GHS Pictograms, the Safety Data Sheet, and how employees can obtain and use the appropriate hazard information
- The procedures for conducting non-routine tasks involving hazardous materials.

- Employees shall also be informed of their right:

1. To personally receive information regarding hazardous materials to which they may be exposed
2. For their physician or collective bargaining agent to receive information regarding hazardous substances to which they may be exposed.
3. Against discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substance Information and Training Act.

CONTRACTOR EMPLOYERS

The Hazard Communication Program Coordinator will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work at the District facilities and will provide copies of Safety Data Sheets if necessary.

NON-ROUTINE TASKS AND WORK IN LABORATORIES

Periodically, employees may be required to perform hazardous non-routine tasks. Any employee contemplating a non-routine task involving possible chemical hazards (e.g., acid washing bricks, chlorine line repair) will contact their supervisor or manager prior to doing so. The supervisor will ensure that employees are informed of:

1) The specific hazards associated with the performance of these tasks

2) Protective measures that must be used

3) Measures the department has taken to lessen these hazards such as ventilation, personal protective equipment, or the presence of another employee.

4) Specific emergency procedures to be used in the event of an accident or injury.

All work in laboratories may involve potential hazards from chemicals used and stored. All work should be coordinated with the laboratory staff to identify and minimize potential hazards in the work area. No work should be conducted that requires entering the fume hood body or moving laboratory equipment or stored chemicals without the permission of the supervisor.

All laboratories within the District will follow OSHA's Occupation Exposure to Hazardous Chemicals in Laboratories standard 29 CFR 1910.1450, referred to as the Laboratory standard, which specifies the mandatory requirements of the Chemical Hygiene Plan to protect laboratory workers from harm due to hazardous chemicals.

APPENDIX A

LIST OF HAZARDOUS MATERIALS COVERED BY THIS PLAN

MSDS/SDS

- E-San 64 bathroom cleaner
- Neutral floor cleaner
- Bleach
- Hillyard germicidal bowl cleaner
- Pink hand soap
- Gojo hand sanitizer
- Record breaker floor coating
- Super gard cleaner
- Big shot heavy duty degreaser
- AFRC cleaner
- Defense floor sealer
- Offense floor stripper
- Ring-Go bowl ring remover
- Propane HD-5 grade
- Deb aero blue hand cleaner
- Clean by Peroxy cleaner
- Gly 4 Plus herbicide
- Acetone
- Magic brand carpet shampoo
- Ortho home defense insecticide
- Gasoline
- Canon 7095 toner
- EdFred toilet bowl cleaner
- Brother 8480 toner
- Pitney Bowes EZ seal
- Pitney Bowes cleaner
- Canon GPR drum unit
- Artic ban anti freeze
- Purell hand sanitizer
- Entral furniture polish
- Blind Brite cleaner
- EdFred shower and stall cleaner
- Goof Off stain remover
- Tile Guard silicone grout sealer
- Carpet Butler enzymatic
- Zinnser DIF wall paper remover
- Hillyard quick clean window cleaner
- Bissell carpet cleaner
- Henry 440 cove and base adhesive
- Mop n Shine
- Rustoleum gloss white
- Kilz sealer primer
- Hot Spot remover
- 3m super 77 adhesive
- Tree wax neutral floor cleaner
- Prestone de icer
- Prestone silicone lubricant
- Peak anti freeze
- Rain X anti freeze
- Great Stuff foam
- Neutron Ind. Inc formula 9I-712
- Old English scratch cover for dark wood
- Synco T.S.P.
- Min Wax wood sheen
- Dap 33 glazing
- Keyston ADH4011 adhesive
- Phisoderm
- Vand starch
- Turtle wax Zip wax
- Hillyard suprox concentrate
- Ace wasp and hornet killer
- Turtle wax oxy power duty upholstery cleaner
- Ace premium enamel Banner red
- Krylon color master white
- Rustoleum primer 2x ultra cover
- Liquid wrench silicone spray
- Black Majic tire wet
- Gumout starting fluid
- Black Jack neoprene super flash cement
- Tree seal grafting in , arching
- Super stripe traffic power paint cartridge
- Ace solvent based upside down marking paint
- Bonide stump out
- Gorilla Glue
- Terro ant killer
- Jasco premium paint and epoxy remover
- Bayer advanced complete insect killer
- Rustoleum rust metal primer
- WD 40
- Reddy insulation foam sealant
- Formbys lemon oil treatment
- Spartan sign off
- Minwax wood finish Fruitwood
- Colorplace exterior latex satin
- Ace peroxide cleaner concentrate
- Henry thin floor spread floor adhesive
- Ace propane fuel cylinder
- Ace paint thinner %100 mineral spirits
- Dap wallboard joint compound
- Red Devil one time lightweight spackle
- Micro lift septic cesspool treatment
- Minwax wood finish dark walnut
- Victor fast kill mice bait
- Bare spot monobor chlorate
- Kelly Moore acrylic shield
- Franklin quasar floor finish
- Oatey #30999 ABS cement

- Minwax wood finish Golden oak
- Minwax pre stain conditioner
- Behr tung oil
- Jobes fertilizer spikes
- Rescue 911 instant leak sealer
- Ace ice melt
- Zerex anti freeze
- Zar latex wood patch
- Terro liquid ant baits
- Ace premium enamel
- Kleen King S.S. and copper cleaner
- Hillyard carpet solutions 909
- Dial submarine cooler coating
- C.L.R cleaner
- Decon mouse killer
- Valspar marine solvent
- Ace PVA interior wall primer
- Parks boiled linseed oil
- Henrys wet patch 208
- Rustoleum protective enamel gloss black
- 41351 Dry Lock masonry waterproofer
- Penzoil 5-30
- JT Eaton stickem glue mouse trap
- Stanley pneumatic tool oil
- Barkeepers helper
- Rubber maid concentrated driveway cleaner
- Trans chem muratic acid
- Sierra chemical muratic acid
- Dap acrylic latex caulk
- Apple barrel acrylic paint
- Ace deck and siding stain
- Chevron shingle oil
- Oatey ABS cement
- Ace plumbers putty
- Rector Seal 5 pipe thread sealant
- Quikcrete concrete repair
- Mosquito magnet Quick Clear
- Eliminator hornet and wasp spray
- Enforcer hornet and wasp spray
- Zoom spout oiler
- 3 in 1 oil
- Ace Lub-E
- Red Devil fluorescent paint
- Krylon Rust Tuff
- Benzomatic Map gas
- Ace Glo Spray
- Poulan mix oil
- Ace 2 cycle oil
- Sterno liquid fuel
- Thoro Thorocrete concrete patch
- XO Rust brite red
- Thompsons water seal
- Sta Lube gear oil
- Dap concrete and morter filler
- Windex outdoor
- Ace undercoating
- Trewax gold label sealer wax
- Ace floor stripper
- Lemon Pledge
- Krud Kutter window wash
- Quality care oven and grill cleaner
- The original kitchen kleanser
- Ace stainless steel cleaner
- Rubbermaid pro stainless steel polish
- Super strength greased lightening
- Ajax pro pax
- Holy cow streak free formula
- Greased lightening Blast
- Loc plus soft cleanser
- Bannana Boat sun block
- Sunny brite 2
- Bio clean water stain remover
- Decon Kilz
- Dawn dishwashing detergent
- Bounce fabric softener
- Dove soap
- Coast soap
- VO 5 shampoo
- Xtra care aloe hand soap
- Clean safe dust remover
- Hand RX dish soap
- Ajax dish soap
- Palmolive dish soap
- Quality care disinfectant
- All detergent
- Downy detergent
- Cuddle soft detergent
- Killz 2 primer
- Draino Kitchen
- Combat roach control
- Marvel mystery oil
- Prestone brake fluid
- Enoz Para mothballs
- Ni 820 germicidal giant
- Ace citrus cleaner degreaser
- Fabreeze fabric softener
- Decon bait pellets
- Raid roach and flea fogger
- Rubbermaid pro glass cleaner
- Ace ready mix patching plaster
- NKO Tuff patch
- Ace seal tech
- Preserva wood

APPENDIX B

HAZARD COMMUNICATION INITIAL TRAINING EXAM

Keenan Safe Schools
Hazard Communication: Right to Understand (GHS)

Hazard Communication Training Date: _____

Department: _____

Name: _____

Title: _____

1) What does SDS stand for?

2) Where can a complete list of SDS's be found at your district?

3) What section of the SDS describes the effects of exposure to the product?

4) Other than the paper copy SDS file, are SDS's available through other means?
   a. Describe:

5) What does 'PEL' stand for?

6) What does 'PPE' stand for?

7) What are considered the four routes of entry on a human body?
   a. _____ c_____
   b. _____ d_____

8) What does this pictogram  stand for?

9) What should you do when faced with a non-routine situation involving a hazardous chemicals spill?

10) Whose responsibility is it to know what chemical exposures exist in the workplace?