Wheatland Union High School District

Hazard Communication

Chemical Safety
Hazard Communication (Chemical Safety)

1.0 INTRODUCTION

The school district is fully committed to the health and safety of all faculty, staff, students, and visitors. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the district customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community.

To help meet this commitment, the district has developed this Hazard Communication Program. This program is intended to inform district employees, volunteers, contractors and other third parties of the chemical hazards they may encounter in the district and measures they should take to protect themselves from these hazards. This program also serves to meet the requirements of OSHA Regulation 29 CFR 1910.1200.

2.0 DEFINITIONS

3.0 RESPONSIBILITIES

3.1 District Program Manager
3.2 District Hazard Communication Coordinator
3.3 All Employees
3.4 Outside Volunteers, Contractors and Other Third Parties Working in the District
3.5 Product Suppliers

4.0 DETAILS & PROCEDURES

4.1 Labels
4.2 Safety Data Sheets
4.3 Hazardous Nonroutine Tasks
4.4 A List of Typical Hazardous Substances in Schools

5.0 TRAINING

6.0 RECORDKEEPING

6.1 Documentation of Training
2.0 DEFINITIONS

Label
Any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.

SDS
Safety Data Sheet – a written description of a hazardous chemical or chemical product in a 16-section format that contains comprehensive technical information about a particular substance and explains the risks, precautions, and remedies to exposure related to the chemical. It is prepared by the manufacturer or distributor of the hazardous substance in accordance with OSHA regulations.

Container
Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

Hazardous Chemical
Any chemical which is a physical hazard or a health hazard.

3.0 RESPONSIBILITIES

3.1 District Program Manager
The Program Manager is responsible for the implementation and management of the district hazard communication program. This includes completing or arranging to complete:
   1. An annual review of this hazard communication program; and
   2. A periodic review of hazardous chemicals to ensure that proper labeling is in place.

3.2 District Hazard Communication Coordinator
The district Hazard Communication Coordinator (which may be the same as the Program Manager or may include multiple people – e.g., one person at each school) is responsible for ensuring hazardous substances are properly labeled and that notices and other appropriate program information are posted at each district site.

3.3 All Employees
The faculty and staff of the school district are expected to familiarize themselves with and abide by the precautions and provisions of this hazard communication program.

3.4 Outside Volunteers, Contractors and Other Third Parties Working in the District
Outside volunteers, contractors and other third parties will be notified of the district hazard communication program to ensure that they work safely within district property and do not affect the safety of district employees.

It is the responsibility of volunteers, contractor and other third parties to read and understand the district hazard communication program, to familiarize their people with the compliance issues involved, including:

- The types of hazardous substances to which they may be exposed,
- Methods to obtain SDSs,
- The labeling system employed, and
- To seek clarification of any topics that may be unclear.
If the volunteers, contractors or other third parties will potentially expose district employees to hazardous chemicals brought on a district site, then it is the responsibility of the volunteers, contractors and other third parties to ensure that all potentially affected employees, including, but not limited to building occupants and district maintenance people, are provided information pertaining to the types of chemicals brought on-site, and measures that should be taken to control or eliminate exposure to the chemicals. If necessary and appropriate, the volunteers, contractors and other third parties should arrange a briefing and include appropriate protective measures people should take to minimize the possibility of exposure.

3.5 Product Suppliers
To meet hazard determination requirements, the district will rely on material safety data sheets from product suppliers obtained through the PublicSchoolWORKS online and call center services.

4.0 DETAILS & PROCEDURES

4.1 Labels
All containers or tanks of hazardous substances will be labeled and contain at least the following:

- Product identifier
- Supplier information
- Precautionary statements
- Pictograms
- Signal word
- Hazard statement
- Supplement information, if needed.

To ensure that district employees are informed of the potential hazards of these substances, any package or container of hazardous materials received at a district site must retain all original markings, placards, and labels until the container or package is empty and has been sufficiently cleaned of residues to prevent any potential hazard.

To further ensure that employees are aware of the hazards, all containers into which a hazardous substance is poured will also be labeled with either an extra copy of the original manufacturer’s label or with generic labels which have a section for material identity and sections for the appropriate hazard warning.

4.2 Safety Data Sheets
SDSs for hazardous chemicals to which district personnel, outside volunteers, contractors and other third parties working in the district may be exposed will be available:

- By calling the PublicSchoolWORKS hotline at 1-866-school-0 (1-866-724-6650) - to get SDS information over the phone or have an SDS faxed, or
- By going to the district web site
4.3 Hazardous Non-routine Tasks

Tasks not done on a routine basis will be handled through specific pre-task actions and training. Prior to starting work on such projects, each affected employee must seek and obtain information about hazards to which they may be exposed during such an activity. This information will include the following:

- Specific hazards associated with the activity;
- Protective/safety measures that must be used by the employee; and
- Measures the district has taken to lessen the hazards anticipated that may include but are not necessarily limited to ventilation, respiratory protection, protective clothing, and emergency procedures.

4.4 A List of Typical Hazardous Substances in Schools

The following lists the types of hazardous chemicals that may be used at a district site. District employees, volunteers, contractors and other third parties can find substance-specific information on labels and SDSs. (Note, materials which can be purchased by the ordinary household consumer, and which are used in the same fashion and amount as by the ordinary household consumer, are not required to be included in this list.)

**Office Products**
- Glue
- Liquid paper
- Copier toner

**Laboratory Chemicals**
- Toxic substances
- Flammable compounds
- Acids and corrosive chemicals

**Janitorial Products**
- Waxes
- Floor strippers
- Cleaners/soaps
- Acids
- Disinfectants
- Bleach

**Maintenance Products**
- Lubricants
- Paints & paint remover
- Flammable substances
- Degreasers/solvents/cleaners

**Lawn Care Products**
- Fertilizers
- Pesticides
- Weed killers

**Pool Maintenance Products**
- Chlorine
- Muriatic acid

**Pest Control Products**
- Poisons
- Bug spray

5.0 TRAINING

Prior to or shortly after starting work at the district, employees are required to take the district online Hazard Communication “Orientation” training. This training includes, but is not limited to:

- How to detect the presence or release of hazardous chemicals in a work area.
- How to read labels, review and understand SDSs, and obtain and use appropriate hazard information.
- The physical and health hazards of the chemicals in the work area.
- The measures employees can take to protect themselves from hazards.
- The location and availability of the district’s written hazard communication program and safety data sheets.
Each year, all employees will periodically receive notices recapping key elements of the district Hazard Communication Program (e.g., hazardous chemicals in the workplace, where to get a SDS, their responsibility to understand chemicals they use, how to protect themselves, and what to do in case of emergency).

If an employee is instructed to use a hazardous material without proper training, it is the employee’s responsibility to inform the employer so that proper training can be given.

6.0 RECORDKEEPING

6.1 Documentation of Training

Records of all employee training will be maintained either electronically or on paper. These records will include the name of the employee, the subject of the training, and the date and time the training was completed. These training records will be retained by the district.