



Tom Reusser, Superintendent

HAZARD COMMUNICATION PROGRAM 2020-2021

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TABLE OF CONTENTS

INTRODUCTION AND POLICY	3
RESPONSIBILITY	4
SITE SPECIFIC HAZARD COMMUNICATION	5
LIST OF HAZARDOUS CHEMICALS	5
PROPOSITION 65	6
MATERIAL SAFETY DATA SHEETS (SDS)	6
LABELS AND OTHER FORMS OF WARNING	7
TRAINING AND INFORMATION.....	7
CONTRACTOR EMPLOYERS.....	8
NON-ROUTINE TASKS AND WORK IN LABORATORIES	8
APPENDIX B.....	9
HAZARD COMMUNICATION INITIAL TRAINING EXAM	

INTRODUCTION AND POLICY

To enhance our employees' health and safety, the Sutter County Superintendent of Schools (SCSOS) has developed, implemented, and maintains a Hazard Communication Program (HCP) as required by the Hazard Communication Regulation (T8 CCR 5194). The SCSOS Superintendent has the overall authority and responsibility for implementing and maintaining this program. In addition, Hazard Communication Site Coordinators (HCSC) have been assigned to the County Office (970 Klamath Lane), Feather River Academy, One Stop, Shady Creek, and Sierra Building facilities. These coordinators have authority and responsibility for implementing and maintaining this program at their designated sites.

The purpose of this written HCP is to establish guidelines and policies to ensure that all employees of SCSOS 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 any 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 SCSOS Superintendent, HCSC, supervisors, and staff to adhere to the specifics and the intent of the HCP in order to reduce the risk.

The provisions of the HCP apply to any hazardous substance, which is known to be present in the workplace. Consumer products packaged for and used by the general public, and used in a manner that will not result in significantly greater exposure than that of the general consumer, are excluded from the program.

RESPONSIBILITY

The SCSOS Superintendent is responsible for ensuring that the applicable operations of the County Office (970 Klamath Lane), Feather River Academy, One Stop, Shady Creek, and Sierra Building are conducted in accordance with these provisions.

The HCSC from the County Office are responsible for overall program development, serves as a central repository for hard copy Safety Data Sheet's (SDS), provides general hazard communication training, and assists users of chemicals.

The HCC will obtain assistance from each HCSC for program maintenance. This includes the development and maintenance of an inventory of hazardous materials as well as procurement and maintenance of a SDS binder for these hazardous materials. The HCSC will ensure chemical containers are adequately labeled, and that employees are provided specific trainings for the materials they use. Training must also include details of their specific hazard communication program (such as location of the SDS binder and any in-house procedures). The written HCP and SDS binder will always be accessible to employees.

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

This SCSOS HCP applies to all employees including students, visitors, and volunteers.

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

Site	HCPS
<u>County Office</u>	<u>James Peters & Demetrio Mendez</u>
<u>Feather River Academy</u>	<u>Bill Embleton, Demetrio Mendez & James Peters</u>
<u>One Stop</u>	<u>Rinky Basi, James Peters & Jim Tuttle</u>
<u>Shady Creek</u>	<u>Shannon Cueva, Chris Little, Michaelle Kellerman-Bartlett & James Peters</u>
<u>Sierra Building</u>	<u>Eric Pomeroy & James Peters</u>

SDS are maintained and accessible at each site.

An inventory of all hazardous chemicals used and stored by each site will be maintained and updated as necessary.

Training Records will be maintained at the County Office, 970 Klamath Lane, Yuba City, CA.

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

LIST OF HAZARDOUS CHEMICALS

The HCSC from the County Office will coordinate and keep a current SDS inventory list of all known hazardous present at all sites. Many 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 in the inventory. Materials used in a similar quantity and fashion as household consumers are excluded from this Standard. The list of materials is located at the "Right To Know" Centers in the Schools SDS binder at each site. Each SDS material fact sheet is updated regularly.

PROPOSTION 65 LIST OF CHEMICALS

HCSC are 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.

SAFETY DATA SHEETS (SDS)

The objective of a SDS is to concisely inform you of the hazards of the materials you work with or may be exposed to so you can protect yourself and respond to emergency situations. The SDS will consist of a fully completed Occupational Safety and Health Administration (OSHA) Form 174 or equivalent. Each site will maintain a SDS binder on every substance on their list of hazardous chemicals.

The HCSC will secure and maintain an SDS for each hazardous material used in their area, as well as reviewing them for completeness, and maintaining the data sheet binder. In the review of incoming data sheets, if new and significant health/safety information becomes available, this new information will be passed on immediately to the affected employees by additional training sessions, posting of memos, and other means of communication. If the HCSC are unable to obtain the SDS from the vendor within 25 calendar days of request, the local Cal/OSHA compliance office will be contacted.

SDS must be received at any site either prior to, or 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 Site Coordinators shall secure the needed SDS by contacting the chemical manufacturer.

Legible SDS copies for all hazardous substances to which employees of SCSOS may be exposed will be kept at an easily accessible area at their worksite (preferably break rooms).

SDS must be readily available to all employees and Cal/OSHA upon request.

If anyone has a specific question or needs additional information on an SDS, they can call the Cal/OSHA Consultation Service at 1-800-963-9424 or HESIS of the Occupational Health Branch at 1-510-622-4317.

LABELS AND OTHER FORMS OF WARNING

The HCSC will provide oversight to ensure that hazardous chemicals in their area are properly labeled. However, if a label is falling off or deteriorating, it is everyone's responsibility to take action so that the identity of a material is not lost. 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 in to which material is transferred) must be labeled with the name of the material and the manufacturer as it appears on the SDS, and an appropriate hazard warning. 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 workshift) do not require labeling. Containers will only have what is labeled, no mixing chemicals in containers.

The HCSC will check frequently to ensure that containers in the facility are labeled and that the labels are up-to-date.

TRAINING AND INFORMATION

Each employee will receive a copy of our HCP. 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. 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 (HCP).
- Any operation in their work area, including non-routine tasks.
- Physical and health hazards associated with potential exposure to workplace chemicals.
- Procedures to protect against hazards; e.g., personal protective equipment, work practices, and emergency procedures.
- Hazardous chemical spill and leak procedures.
- Where SDS are located, how to understand their content, and how employees may obtain and use appropriate hazard information.
- The procedures for conducting non-routine tasks involving hazardous materials.
- Accurate records on all safety training must be maintained by supervisory personnel. Records should include the employee name, date of training, topic covered, employee signature, and name of instructor. Records should also include a copy of any test or quiz (see Appendix B-Hazard Communication Initial Training Exam on page 9) used to evaluate level of knowledge and effectiveness of training.

CONTRACTOR EMPLOYERS

The HCPC will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work at the county office facilities, or any other site covered by this program, and will provide copies of the SDS's 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 will contact their supervisor. 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, moving laboratory equipment, or stored chemicals without the permission of the supervisor.