



# Hazard Communication Program

RIM of the World Unified School District

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Safety and Risk Management Department

RIM of the World Unified School District

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To enhance our employees' health and safety, the Rim of the World Unified School District (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 Rim of the World School sites is the site Administrator 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.

## Definitions

**Article:** A manufactured item: (1) Which is formed to a specific shape or design during manufacture; (2) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (3) which does not release, or otherwise result in exposure to, a hazardous chemical under normal conditions of use or in a reasonably foreseeable emergency resulting from workplace operations.

**CAS number:** The unique identification number assigned by the Chemical Abstracts Service to specific chemical substances.

**Chemical:** Any substance, or mixture of substances.

**Chemical name:** The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name which will clearly identify the chemical for the purpose of conducting a hazard classification.

**Chief:** The Chief of the Division of Occupational Safety and Health, 1515 Clay Street, Suite 1901 Oakland, CA 94612 (510) 286-7000.

**Classification:** Identification of relevant data regarding the hazards of a chemical; review of those data to ascertain the hazards associated with the chemical; and decision regarding whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this section. In addition, classification for health and physical hazards includes the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.

**Combustible liquid:** Any liquid having a flashpoint greater than 199.4°F (93°C) (formerly designated Class IIIB Combustible liquids).

**Common name:** Any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

**Container:** Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, tank truck, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems are not considered to be containers.

**Department:** The Department of Industrial Relations, 320 W. 4<sup>th</sup> St. Los Angeles, Ca 90013.

**Designated representative:** Any individual or organization to whom an employee gives written authorization to exercise such employee's rights under this section. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

**Director:** The Director of Industrial Relations, 320 W. 4<sup>th</sup> St. Los Angeles, CA 90013.

**Distributor:** A business, other than a manufacturer or importer, which supplies hazardous chemicals to other distributors or to employers.

**Division:** The Division of Occupational Safety and Health (Cal/OSHA), California Department of Industrial Relations, or designee.

**Emergency:** Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment, which may or does result in a release of a hazardous chemical into the workplace.

**Employee:** Every person who is required or directed by any employer, to engage in any employment, or to go to work or be at any time in any place of employment.

**Employer:**

(A) The State and every State agency.

(B) Each county, city, district, and all public and quasi-public corporations and public agencies therein.

(C) Every person including any public service corporation, which has any natural person in service.

(D) The legal representative of any deceased employer.

**Exposure or Exposed:** Any situation arising from work operation where an employee may ingest, inhale, absorb through the skin or eyes, or otherwise come into contact with a hazardous chemical.

**Hazard category:** The division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

**Hazard class:** The nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.

**Hazard not otherwise classified (HNOC):** An adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the

specified criteria for the physical and health hazard classes addressed in this section. This does not extend coverage to adverse physical and health effects for which there is a hazard class addressed in this section, but the effect either falls below the cut-off value/concentration limit of the hazard class or is under a GHS hazard category that has not been adopted by OSHA (e.g., acute toxicity Category 5).

**Hazard statement:** A statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

**Hazardous chemical:** Any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, a hazard not otherwise classified, or is included in the List of Hazardous Substances prepared by the Director pursuant to Labor Code section 6382.

**Health hazard:** A chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in subsection (d) and Appendix A to this section - Health Hazard Criteria.

**Immediate use:** The hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

**Importer:** The first business with employees within the Customs Territory of the United States which receives hazardous chemicals produced in other countries for the purpose of supplying them to distributors or purchasers within the United States.

**Label:** An appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

**Label elements:** The specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.

**Manufacturer:** A person who produces, synthesizes, extracts, or otherwise makes a hazardous chemical.

**Mixture:** A combination or a solution composed of two or more substances in which they do not react.

**NIOSH:** The National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services.

**Physical hazard:** A chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; combustible liquid; water-reactive; or in contact with water emits flammable gas. See Appendix B to section 5194 - Physical Hazard Criteria.

**Pictogram:** A composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.

**Precautionary statement:** A phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

**Produce:** To manufacture, process, formulate, repackage, or relabel.

**Product identifier:** The name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

**Pyrophoric gas:** A chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

**Responsible party:** Someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

**Safety data sheet (SDS):** Written or printed material concerning a hazardous chemical that is prepared in accordance with section 5194(g).

**Signal word:** A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are “danger” and “warning.” “Danger” is used for the more severe hazards, while “warning” is used for the less severe.

**Simple asphyxiant:** A substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

**Specific chemical identity:** The chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

**Substance:** Chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

**Trade secret:** Any confidential formula, pattern, process, device, information, or compilation of information which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it. A trade secret shall not include chemical identity information which is readily discoverable through qualitative analysis. Appendix E to section 5194-Definition of Trade Secret sets out the criteria to be used in evaluating trade secrets.

**Use:** To package, handle, react, or transfer.

**Work area:** A room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

**Workplace:** Any place, and the premises appurtenant thereto, where employment is carried on, except a place the health and safety jurisdiction over which is vested by law in, and actively exercised by, any state or federal agency other than the Division.

## 1. List of Hazardous Substances

Principal or designee 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 SDS sheets (see Attachment B, “Hazardous Substance Inventory List”).

## 2. Proposition 65 List of Chemicals

Principal or designee 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.

## 3. Safety Data Sheets (SDS)

The supervisor is responsible for obtaining SDSs, 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.

U N I F I E D   S C H O O L   D I S T R I C T

SDSs are readily available from the supervisor in case of immediate need. If we are using new hazardous substances, or if an SDS is obviously incomplete, please contact the supervisor immediately, and a new SDS 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 SDS, please call the Coordinator of Risk Management at (909) 336-4121 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 Rim of the World Unified School District that the supervisor 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	✓	

To address exposures to Proposition 65 chemicals, the supervisor will provide clear and reasonable warnings to individuals prior to exposure by means of posting signs conspicuously, labeling consumer products, and training employees.

If applicable, the supervisor will arrange for labels, signs, and other warnings to be printed in other languages.

## 5. Employee Information and Training

Employees are to attend a health and safety training session set up by Personnel prior to starting work. After initial training site Administrator will set up yearly training as required per job classification.

- 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
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## 7. Labeled and Unlabeled Pipes

Aboveground pipes transporting hazardous substances (gases, vapors, liquids, semi-liquids, or plastics) shall be identified in accordance with Title 8 CCR, Section 3321, "Identification of Piping."

Other aboveground pipes that do not contain hazardous substances but may have associated hazards if disturbed or cut (e.g., steam lines, oxygen lines) shall be addressed as follows:

Before employees enter the area and initiate work, the supervisor will inform them of:

- The location of the pipe or piping system or other known safety hazard
- The substance in the pipe
- Potential hazards
- Safety precautions

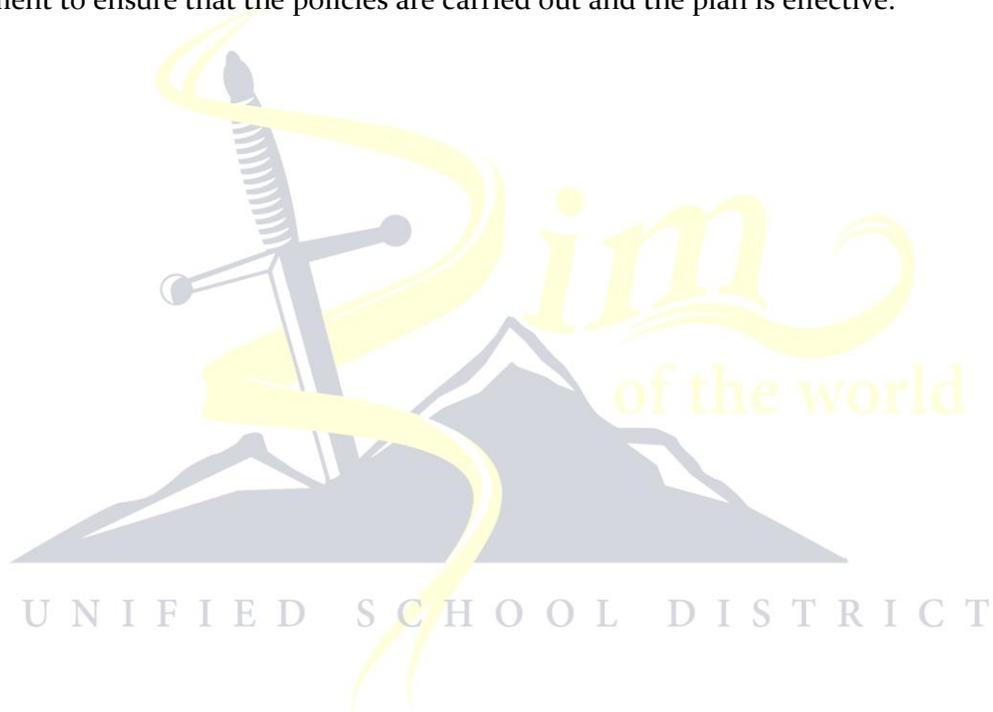
## 8. Informing Contractors

To ensure that outside contractors work safely in our facilities and to protect our employees from chemicals used by outside contractors, the supervisor 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 SDSs.
- Precautions and protective measures the employees may take to minimize the possibility of exposure

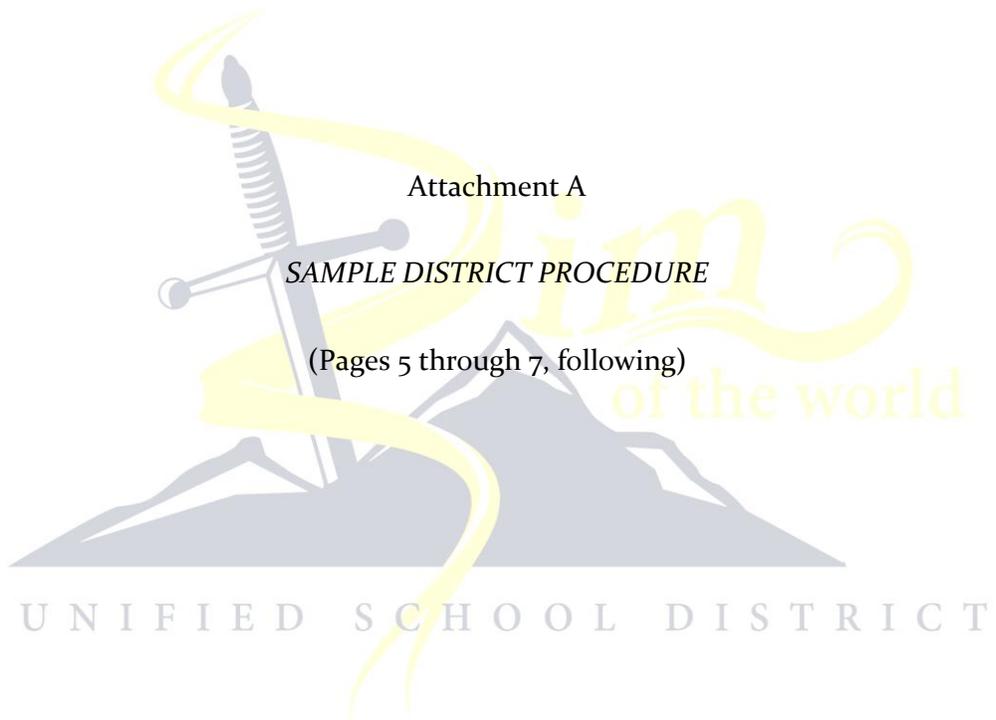
If anyone has questions about this plan, please contact Risk Management. Our plan will be maintained by Risk Management to ensure that the policies are carried out and the plan is effective.



Attachment A

*SAMPLE DISTRICT PROCEDURE*

(Pages 5 through 7, following)



UNIFIED SCHOOL DISTRICT

## ADMINISTRATION

### Procedure

#### 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. Safety Data Sheets (SDS) 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.

##### Safety Data Sheets (SDS)

The SDS is a guide to safe handling and effective emergency response. The SDS will be obtained with each order and maintained for each hazardous material. The SDS 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 SDS 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

### Procedure

The employee training program shall be ongoing, with additional training given for new substances utilized by the District, or retraining if the 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 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 shall 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 Safety Data Sheet is, its intended purpose, and how to read and interpret the information provided on the SDS.
2. An explanation of the information provided on the SDS, 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 SDS 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 SDS 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

### Procedure

#### 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.

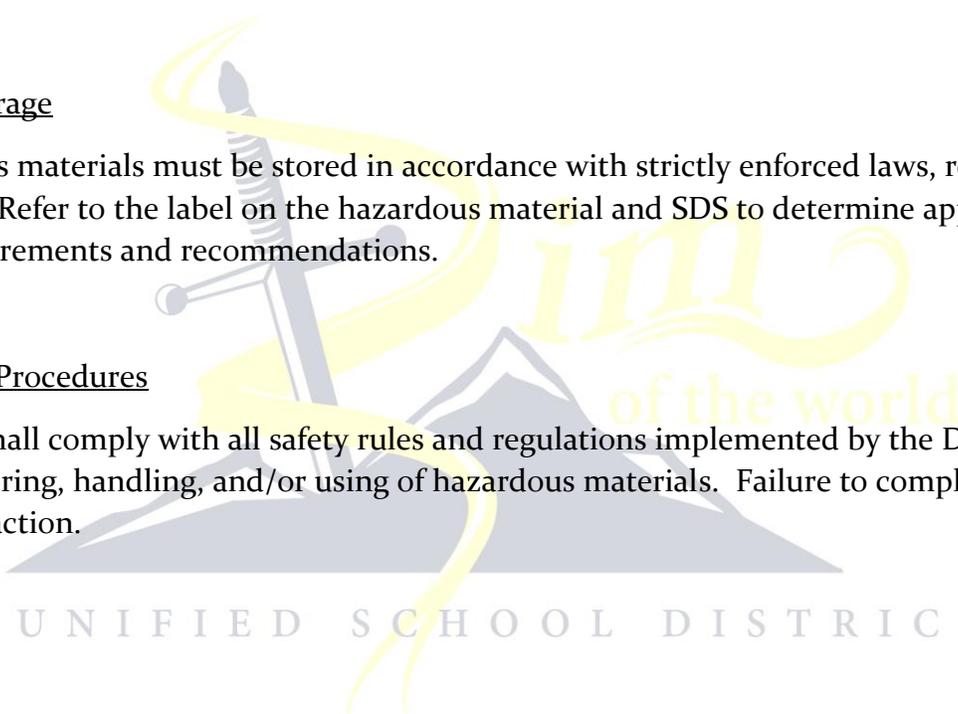
Substances, which do not have the proper label and/or cannot be identified, are not to be used, handled, or stored. The Superintendent, or designee, must be notified immediately. The substance will then be identified and properly labeled or removed under the direction of the Superintendent, or designee.

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 SDS to determine appropriate storage requirements and recommendations.

Disciplinary Procedures

Employees shall 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.

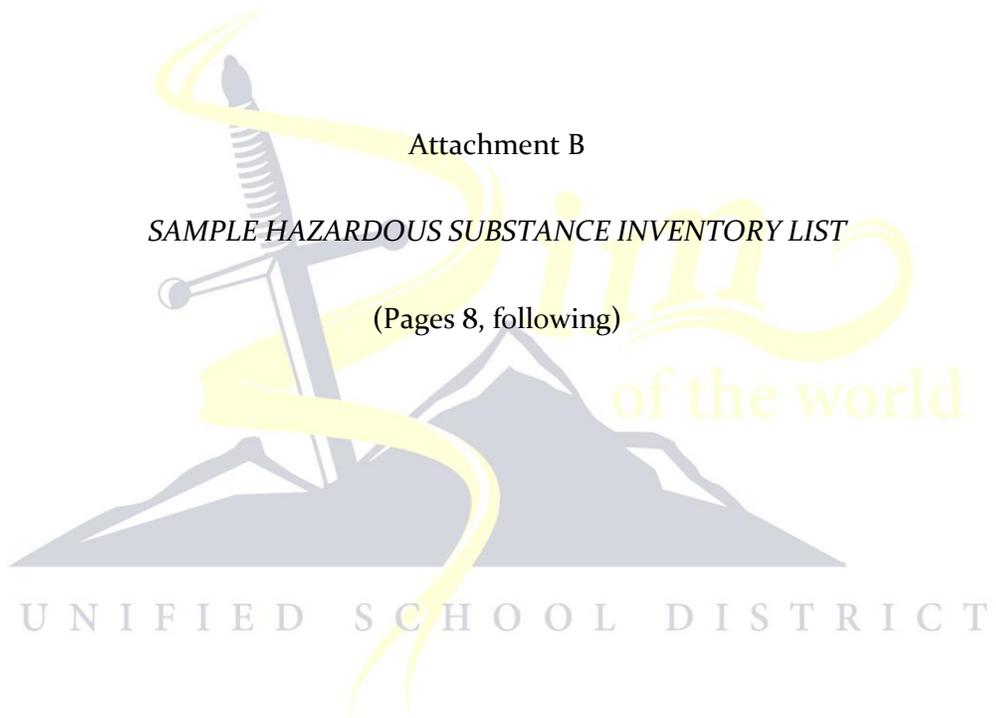


U N I F I E D   S C H O O L   D I S T R I C T

Attachment B

*SAMPLE HAZARDOUS SUBSTANCE INVENTORY LIST*

(Pages 8, following)



UNIFIED SCHOOL DISTRICT

