

Regulation 3514.1: Hazardous Substances

Status: ADOPTED

Original Adopted Date: 11/17/2008

The district has established three programs to ensure that all employees and students are provided a safe working and educational environment, as well as the necessary materials to assist them in various hazardous situations. The programs are:

1. Safety/Injury Prevention Guidelines,
2. Right to Know,
3. Employee Training Program.

Safety/Injury Prevention Handbook

The district annually makes available to each employee and their designated representatives a Safety/Injury Prevention Guideline Handbook that covers workplace emergencies. The district also annually conducts inservices relating to safety in the workplace. The Safety/Injury Prevention Guideline Handbook contains topics such as:

1. Safety/Injury Prevention Handbook
 - a. Work Accident Occurrences Disciplinary Procedures for Employees Violating Safety Suggestions
 - b. Hazard Communication Safety Rules
 - c. Emergency Response Fire Extinguishers
 - d. General Classroom Safety
 - e. Office Safety
 - f. Maintenance and Grounds Safety
 - g. District Vehicle Safety
 - h. Universal Precautions for Communicable Diseases
 - i. Proper Lifting Procedures
 - j. Proper Working Posture for Keyboard/Data Processing/ Computer Users
 - k. Food Services Safety
 - l. Bloodborne Pathogen Handbook

2. Bloodborne Pathogens

The district will annually provide all employees with an employee-training handbook on bloodborne pathogens. Topics, which are included in the "Bloodborne Pathogens" handbook, are as follows:

- a. Employee Rights
- b. Employee Training
- c. Legal Requirements
- d. Universal Precautions to Reduce or Eliminate Exposure
- e. Methods for Handling Biohazardous Waste
- f. Vaccination Program

Hazard Communication Program/Right to Know

1. In accordance with the California Hazardous Substances Information and Training law, also referred to as the "Right to Know" law, California employers, whose employees may have potential exposures to hazardous substances, are required to develop a written hazard communication program. The following is a summary of the scope of this law:

- a. The hazard communication regulation applies to all California employers whose employees may be exposed to hazardous substances.
- b. All hazardous substances found in the workplace under normal or reasonably foreseeable emergency conditions, i.e., spill or release of a chemical, are included.
- c. Exclusions:
 - (1) Pesticides
 - (2) Food, drug, and personal cosmetics used in the workplace
 - (3) Alcoholic beverages
 - (4) Food, drug or other substances required by law to be labeled or packaged for distribution to the general public
 - (5) Manufactured articles
 - (6) Hazardous waste
 - (7) Tobacco products
 - (8) Wood and wood products
- 2. Container Labeling

It shall be the policy of the district that no container of hazardous substances will be accepted until the following label information is verified:

- a. Containers are clearly labeled as to the contents of the container.
- b. Appropriate hazard warnings are noted.
- c. Name and address of chemical manufacturer or importer.
- d. Whenever hazardous substances are transferred from their original containers to other containers, the secondary containers shall likewise be labeled with the identity and hazard warning statements.

3. Material Safety Data Sheets (MSDS)

In accordance with state law, manufacturers are required to develop MSDS for each hazardous substance or mixture.

The director of maintenance shall be responsible for reviewing incoming MSDS for new and significant health/safety information. The director of maintenance shall maintain copies of the MSDS for all hazardous substances and ensure that they are kept up to date and available to all affected employees during working hours. He/she shall review each incoming MSDS for new and significant health or safety information and shall disseminate this information to all affected employees.

The purchasing department shall be responsible for obtaining MSDS from the manufacturers and disseminating them to the sites along with the procured items. If an MSDS is missing or obviously incomplete, the purchasing department shall request a new MSDS from the manufacturer. The purchasing department shall notify CAL/OHSA if a complete MSDS is not received within a reasonable time.

Employee Training

- 1. Employees may attend health and safety inservices at the time of initial assignment and whenever a new hazard is introduced into the work area. Such inservices shall include information and training on the following topics:
 - a. An overview of the requirements in the California Hazardous Substances Information and Training Law (8 CCR, section 5194), this plan, and employee rights under the law.

- b. Information regarding any operations in their work area where hazardous substances are present.
- c. Location and availability of the district's written hazard communication plan and supplemental employee handbook entitled "Play it Safe-Handle Hazardous Material with Care."
- d. Physical and health effects of various hazardous substances in the work area.
- e. Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- f. How to lessen or prevent exposure to hazardous substances through usage of engineering controls, work practices, and/or the use of personal protective equipment.
- g. Steps the district has taken to lessen or prevent exposure to these substances.
- h. Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
- i. How to read labels and review MSDS to obtain appropriate hazard information.

2. List of Hazardous Substances

Employees can obtain specific information on hazardous substances by reviewing the MSDS notebook located in the office of the plant operations supervisor at their site. MSDS shall also be available for employee review in the office of the director of maintenance.

3. Hazardous Nonroutine Tasks

Periodically, employees may be required to perform hazardous nonroutine tasks. Prior to starting work on such projects, each affected employee shall be given information by their supervisor about hazards to which they may be exposed during such an activity. This information shall include:

- a. Specific hazards
- b. Protective/safety measure which must be utilized
- c. Measures the district has taken to lessen the hazard including ventilation, respirators, presence of another employee, and emergency procedures.

4. Hazard Substances in Unlabeled Pipes (if applicable)

To ensure that employees who work on unlabeled pipes are informed as to the hazardous substances contained within prior to starting work on unlabeled pipes, employees are to contact their supervisor for the following information:

- a. The hazardous substance in the pipe
- b. Potential hazards
- c. Safety precautions to be taken

5. Informing Contractors

To ensure that outside contractors/vendors obtain specific information regarding potential exposure to hazardous substances while working on district property, it is the responsibility of the supervisors of the purchasing, planning, and maintenance departments to contact the director of maintenance to obtain the following information:

- a. Hazardous substances to which they may be exposed while on the job site.
- b. Precautions these employees may take to lessen the possibility of exposure by usage of appropriate protective measures.
- c. It shall be the responsibility of the contractor to disseminate information in 1 and 2 above to any and all subcontractors.
- d. It shall be the responsibility of the supervisors of the purchasing, planning, and maintenance departments to

provide contractors with this information.

e. It is important to emphasize that:

(1) Working with hazardous materials does not have to be harmful if the right precautions are followed. This plan, the supplemental employee handbook and the inservice training has been designed to assist employees who may work with hazardous materials.

(2) If an employee has questions regarding this plan, he/she shall contact the director of maintenance who has the overall responsibility for implementing and monitoring this plan to ensure that the procedures are followed.

Fire Retardant Treatment

Stage Props - all materials used in the construction of stage props must be treated with a fire retardant solution approved by the State Fire Marshall. Such retardant solutions must be approved for use on the specific materials being treated. The following applies:

1. Fabrics

a. Neither students under supervision of staff members nor staff members themselves may perform application of retardant solutions to fabrics used in stage props.

b. Such treatment must be performed by a licensed company.

2. Wood

a. Flamort X (State Fire Marshal registered No. C-4.13) is approved for use on wood members to stage props.

b. Application may be performed by staff members or students (if closely supervised by staff members).

3. Cardboard or Other Paper Materials

a. Flamort X (State Fire Marshal Registered No. C-4.11) is approved for use on cardboard or other paper materials used in construction of props.

b. Application may be performed by staff members or students (if closely supervised by staff members).

This requirement that all stage props to be treated with approved fire retardant solutions applies equally to all persons/organizations using school facilities for non-school purposes, pursuant to BP 1330 and implementing regulations.

Use of Laboratory Specimens and Chemicals

Use of laboratory specimens preserved in formaldehyde or formalin for dissection in biology classes presents expensive storage and disposal problems. Moreover, use by staff and students poses serious liability.

Vacuum packed specimens or specimens preserved in nontoxic solutions are currently available.

Many laboratory chemicals are toxic and, therefore, pose additional liability and expense in storage and disposal.

Constraints on Purchase and Use of Laboratory Specimens and Chemicals

To limit cost and liability and protect the health of students and staff, the following constraints on purchase and use of laboratory specimens and chemicals shall apply:

1. All biological specimens shall be purchased in either nontoxic solutions or vacuum packs.

2. No laboratory chemicals other than those on the Joint Powers Authority Approved List of Chemicals shall be purchased for use in the district. The approved list of chemicals is available in the purchasing department.

3. Use of the chemicals on the approved list shall adhere to the constraints established in the Joint Power Authority agreement:

a. Class I chemicals (any chemicals not identified as Class II or III) may not be purchased or otherwise brought onto school grounds.

b. Class II chemicals are for teacher use in demonstrations only, and may not be used by students.

c. Class III chemicals are approved for student use.

Disposal of Chemicals and Specimens

Contact the Risk Management Department at least once per year, or more frequently as needed.
