

## Business and Non-Instructional Operations

### Hazardous Substances

Cautionary Notice 2010-13: AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 and Government Code 17581.5 to relieve districts from the obligation, until July 1, 2013, to perform any activities that are deemed to be reimbursable state mandates under those sections. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended

The disposal of chemicals may be accomplished in accordance with removal and disposal systems established by the County Office of Education or by permission of the County Superintendent of Schools. (Education Code 49411)

### Hazard Communication Program

The written hazard communication program shall be available upon request to all employees and their designated representatives. (8 CCR 5194)

The following materials are exempted from the hazard communication program and this district regulation: hazardous wastes; tobacco products; wood and wood products; manufactured articles; food, drugs and cosmetics intended for personal consumption by employees while in the workplace; and substances used in compliance with regulations issued by the Department of Pesticide Regulation pursuant to Food and Agricultural Code 12981.

#### 1. Container Labeling

Except for consumer products, pesticides, alcoholic beverages, and food, drug and additive products which are already labeled in compliance with federal law, no container of hazardous substance shall be accepted by schools or the district unless labeled by the supplier with the following information:

- a. Identity of the hazardous substance(s)
- b. Hazard warning statements
- c. Name and address of the chemical manufacturer or importer

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 statement.

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Hazardous substances shall not be transferred from the original container to another container without the permission and direction of the supervisor. It is the responsibility of the supervisor to be certain the new container has the proper label and information and 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 supervisor must be notified immediately. The substance will then be identified and properly labeled or removed under the direction of the supervisor.

#### 1. Material Safety Data Sheets

Upon receiving a hazardous substance or mixture, the Superintendent or designee shall ensure that the manufacturer has also furnished a Material Safety Data Sheet (MSDS) as required by law. If the MSDS is missing or obviously incomplete, the Superintendent or designee shall request a new MSDS from the manufacturer and shall notify the California Occupational Safety and Health Division (Cal/OSHA) if a complete MSDS is not received.

The Superintendent or designee 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 affected employees.

Material Safety Data Sheets (MSDS) will be obtained and kept on file for all hazardous substances purchased, stored, used, or handled by the Lompoc Unified School District. The MSDS master file will be kept in the Purchasing Office at the Education Center, with MSDS for each hazardous substance at a workplace.

Any supplies without the appropriate MSDS requires follow-up to the vendor. If the vendor has not provided the MSDS within 15 working days of the request, Occupational Safety and Health Administration (OSHA) shall be contacted for assistance.

#### 2. Employee Training

Employees shall receive inservice training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. This but is not limited to: (8 CCR 5194)

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- a. An overview of the requirements of California's Hazard Communication Regulation (8 CCR 5194), including employee rights described therein
- b. The location, availability and content of the district's written hazard communication program
- c. Information as to any operations in the employees' work area where hazardous substances are present
- d. The physical and health effects of the hazardous substances in the work area
- e. Techniques and methods of observation that may determine the presence or release of hazardous substances in the work area
- f. Methods by which employees can lessen or prevent exposure to these hazardous substances, such as appropriate work practices, use of personal protective equipment and engineering controls
- g. Steps the district has taken to lessen or prevent exposure to these substances
- h. Instruction on how to read labels and review the MSDS for appropriate information
- i. Emergency and first aid procedures to follow if exposed to the hazardous substance(s)

#### 4. List of Hazardous Substances

For specific information about the hazardous substances known to be present in the district and schools, employees may consult the MSDS.

#### 5. Hazardous Nonroutine Tasks

When employees are required to perform hazardous nonroutine tasks, they shall first receive information about the specific hazards to which they may be exposed during this activity and the protective/safety measures which must be used. They shall also receive information about emergency procedures and the measures the district has taken to lessen the hazards, including ventilation, respirators, and the presence of another employee.

#### 6. Hazardous Substances in Unlabeled Pipes

Before starting to work on unlabeled pipes, employees shall contact their supervisors for information as to the hazardous substance(s) contained in the pipes, the potential hazards, and safety precautions which must be taken.

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(cf. 3514 - Environmental Safety)

7. Informing Contractors

To ensure that outside contractors and their employees work safely in district buildings and schools, the Superintendent or designee shall inform these contractors of hazardous substances which are present on the site and precautions that employees may take to lessen the possibility of exposure. It shall be the contractor's responsibility to disseminate this information to his/her employees and subcontractors.

8. Warning Signs

- A. Warning signs shall be conspicuous and visible from any direction of probable approach.
- B. Each sign shall be of such a size that is readable from a distance of 25 feet and shall include:
  - the words “danger” and “hazardous substances storage area”
  - a warning for unauthorized persons to keep out
  - a list by category of the hazardous substances stored within
  - name, position, and phone number of the District emergency contact person
- C. The sign shall be repeated in an appropriate language other than English when it may reasonably be anticipated that persons who do not understand the English language may enter the posted area.

9. Site Layouts and Diagrams

Site layouts to include the following must be developed in order that adequate emergency response plans can be initiated taking into consideration how and where hazardous substances are handled.

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A. Site layout

- scale of map
- site orientation (north, south, etc.)
- loading areas
- parking lots
- internal roads
- storm and sewer drains
- adjacent property use
- locations and names of adjacent streets and alleys
- access and egress points.

B. Facility

- location of each hazardous substance handling area and which materials are handled in each area
- type of storage, including above ground, below ground, and partially buried (such as: storage tanks, barrels, process tanks, drums, pallets, cylinders, pipelines, etc.)
- location of emergency response equipment (such as: equipment for fire suppression, approach and mitigation, protective clothing, medical response, etc.)

10. Emergency Response Plans and Procedures

The District shall use the following emergency response procedures in the case of a release or threatened release of hazardous substances, scaled appropriately for the size and nature of the facility, the nature of the damage potential of the hazardous substances handled, and the proximity of the District facility to residential areas and other populations:

A. Immediate notification and evacuation of the facility.

B. Immediate notification of:

- persons within the facility who are necessary to respond to the incident.

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- local emergency response personnel
  - the administering agency and the State Office of Emergency Services
- C. Identification and use of emergency medical assistance appropriate for the potential accident scenario.
- D. Mitigation, prevention, or abatement of hazards to persons, property, or the environment.

8. Employee Compliance

All employees will comply with the safety rules and regulations implemented by the Lompoc Unified School District for the purchasing, storing, handling, and/or use of hazardous substances.