

Regulation 3514.1: Hazardous Substances**Status:** ADOPTED**Original Adopted Date:** 06/23/1998 | **Last Reviewed Date:** 06/23/1998

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

Inventory

Inventory will be taken and a complete list of all hazardous substances will be compiled. Material Safety Data Sheets will be requested from the manufacturers and for vendors of these substances. All purchases of hazardous substances must include the Material Safety Data Sheets with the delivery. If the Material Safety Data Sheet is not included, the Director of Purchasing shall write to the manufacturer requesting it with a copy to the Division of OSHA.

The master inventory of hazardous substances will be kept current and maintained by the Business Assistant at the District Office and Maintenance and Operations Office.

Each workplace where substances are stored, handled or utilized must be posted with a list of those substances. Workplace posting will be located as follows:

- Principal's office and custodial room at each school

- Custodial room at District Office

- Maintenance and Operations Shop

- Warehouse

The workplace posting will be kept current and maintained by the Business Assistant at the District Office.

Any supplies received without the appropriate Material Safety Data Sheet requires follow up by the Director of Purchasing to the vendor. If the vendor has not provided the Material Safety Data Sheet within 15 working days of the request, the director of Purchasing shall notify Cal-OSHA and request assistance.

Material Safety Data Sheets

Material Safety Data Sheets will be obtained and kept on file for all hazardous substances purchased, stored, used or handled by the Charter Oak Unified School District. The master Material Safety Data Sheets will be kept on file at the Purchasing Office and the Maintenance and Operations Office and can be obtained by either calling or visiting either office. Each school will maintain a loose-leaf binder with MSDS's required for the use of the employees. These sheets will be available to all employees in their work area for review during each work day.

The Director of Purchasing will review incoming data sheets for new and significant health and safety information and will notify the Director of Maintenance, Operations and Transportation or appropriate principal.

Employee Training

Employee training will be provided on the hazardous substances to which an employee is exposed or for which there is potential exposure.

Current employees will receive appropriate training as a group. Each group will consist of employees utilizing or having exposure to the same or similar hazardous substances to enable the training to be as specific as possible.

The training program will be on-going with additional training given for new substances utilized by the District or retraining if the Material 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 the employees from exposure as compared to the prior Material Safety Data Sheets.

Retraining will be provided for all employees utilizing or having exposure to the substances.

All newly hired employees will receive training immediately upon starting employment with the District.

The training and retraining programs will be conducted under the direction of the Director of Maintenance, Operations and Transportation. All training and retraining sessions will be thoroughly documented as to the trainers, content and attendees. Records of these sessions will be kept on file by the Director of Maintenance, Operations and Transportation at the Maintenance and Operations Office and a copy shall be forwarded to the Administrative Service Office.

Training and retraining programs for certificated and classified personnel assigned to a school site will be conducted under the direction of the principal at the school site. All training and retraining sessions will be thoroughly documented as to the trainers, content and attendees. Records of these sessions shall be forwarded to and kept on file by the Administrative Services Office.

The employee hazardous substance training program shall include the following:

1. An explanation of what a Material Safety Data Sheet is, its intended purpose and how to read and interpret the information provided on the Material Safety Data Sheets.
2. An explanation of the information provided on the material Safety Data Sheet:
 - a. The health hazards associated with the use and/or exposure to the substance
 - b. Proper handling for safety to reduce the exposure
 - c. Personal protective equipment which is necessary or recommended during handling or use of the substance
 - d. Emergency procedures for spills, fires, first aid and disposal
 - 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 employee to obtain a copy of the Material Safety Data Sheets and Hazard Communication Program from the District and the procedure to be followed. (See Section B)
5. The location of work areas using hazardous products.
6. An explanation of the employee rights to information and nondiscrimination or retaliation by the District for exercising rights under the General Industry Safety Order 5194.
7. Specific safety training of nonroutine tasks as determined by the Director of Maintenance, Operations and Transportation prior to employees undertaking these tasks.

Employees of vendors must receive training on the hazardous substances which they will come in contact with on the District premises. The Director of Purchasing shall provide the substance inventory for the work area involved to the vendor prior to the vendor's employees beginning work on District premises. Contracts with vendors shall state that their employees will be properly trained by the contractor before beginning work at the District.

8. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.

Containers

All containers holding hazardous substances will be labeled with the following information:

1. Complete identity of the substance
2. Appropriate hazard warnings and safety precautions
3. Name and address of the manufacturer or other responsible party

Hazardous substances shall not be transferred from the original container to another container without the permission and direction of the Director of Maintenance, Operations and Transportation. It is the responsibility of the Director of Maintenance, Operations and Transportation to be certain the new container has the proper label and information and the label is securely attached to the container.

Hazardous substances used for classroom instructional purposes shall not be transferred from the original container to another container without the permission of the principal. It shall be the responsibility of the principal 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 Director of Maintenance, Operations and Transportation or the Principal must be notified immediately. The substance will then be identified and properly labeled or removed under the direction of the Director of Maintenance, Operations and Transportation or the Principal.

Employees will comply with all safety rules and regulations implemented by the Charter Oak Unified school District for the purchasing, storing, handling and/or using of hazardous substances.

Any disciplinary action taken as a result of noncompliance shall not violate the employee's rights as defined under General Industry Safety Order 5194 or any other Cal-OSHA regulation.
