

**Policy 3514.1: Hazardous Substances**

**Status:** ADOPTED

**Original Adopted Date:** 11/14/2013 | **Last Revised Date:** 08/22/2024 | **Last Reviewed Date:** 08/22/2024

The Board of Education recognizes that potentially hazardous substances are used in the daily operations of our schools. The Superintendent or designee shall ensure these substances are inventoried, used, stored, and regularly disposed of in a safe and legal manner.

**Hazard Communication Program**

The Superintendent or designee shall develop, implement, and monitor a written hazard communication program in accordance with state law. As part of this program he/she shall ensure that employees are fully informed about the properties and potential hazards of substances to which they may be exposed and that material safety data sheets are readily accessible to them.

The written hazard communication program shall address the following program categories:

1. Container Labeling - 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 vendor

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.

2. Material Safety Data Sheets - The Superintendent or designee shall ensure that the manufacturer of a hazardous substance or mixture has also furnished a Material Safety Data Sheet (MSDS) as required by law.

The Business Services Office and the site shall maintain copies of MSDS for all hazardous substances and ensure that they are available to all affected employees during working hours.

3. Employee Information and Training - Employees shall receive in-service 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 training shall provide:

- a. An overview of the requirements of California's Hazard Communication Regulation, including, employee rights described herein.
- 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.

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 used by employees.

#### 5. Procedures for Hazardous Substances

Teachers shall instruct students as to the importance of proper handling, storage, disposal and protection with regard to all potentially hazardous substances.

#### 6. Inspections

The Superintendent or designee shall ensure that the schools are regularly inspected to identify potential sources of risk. When new environmental risks are discovered, the Superintendent or designee shall inform the Board.

#### 7. Operational Procedures

Insofar as possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored on school property. The Board encourages staff to substitute less dangerous materials for hazardous ones whenever feasible.

### **Toxic Art Supplies**

The Board recognizes its responsibility to protect the health and safety of students in the selection of materials used for instruction in arts and crafts activities.

The Superintendent or designee shall develop procedures for the purchase, use, and proper disposal of arts and crafts materials which ensure that the health and safety of students is protected from harmful exposure to toxic substances in accordance with Education Code 32064 and established health standards. Toxic art supply information shall be made available at each site in the Safety Manual.

The Superintendent or designee shall ensure that arts and crafts material purchased for use by students in grades K-6 will not contain toxic substances or cause chronic illness as determined by the State Department of Health Services.

Students in grades 7-12 are considered able to read and understand product labels and to take adequate precautions to use products which are prohibited for use in grades K-6. The Superintendent or designee shall ensure that arts and crafts materials purchased for use in grades 7-12 meet the requirements of Education Code 32065. The products must be properly labeled to identify toxic ingredients, warn of potential adverse health effects and describe procedures for safe use and storage.

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