

**Regulation 3514.1: Hazardous Substances****Status:** ADOPTED**Original Adopted Date:** 08/19/2008 | **Last Revised Date:** 10/08/2013 | **Last Reviewed Date:** 10/08/2013

Hazardous substance means a substance, material, or mixture which is likely to cause illness or injury by reason of being explosive, flammable, poisonous, corrosive, oxidizing, an irritant, or otherwise harmful. Hazardous substances, as identified by the Department of Industrial Relations, are listed in 8 CCR 339. (8CCR 339, 5161)

**Storage and Disposal of Chemicals**

The Superintendent or designee shall adopt measures to ensure that hazardous substances on any district property are stored and disposed of properly in accordance with law.

**Hazard Communication Program**

The written hazard communication program shall be available upon request to all employees and their designated representatives and shall include at least the elements listed below. (8 CCR 5194)

The program shall apply to any hazardous substance which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a reasonably foreseeable emergency resulting from workplace operations. (8CCR 5194)

**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. No label on an incoming container shall be removed or intentionally defaced unless the container is immediately marked with the required information.

**2. Safety Data Sheets**

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

The Superintendent or designee shall maintain the required SDS for each hazardous substance in the workplace and shall ensure that it is readily accessible to employees in their work area during working hours. The SDS may be maintained in paper copy, electronically, or through other means, provided that employees have immediate access and understand how to use the alternative system.

**3. Employee Information and 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 training shall include but is not limited to: (8 CCR 5194)

- 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 SDS 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 SDS.

#### 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. They shall also receive information about emergency procedures to follow if an accidental exposure to a hazardous substance occurs.

#### 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.

#### 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.

---