

Regulation 3514.1: Hazardous Substances

Status: ADOPTED

Original Adopted Date: 05/17/1994 | **Last Revised Date:** 08/06/2002

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.

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

In order to control the handling of hazardous substances and provide information to employees in accordance with California's Hazard Communication Regulation (8 CCR 5194), the Superintendent or designee shall ensure that the hazard communication program outlined below is carried out. 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 used by employees.

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.

2. Material Safety Data Sheets

Upon receiving a hazardous substance or mixture, the party procuring the product 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 party procuring the product shall request a new MSDS from the manufacturer and shall notify the district office 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.

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. Emergency and first aid procedures to follow if exposed to the hazardous substance(s)
- i. Instruction on how to read labels and review MSDS for appropriate information
- j. Methods to inform employee of nonroutine tasks

4. Chemicals and Cleaning Products at Sites

- a. Employees may only use those chemicals and cleaning products approved by the district. A list of approved consumer packaged products will be reviewed and provided annually from Maintenance and Operations. An MSDS sheet must be on file with the district and at each site utilizing a consumer packaged product.
- b. Nonconsumer packaged chemicals and cleaning products should be obtained from the site's plant manager and/or custodian.
- c. All cleaning products must be stored in a secured location and must be kept out of the reach of students.
- d. All products must be kept in their original container and the labeling must be kept legible.
- e. Whenever substances must be transferred from their original containers to other containers, the secondary containers shall likewise be labeled with the identity and hazard warning statement.
- f. Employees may not possess, use or store pesticides or herbicides on district property, except those groundskeeper and/or maintenance and operations staff who are, trained and authorized to use such pesticides and herbicides in accordance with integrated pest management laws and procedures.

5. 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 sheets maintained at the district office. Each site is required to maintain an MSDS sheet for all chemicals, including consumer packaged products, located at that site.

6. Hazardous Nonroutine Tasks

Should employees be 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.

7. 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.

(cf. 3514 - Environmental Safety)

8. 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.
