



**ADMINISTRATIVE PROCEDURE**  
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5119

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CATEGORY: **Support Services, Safety Program**

EFFECTIVE: **10-24-06**

SUBJECT: **Hazard Communication Program**

REVISED: **NEW**

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**A. PURPOSE AND SCOPE**

1. Federal and state hazard communication regulations require that all employees be advised of any hazardous materials with which they regularly work with or are exposed. In addition, employees must be trained to safely handle or store these materials and in the steps to be taken in the event of spills, leaks, fire, explosion or other emergencies. All employees, their physicians and authorized representatives have the right to obtain copies of material safety data sheets (MSDS) for any hazardous materials to which the employee may be exposed. The following requirements apply to all San Diego Unified School District sites.

2. **Related Procedures:**

Environmental Emergencies .....	EP 03
Safety, General.....	5100
Classroom Lab Procedures Dealing with Human Tissue and/or Infectious Agents ...	5110
Hazardous Materials/Waste, Handling/Storage/Disposal .....	5120
Classroom Safety .....	5150
Respiratory Protection .....	5157

**B. LEGAL AND POLICY BASIS**

1. In order to comply with requirements set forth in Section 5194, Title 8, of the California Code of Regulations (Hazard Communication Standard), the following program has been established and will be maintained within San Diego Unified School District for all employees who use or may be exposed to hazardous substances.
2. **Reference:** Board policy: G-1000, G-1001, G-3000, H-7900, H-7920, I-1350; California Code of Regulations Title 8, Industrial Relations Division 1, Department of Industrial Relations Chapter 4, Division of Industrial Safety Subchapter 7, General Industry Safety Orders Group 16, Control of Hazardous Substances, Article 9, Hazardous Substances and Processes, Section 5194.

**C. GENERAL**

1. **Annual Notice:** The Risk Management Department shall notify principals and department managers of the requirements of this procedure on an annual basis at the beginning of each school year utilizing electronic mail. In addition, the Risk Management Department shall take advantage of such venues as professional/staff development classes and meetings to assist administrators in complying with these requirements.
2. **Originating Office:** Suggestions or questions concerning this procedure should be directed to the Safety Office, Risk Management Department, Business Operations Division and/or Office of the Chief Administrative Officer.

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- a. **Hazardous Materials Inventory:** All sites must maintain a complete list of all hazardous materials stored and/or used at their site in order to identify all materials used which appear in section 339 of Title 8, the list of hazardous substances or are subject to the federal hazard communication standard (29 CFR, section 1910.1200). An inventory of all such substances and corresponding MSDS will be maintained and kept current by the site administrator or designee using the attached Hazardous Substance Inventory List, Attachment 2.
- b. **Material Safety Data Sheets (MSDS): Definitions:** Material safety data sheets will be obtained and kept current for any hazardous substance purchased, used, handled or stored. Requests to manufacturers and vendors for MSDS is the responsibility of the site administrator or designee. A master file should be maintained in the site administration office as well as in the immediate area where the hazardous substance(s) are being used. Employees requesting copies of MSDS should contact their administrator or designee.
- c. **Hazard Determination:** MSDS for new products shall be submitted to the Safety Office prior to use for a hazard determination. Safety Office staff will evaluate the MSDS to identify and assess the hazards, if any, that employees may be exposed to when using the product. Approval for use, approval for use with restrictions or prohibited use will be documented and filed with the district master MSDS list.
- d. **Labeling:** All hazardous substance containers, including the primary and secondary containers, will be labeled with the product identity, hazard warnings and the name and address of the manufacturer. As much as is practical, hazardous substances will be kept in their original containers. If substances must be transferred to other containers it will be the responsibility of the person transferring the hazardous substances to properly label the new containers. No unidentified or unlabeled substance will be used, handled, or stored.

## D. IMPLEMENTATION

1. **Employee Training:** Hazardous substance training will be provided to all employees who are exposed to hazardous substances or for which there is a potential exposure. Training will be provided upon initial employment, change of material usage or application protocol, whenever a new process is instituted and whenever a new product is introduced to the work environment.

Employee training is the responsibility of the site administrator or designee and shall be thoroughly documented. The training sessions may include lectures, slides and handouts containing the following information:

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- a. The requirements of Title 8, Section 5194—The hazcom standard as well as location of written hazcom program, hazmat inventory and MSDS.
  - b. Operations in employee work area(s) where hazardous substances are present.
  - c. An explanation of what MSDS is, its intended purpose and how to read and interpret the information provided. This information can be found in Attachment 1, *How to Read MSDS*.
  - d. Health hazards associated with the use and/or exposure to each substance.
  - e. Proper handling and application of the substance.
  - f. Personal protective equipment necessary or recommended during use and/or handling of the substance.
  - g. Emergency procedures for spills, fires, first-aid, disposal and over-exposure.
  - h. Other safety precautions necessary to prevent or minimize exposure.
  - i. An explanation of the information on the substance label.
  - j. An explanation of the right of the employee, employee representative and employee physician to obtain a copy of MSDS and the procedure to follow when requesting them.
  - k. An explanation of the employees protection from termination, discrimination or retaliation for exercising rights under the General Industry Safety Order 5194.
  - l. Specific safety training of non-routine tasks as determined by the site administrator or designee prior to employees undertaking these tasks.
2. **Disciplinary Procedures:** Employees will comply with all safety rules and regulations implemented by the San Diego Unified School District for purchasing, storing, handling and use of hazardous substances. Disciplinary action taken will be within the guidelines as defined in district policies and procedures, The Employment Regulations for the Classified Service of San Diego Unified School District and the collective negotiations contracts for each bargaining unit. Any disciplinary action taken will not violate the employee's rights as defined under General Industry Safety Order 5194 or any other CAL-OSHA regulation.

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3. **Multi-Employer Worksites (Outside Contractors):** To ensure that outside contractors are informed of the hazardous chemicals they may encounter and that they work safely while on the premises, the following information will be provided:
- a. Hazardous substances to which they may be exposed while on the site.
  - b. Precautions the employees may take to lessen the possibility of exposure by use of appropriate protective measures.
  - c. Any applicable emergency procedures.
  - d. Location of MSDS/hazcom program.
  - e. Summary of the labeling system used in the workplace.

Contractors shall inform the Safety Office of any chemicals brought onto the site and provide MSDS for these chemicals

**E. FORMS AND AUXILIARY REFERENCES**

1. How to Read Material Safety Data Sheets (M.S.D.S.), Attachment 1.

**F. REPORTS AND RECORDS**

1. Hazardous Substance Inventory List, Attachment 2.

**G. APPROVED BY**



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Chief of Staff

For the Superintendent of Schools