

# HAZARD COMMUNICATION PROGRAM FOR FORESTVILLE UNION SCHOOL DISTRICT

To enhance our employees' health and safety, our company has developed, implemented, and maintains a hazard communication program that ensures effective communication about associated hazards of some of the substances in our workplace, and the control of these hazards through a comprehensive hazard communication program that includes the elements listed below. The hazard communication manager, Director of Facilities, has full authority and responsibility for implementing and maintaining this program.

## **LIST OF HAZARDOUS SUBSTANCES**

Director of Facilities will prepare and keep current an inventory list of all known hazardous substances present in our workplace. Specific information on each noted hazardous substance can be obtained by reviewing the MSDSs (see Attachment, "Hazardous Substance Inventory List").

## **PROPOSITION 65 LIST OF CHEMICALS**

Director of Facilities is responsible for obtaining updates of Proposition 65 listed chemicals and providing new information to affected employees. In the case of newly added chemicals to the Proposition 65 list, the necessary warning will take effect 12 months from the date of listing.

## **MATERIAL SAFETY DATA SHEETS (MSDSs)**

Director of Facilities is responsible for obtaining the MSDSs, reviewing them for completeness, and maintaining the data sheet system for our company. In the review of incoming data sheets, if new and significant health/safety information becomes available, this new information is passed on immediately to the affected employees by additional training sessions, posting of memos, and other means of communication.

Legible MSDS copies for all hazardous substances to which employees of this company may be exposed are kept in the District Office, all custodial closets, the Supply Room, the Tool Room and the Maintenance and Operations Shed. MSDSs are readily available for review to all employees in their work area and during each work shift. If MSDSs are missing or new hazardous substance(s) in use do not have MSDSs, or if an MSDS is obviously incomplete, please contact the Director of Facilities immediately, and a new MSDS will be requested from the manufacturer. If we are unable to obtain the MSDS from the vendor within 25 calendar days of the request, we will either call our local Cal/OSHA compliance office or write to:

Division of Occupational Safety and Health  
Deputy Chief of Health and Engineering Services  
P. O. Box 420603  
San Francisco, CA 94142-0603

If anyone has a specific question or needs additional information on an MSDS, please call the Director of Facilities.

## LABELS AND OTHER FORMS OF WARNING

Before hazardous substance containers are released to the work area, it is the policy of our company that the Director of Facilities will verify that all primary and secondary containers (Note: Supervisors will be the ones relied upon to ensure that the secondary containers are properly labeled) are labeled as follows:

Label Information	Primary Container	Secondary Container
Identity of the hazardous substance(s)	✓	✓
Applicable hazard warnings	✓	✓
Name and address of the manufacturer	✓	

**Note:** A secondary container is typically one that is not initially labeled and used to hold material that has been transferred from the original, labeled container that was provided by the supplier.

To address exposures to Proposition 65 chemicals, the Director of Facilities will provide clear and reasonable warnings to individuals prior to exposure by means of posting signs conspicuously, labeling consumer products, and training employees.

If necessary, the Director of Facilities will arrange for labels, signs, and other warnings to be printed in other languages.

## EMPLOYEE INFORMATION AND TRAINING

Employees are to attend a health and safety training session set up by Administration prior to starting work. This training session will provide information on the following:

- The requirements of the hazard communication regulation, including the employees' rights under the regulation
- The location and availability of the written hazard communication program
- Any operation in their work area, including nonroutine tasks, where hazardous substances or Proposition 65 carcinogens/reproductive toxins are present and exposures are likely to occur

(Employee Information and Training Continued .....)

- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area
- Protective practices prescribed to minimize or prevent exposure to these substances
- How to read labels and review MSDSs to obtain hazard information
- Physical and health effects of the hazardous substances, particularly when it comes to use of grease and similar cleaners
- Symptoms of overexposure
- Measures employees need to put into practice to reduce or prevent exposure to these hazardous substances by engineering controls, work practices, and use of personal protective equipment
- Emergency and first-aid procedures to follow if employees are exposed to hazardous substances, grease and similar cleaners in particular
- The location and interpretation, if needed, of warning signs or placards to communicate that a chemical known to cause cancer or reproductive toxicity is used in the workplace

Employees will receive additional training when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another employer's work site.

## HAZARDOUS NON-ROUTINE TASKS

Periodically, our employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, affected employees will be given information by their supervisor on hazards to which they may be exposed during such an activity.

This information will cover:

- Specific hazards
- Measures taken to reduce the risk of these hazards, such as providing ventilation, ensuring the presence of another employee, providing a respiratory protection program, and establishing emergency procedures
- Required protective/safety measures

Non-routine tasks performed/hazardous chemicals used by employees of this company are given below. You need to create your own list to fit your tasks.

### Note:

The first sample item is already completed. In the second sample item, you are to insert the hazardous substance used for the task. In the third item you are to insert the non-routine task and hazardous substance used for the task.

Non-routine Task	Hazardous Substance
Graffiti Removal	Goof Off
Drain Deoderizer	Consume
Cleaning Walls	TSP

## **LABELED/UNLABELED PIPES**

Above-ground pipes transporting hazardous substances (gases, vapors, liquids, semi-liquids, or plastics) shall be identified in accordance with T8 CCR, Section 3321, and “Identification of Piping”.

Other above-ground pipes that do not contain hazardous substances but may have associated hazards if disturbed or cut (e.g., steam lines, oxygen lines) shall be addressed as follows:

Before employees enter the area and initiate work, Director of Facilities will inform them of:

- The location of the pipe or piping system or other known safety hazard
- The substance in the pipe
- Potential hazards
- Safety precautions

## **INFORMING CONTRACTORS**

To ensure that outside contractors work safely in our restaurant and to protect our employees from chemicals used by outside contractors, Director of Facilities responsible for giving and receiving the following information from contractors:

- Hazardous substances, including Proposition 65 chemicals, to which they may be exposed while on the job site as well as substances they will be bringing into the workplace (To this end, we will provide contractors with information on our labeling system and access to MSDSs).
- Precautions and protective measures the employees may take to minimize the possibility of exposure.

If anyone has questions about this plan, please contact the Director of Facilities. Our plan will be maintained by the Director of Facilities to ensure that the policies are carried out and the plan is effective.

