

HAZARD COMMUNICATION PROGRAM

FOR

COLUSA COUNTY OFFICE OF EDUCATION

Plan Review: February 1, 2021

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INTRODUCTION AND POLICY

The Hazard Communication Standard (Cal/OSHA - California Code of Regulations, Title 8, Section 5194) establishes uniform requirements to ensure that all chemicals used in California workplaces are evaluated and classified by their hazards utilizing the Globally Harmonized System of Classification of Chemicals and Labeling (GHS.) This information must be provided to employers and to their affected employees. Chemical manufacturers must perform these evaluations, classify and convey the hazard information obtained to users by means of labels on containers and Safety Data Sheets (SDS's). Employers must educate their employees to understand the hazards associated with the hazardous materials they work with, and ensure that resources such as SDS's and container labels for the materials are maintained and accessible.

The purpose of this written Hazard Communication Program is to establish guidelines and policies to ensure that all members of the Colusa County Office of Education (County Office) are apprised of the chemical hazards to which they may be exposed and to provide a foundation of knowledge to permit employees to make informed decisions about these materials. The safe conduct of work with potentially hazardous chemicals is dependent upon the value the institution places on protecting health and the environment, and on the motivation and good judgement the individual chemical user exercises. Therefore, it is the responsibility of the Superintendent, Site Administrators, Supervisors, and staff to adhere to the specifics and the intent of the Hazard Communication Program in order to reduce the risk.

Globally Harmonized System (GHS)

OSHA's Hazard Communication Standard was revised to align with the United Nations' Globally Harmonized System (GHS) of Classification and Labeling of Chemicals. The revised standard allows compliance to be implemented in stages. The County Office will comply with the GHS standard revision timelines provided below.

Effective Completion Date	Requirements	Who
December 1, 2013	Train employees on the new label elements and safety data sheet (SDS) format.	Employers
June 1, 2015 December 1, 2015	Compliance with all modified provisions of this final rule, except: The Distributor shall not ship containers labeled by the chemical manufacturer or importer unless it is a GHS label	Chemical manufacturers, importers, distributors and employers
June 1, 2016	Update alternative workplace labeling and HCP as necessary, and provide additional employee training for newly identified physical or health hazards.	Employers
Transition Period to the effective completion dates noted above	May comply with either 29 CFR 1910.1200 (the final standard), or the current standard, or both	Chemical manufacturers, importers, distributors, and employers

RESPONSIBILITY

The County Office's program establishes responsibilities for the implementation of the Hazard Communication Program.

The County Office is responsible for ensuring that the applicable operations of the County Office programs and services are conducted in accordance with these provisions.

The Facilities Supervisor is designated as the Hazard Communication Program Coordinator for the County Office and is responsible for overall program development, serves as a central repository for SDS's, and assists with general hazard communication training and users of chemicals.

Hazard Communication Program Coordinator Contact Information:

Jared Robinett, Facilities Supervisor- jrobinett@ccoe.net

The Coordinator may obtain assistance from other County Office personnel for program maintenance. This includes the development and maintenance of an inventory of hazardous materials as well as procurement and maintenance of an SDS file for these hazardous materials. The Coordinator will also ensure chemical containers are adequately labeled, and that employees are provided specific training for the materials they use. Training must also include details of their specific Hazard Communication Program (such as location of the SDS file and any in-house procedures). The written Hazard Communication Program and SDS file must be accessible to employees during their normal working hours.

Chemical users are responsible for maintaining familiarity with the materials they use, using them in a safe and responsible manner, and seeking supervisory support before using new materials or using materials in unusual situations.

SITE SPECIFIC HAZARD COMMUNICATION INFORMATION

The County Office's program applies to all faculty, staff, and volunteers.

The areas/school sites covered by this specific plan are:

<u>Site</u>	<u>Site</u>
Education Village 499 Margurite Street, Williams, CA 95987	Williams Children's Center 501 Theater Road, Williams, CA 95987
Admin. Services & Children's Service Office 345 5 th Street, Colusa, CA 95932	Williams Preschool Learning Center 1404 E Street, Williams, CA 95987
Colusa Children's Center 705 6 th Street, Colusa, CA 95932	Arbuckle Children's Center 940 Wildwood Road, Arbuckle, CA 95912
Colusa Head Start 728 5 th Street, Colusa, CA 95932	Arbuckle Early Care Education Center 620 Gail Avenue, Arbuckle, CA 95912
Colusa Preschool Learning Center 723 6 th Street, Colusa, CA 95932	

SDS's are maintained and accessible on the County Office website (www.ccoe.net) under MSDS Online.

Employee login procedure: From mobile phone or computer go to www.ccoe.net, click on the Reports & Plans tab, and then click on the MSDS Online link. The employee's username and password is the same as their County Office email account username and password.

An inventory of all hazardous chemicals used and stored by each school site and/or shop will be maintained and updated as necessary. This inventory will be maintained by the Coordinator and available in the MSDS Online account.

The Coordinator and Human Resources will monitor and maintain records of employee training. The training records will be stored in the Human Resources training software program database.

In general, each employee in the facility will be informed of the substance of the Hazard Communication Program, the hazardous properties of chemicals they work with, and measures to protect themselves from these chemicals.

LIST OF HAZARDOUS CHEMICALS

A list of hazardous chemical will be maintained and updated upon receipt or removal of hazardous chemicals from the County Office school site or program. Materials such as cleaning agents, adhesives, copying supplies, art materials, paints, strippers, solders and welding supplies, fertilizers, pesticides, and compressed gases contain hazardous materials and must be included on the inventory. The list of materials for each school site and or program is attached (Appendix A). A compiled list of materials stored in the County Office can be found at the County Office's website under MSDSONline.

MATERIAL SAFETY DATA SHEETS & SAFETY DATA SHEETS (SDS)

The County Office will transition from Material Safety Data Sheets to Safety Data Sheets (SDS) as they are made available by chemical manufacturers. The Coordinator, or their designee, will be responsible to secure new SDS's and make them available to employees.

The objective of a Safety Data Sheet (SDS) is to concisely inform employees of the hazards of the materials they work with or may be exposed to so they can protect themselves and respond to emergency situations. Each school site or will maintain an SDS library on every substance on their list of hazardous chemicals and inform the Coordinator as items are requested for addition or removal. The Coordinator will secure and maintain an SDS for each hazardous material used within the County Office.

SDS's may be accessed electronically (i.e., via computer locally or via Internet). If electronic access is used, the procedure to access those sheets is stated in the section above.

SDS's must be readily available and accessible to all employees during working hours and Cal/OSHA upon request. SDS's must also be readily accessible to employees working in remote or field locations.

SDS's must be received at the facility at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. If materials are received for which no SDS is available

in the area of use, the Coordinator shall secure the needed SDS by contacting the chemical manufacturer.

SDS's will also note "**Danger**" for the more severe hazards, and "**Warning**" for the less severe hazards.

SDS's follow the uniform GHS format detailed below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First Aid measures includes important symptoms/effects, acute, delayed; required treatment.

Section 5, Fire fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity list chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information (Enforced by agencies other than OSHA)

Section 13, Disposal consideration (Enforced by agencies other than OSHA)

Section 14, Transport information (Enforced by agencies other than OSHA)

Section 15, Regulatory information (Enforced by agencies other than OSHA)

Section 16, Other information, includes the date of preparation or last revision.

PICTOGRAMS

As of June 1, 2015, the Hazard Communication Standard will require pictograms (below) on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed with a red border and represents a distinct hazard. The pictogram on the label is determined by the chemical hazard classification.

Physical Hazards

Exploding Bomb



- Explosives
- Self-Reactives
- Organic Peroxides

Flame



- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self-Reactives
- Organic Peroxides

Gas Cylinder



- Gases Under Pressure

Corrosion (Also listed under Health Hazards)



- Corrosive to Metals

Flame over Circle



- Oxidizers

Health Hazards

Skull and Crossbones



- Acute Toxicity (fatal or toxic)

Corrosion (Also listed under Physical Hazards)



- Skin Corrosion/Burns
- Eye Damage

Exclamation Mark



- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity (harmful)
- Narcotic Effects
- Respiratory Tract
- Irritant
- Hazardous to Ozone Layer (Non-Mandatory)

Health Hazard



- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity

Environmental Hazard (Non Mandatory)

Environment



- Hazardous to the Aquatic Environment

LABELS AND OTHER FORMS OF WARNING

The Coordinator provides oversight to ensure that hazardous chemicals are properly labeled. Labels on incoming containers should not be defaced while they contain the indicated material. Labels on these primary containers should list the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party.

Secondary containers (those containers into which material is transferred) must be labeled, in compliance with GHS standards by June 1, 2016, with the name of the material and the manufacturer as it appears on the SDS, and an appropriate hazard warning and pictogram (see label provided below.) Common immediate-use containers (those in which the hazardous substance will be under the control and used only by the person who transfers it from a labeled container and within that work shift) do not require labeling.

OSHA QUICK CARD™
Hazard Communication Standard Labels

OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on the right. Supplemental information can also be provided on the label as needed.

For more information:
OSHA Occupational Safety and Health Administration (800) 221-OSHA (6742) www.osha.gov

SAMPLE LABEL

CODE _____
Product Name _____ } **Product Identifier**

Company Name _____
Street Address _____
City _____ State _____
Postal Code _____ Country _____
Emergency Phone Number _____ } **Supplier Identification**

Keep container tightly closed. Store in a cool, well-ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measures against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO₂) fire extinguisher to extinguish.

First Aid
If exposed, call Poison Center.
If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.

Hazard Pictograms

Signal Word
Danger

Hazard Statements
Highly flammable liquid and vapor.
May cause liver and kidney damage.

Precautionary Statements

Supplemental Information
Directions for Use _____
Fill weight: _____ Lot Number: _____
Gross weight: _____ Fill Date: _____
Expiration Date: _____

OSHA 3488-02 2012

The program supervisor will ensure that containers in the facility are labeled and that the labels are up-to-date.

TRAINING AND INFORMATION

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals. The additional training will be provided for employees whenever a new hazard is introduced into their work areas. The training will emphasize these elements:

- A summary of the standard and this written program.
- A discussion of all operations in the employee's workplace where hazardous substances are present.
- The location and availability of the written Hazard Communication Program, which will include a list of hazardous substances.
- Methods and observations that may be used to detect the presence or release of hazardous substances in the work area.
- The physical and health hazards of substances in the work area, and the measures to take to protect employees from those hazards, emphasizing appropriate work practices, emergency procedures and personal protective equipment to be used.
- An explanation of the labeling system used, GHS Pictograms, the Safety Data Sheet, and how employees can obtain and use the appropriate hazard information
- The procedures for conducting non-routine tasks involving hazardous materials.
- Employees shall also be informed of their right:
 1. To personally receive information regarding hazardous materials to which they may be exposed
 2. For their physician or collective bargaining agent to receive information regarding hazardous substances to which they may be exposed.
 3. Against discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substance Information and Training Act.

CONTRACTOR EMPLOYERS

The Coordinator will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work at the County Office facilities and will provide copies of Safety Data Sheets if necessary.

NON-ROUTINE TASKS AND WORK IN LABORATORIES

Periodically, employees may be required to perform hazardous non-routine tasks. Any employee contemplating a non-routine task involving possible chemical hazards (e.g., acid washing bricks, chlorine line repair) will contact their supervisor or manager prior to doing so. The supervisor will ensure that employees are informed of:

- 1) The specific hazards associated with the performance of these tasks
- 2) Protective measures that must be used
- 3) Measures the program has taken to lessen these hazards such as ventilation, personal protective equipment, or the presence of another employee.

- 4) Specific emergency procedures to be used in the event of an accident or injury.

All work in laboratories may involve potential hazards from chemicals used and stored. All work should be coordinated with the laboratory staff to identify and minimize potential hazards in the work area. No work should be conducted that requires entering the fume hood body or moving laboratory equipment or stored chemicals without the permission of the supervisor.

All laboratories within the County Office will follow OSHA's Occupation Exposure to Hazardous Chemicals in Laboratories standard 29 CFR 1910.1450, referred to as the Laboratory standard, which specifies the mandatory requirements of the Chemical Hygiene Plan to protect laboratory workers from harm due to hazardous chemicals.

APPENDIX A

**LIST OF HAZARDOUS MATERIALS COVERED BY THIS PLAN
ARE LISTED IN THE MSDS ONLINE ACCOUNT AT**

www.ccoe.net