

# **ALPINE COUNTY UNIFIED SCHOOL DISTRICT**



## **HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM**

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## **ALPINE COUNTY UNIFIED SCHOOL DISTRICT HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM**

### **I. Employee Training**

Employee training will be provided on the hazardous substances to which an employee is exposed or for which there is potential exposure. Current employees will receive training as a group. Each group will consist of employees utilizing or having exposure to the same or similar hazardous substances to enable the training to be as specific as possible. The training will be on going with additional training given for any new substances utilized by the District. Retraining will be done if the Material Safety Data Sheets for substances in present use are revised significantly. A significant revision entails receipt of new information indicating increased risks in the use of the substances and/or changes in the measures necessary to protect the employees from exposure as compared to the prior Material Safety Data Sheets. All newly hired employees will receive training upon employment with the District.

The training and re-training programs may be conducted under the direction of the Supervisor or classroom Instructor at the location of the substance use. All training and retraining sessions will be thoroughly documented as to the trainers, content and attendees. Records of these sessions will be kept on file by the supervisor at the work location. A sample of this record is included in this program.

The employee hazardous substance training program shall include the following:

- A. An explanation of what a Material Safety Data Sheet is, its intended purpose, and how to read and interpret the information provided on the Material Safety Data Sheets.
- B. An explanation of the information on container labels
- C. An explanation of the employee's right to obtain a copy of the Material Safety Data Sheet from the District and the procedures to be followed for the employee to obtain these copies.
- D. An explanation of the right for the Collective Bargaining Agent or a treating physician to receive a Material Safety Data Sheet from the District and the procedure to be followed in order to obtain the copies.
- E. An explanation of the employee's protection from termination, discrimination or retaliation by the district for exercising rights under General Industry Safety Order 5194.
- F. Specific safety training of non-routine tasks as determined by the area supervisor prior to employees undertaking these tasks.

When the District contracts an outside vendor for a service or function, the employees of the vendors must receive training on the hazardous substances with which they will come in contact while on District premises. The supervisor or classroom Instructor of the area in which the work is being done shall provide the substance inventory for the work area prior to the vendor's employees beginning work on District premises. Contracts with vendors shall state that their employees will be properly trained by the contractor before beginning work at the district.

**ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM**

**II. Inventory**

An inventory will be taken and a complete list of all hazardous substances will be compiled. Material Safety Data Sheets will be requested from the manufacturers or from vendors of these substances. All purchases of hazardous substances must include the Material Safety Data Sheets with the delivery. Any supplies received without the appropriate Material Safety Data Sheets require follow up by the Superintendent with the vendor. If the vendor has not provided the Material Safety Data Sheets within 15 working days of the request, the Superintendent shall notify Cal-OSHA or Fed-OSHA and request assistance.

A master inventory of hazardous substances will be kept current and maintained by the Superintendent or her designee at the District Office at 43 Hawkside Drive, Markleeville, CA 96120

A list of the substances that are either being stored, handled or used in the classroom or work place will be posted at each site. The District Office should be informed of any additions or deletions to the substance inventory by means of a yearly inventory to be done at the classroom or work place level. The work place posting will be kept current and maintained by the area supervisor or classroom Instructor at each of the locations. A revised hazardous substance list should be posted at each work place affected by the purchase of any hazardous substance.

Work place postings will be located as follows at each campus:

Maintenance  
Science Storage Areas

Records will be maintained at:

43 Hawkside Drive  
Markleeville, CA 96120

It is the responsibility of the individual ordering the substance to control what materials and at what quantity are purchased, handled and stored. The District has established a goal of only purchasing enough for each school year so that the supply is exhausted each year. This will avoid most storage, age and labeling problems.

Strict guidelines for acceptance of "Donations" must be followed. The substance must be able to be identified as to age, quantity and nature. Movement of a hazardous substance from one location to another may be a violation of state or federal law and shall only be attempted by trained and licensed personnel. A Material Safety Data Sheet will accompany all "donations".

All substances will be dated when received by the District. A yearly inventory will be planned and used to verify and quantify substances that have exceeded the recommended shelf life.

**ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM**

**III. Material Safety Data Sheets**

A Material Safety Data Sheet (MSDS) is a summary of data about a specific substance. They will be filed by product name and many times will provide a list of synonyms, common or commercial names.

Material Safety Data Sheets will be obtained and kept on file for all hazardous substances purchased, stored, used or handled by Alpine County Unified. A complete collection of the Material Safety Data Sheets for all substances stored at Alpine County Unified will be kept on file at the District Office and can be obtained upon written request from the District Safety Officer.

A typical Material Safety Data Sheet will include:

- Identification of the substance, including physical and reactivity data
- The health hazards associated with the use and/or exposure to the substance
- Proper handling for safety to reduce the exposure
- Personal protective equipment which is necessary or recommended during handling or use of the substance
- Emergency procedures for spills, fires, first aid and disposal
- Other safety precautions necessary to prevent or minimize exposure to the substance

A sample Material Safety Data Sheet for each of the different types is included in the appendix:

- Flammables
- Corrosives
- Toxics
- Reactives
- Miscellaneous

**ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM**

**IV. Containers**

All containers holding hazardous substances will be labeled with the following information:

- Complete identity of the substance
- Appropriate hazard warnings and safety precautions
- Name and address of the address of the manufacturer

Hazardous substances shall not be transferred from the original container to another container without the permission and direction of the work area supervisor or classroom Instructor. It is the responsibility of the supervisor or classroom Instructor to be certain the new container has the proper label and information and the label is securely attached to the container.

All containers must be compatible with the substance. These containers should be non-reactive with the substance and leakproof.

All containers must be dated when received and then again when the container is opened and the substance is put into use.

Substances which do not have the proper label and/or cannot be immediately identified will be segregated. The supervisor or classroom Instructor and District Safety Officer must be notified immediately. The substance will then be either identified properly and/or removed under the direction of the District Safety Officer.

Disposal of hazardous materials must not be attempted by untrained personnel. If a substance has been deemed hazardous waste and must be disposed, the following procedure should be followed:

1. The substance must be identified, quantified and labeled.
2. A licensed disposal firm will be contacted and informed of the volume, number and size of containers. They will recommend a packaging procedure to follow depending upon the substance to be transported. Once this information is known the disposal firm can quote a price and upon approval will proceed with the disposal.
3. While the above procedure is being carried out the substance will be segregated and stored in an area which is compatible with its class.

**ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM**

**V. Disciplinary Procedures**

Employees will comply with all safety rules and regulations implemented by Alpine County Unified School District and the Alpine County Office of Education for the purchasing, storing, handling and/or using of hazardous substances. Disciplinary action taken will be within the guidelines as defined in district policy. A copy of this policy may be obtained from the District office.

Any disciplinary action taken shall not violate the employee's rights as defined under General Industry Safety Order 5194 or other Cal-OSHA or Fed-OSHA regulation.

**ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM**

**MATERIAL SAFETY DATA SHEET REQUEST**

REQUESTOR NAME: \_\_\_\_\_

WORK PLACE: \_\_\_\_\_

CHEMICAL OR SUBSTANCE NAME: \_\_\_\_\_

CHEMICAL FORMULA: \_\_\_\_\_

COMMERCIAL OR COMMON NAME: \_\_\_\_\_

MANUFACTURER OR VENDOR: \_\_\_\_\_

Any other synonym or information about the substance that would help in retrieving the correct Material Safety Data Sheet.

Please submit this request to:

Attn: Janis Doyal or Steve Craft  
Alpine County Office of Education  
Alpine County Unified School District  
43 Hawkside Drive  
Markleeville, CA 96120