

**CLASSIFICATION: Business and Noninstructional
Operations****ADOPTED: 9/13/95****REVISED: 6/13/18****SUBJECT: Hazardous Substance Communication
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In order to make the offices, schools, and programs operated by the County Superintendent of Schools safe from health risks of hazardous substances, a Hazardous Substance Communication Program is established to ensure hazardous substances in regular use in the work place are purchased, inventoried, stored, used, and regularly disposed of in a safe and legal manner. The County Superintendent of Schools designates the assistant superintendent, Business Services division, or his/her designee to ensure the Hazardous Substance Communication Program is carried out pursuant to state and federal laws. The written Hazardous Substance Communication Program shall be available to all employees and their representatives.

ELEMENTS OF THE HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM

1. Material Safety Data Sheets (SDS):
 - Procedures for acquisition, availability, and use of SDS
 - Container labeling to ensure identify of product and hazards
 - List of hazardous substances and exemptions
2. Information and training:
 - Employee training programs implemented in the correct handling of hazardous substances
 - Employee right to know to work safely
 - Non-routine tasks involving hazardous substances
3. Review of Hazardous Substance Communication Program.

MATERIAL SAFETY DATA SHEETS (SDS)

Every product containing a hazardous substance for use in the work place shall

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have an SDS which shall be readily accessible for employees who use the substance. SDS for those substances present in the work site will be kept in the local work area supervisor's office and in the work site. Electronic access and other alternatives to maintaining paper copies of the safety data sheets are permitted as long as no barriers to immediate employee access in each worksite are created by such options. The director, Maintenance and Operations department, is responsible for obtaining necessary SDS and forwarding copies to managers using the products under normal working conditions. The director, Maintenance and Operations department, shall maintain a complete up-to-date set of SDS for all hazardous substances in use in the offices, schools, and programs operated by the County Superintendent of Schools.

SDS shall be available to employees at their work site at all times for review. If SDS are missing, unavailable, or incomplete, employees shall notify their supervisor who shall obtain a copy. Supervisors are responsible for ensuring SDS are available and accessible to their employees. Upon an employee's request, supervisors shall assure that access to SDS are provided in a reasonable time, place, and manner, but in no event later than 15 days after the request for access is made.

Supervisors shall review new or revised SDS for significant safety and health information. Supervisors shall review such SDS with employees as soon as possible, but no later than 30 days after receipt.

The director, Maintenance and Operations department, shall retain SDS as necessary to comply with the provisions of the California Code of Regulations (CCR) section 3204. Where SDS are destroyed, a record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used shall be retained for at least 30 years. Records, such as a chemical inventory or any other record, concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least 30 years.

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CONTAINER LABELING

Except for consumer products, pesticides, alcoholic beverages, food, drug, and additive products which are already labeled in compliance with federal law, the County Superintendent of Schools will not accept any container with a hazardous substance if it is not properly labeled or if there are no SDS. All original hazardous substance containers supplied by vendors shall be labeled with the following information:

1. Identification of the substance(s) (e.g., gasoline, ammonia, etc.)
2. Hazard warning statement in words or pictures (e.g., corrosive, wear rubber gloves, and eye protection)
3. Name, address, and telephone of the manufacturer or importer

When a substance is transferred from an original container to a secondary container, employees and supervisors are responsible to label the secondary container with the same information as the original container. Employees and supervisors are not required to label portable containers into which hazardous substances are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer.

No employee shall remove or deface a label on an original container, unless the container is immediately marked with the required information.

Supervisors are responsible to ensure that containers in the work site are properly labeled. Supervisors shall periodically inspect containers to ensure that labels are present and are prominently displayed. In addition, supervisors who become newly aware of any significant information regarding the hazards of a substance shall revise the labels for the substance within six months of becoming aware of the new information. Labels on containers of hazardous substances shipped after that time shall contain the new information. If the substance is not currently produced or imported, the supervisor shall add the information to the

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label before the substance is shipped or introduced into the work site again.

LIST OF HAZARDOUS SUBSTANCES

A hazardous substance is defined as any substance or mixture of substances which is, but not limited to, a health hazard, a physical hazard, a carcinogen, irritant, or a corrosive used in the day-to-day operation of the offices, schools, and programs of the County Superintendent of Schools.

1. A health hazard is a substance that may cause acute (short-term) or chronic (long-term) health effects.
2. A physical hazard results from a substance being flammable, combustible, a compressed gas, explosive, unstable, etc.
3. A carcinogen is a substance known to produce cancer.

EXEMPTIONS

The following materials are exempted from this Hazardous Substance Communication Program:

1. Hazardous wastes regulated by the Environmental Protection Agency
2. Tobacco products
3. Wood and wood products
4. Manufactured articles
5. Food, drugs, and cosmetics used by employees
6. Pesticides in compliance with the Department of Pesticide Regulation

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EMPLOYEE INFORMATION AND TRAINING

Employees shall receive in-service training from their supervisor 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 provide:

1. An overview of the requirements of California's Hazardous Substance Regulation, California Code of Regulations, Title 8, section 5194, including employee rights
2. The location, availability, and content of the written Hazardous Substance Communication Program
3. Information on any operations in the employees' work area(s) where hazardous substances are present
4. The physical and health effects of the hazardous substances in the work area
5. Techniques and methods of observation that may determine the presence or release of hazardous substances in the work area
6. Methods by which employees can lessen or prevent exposure to hazardous substances (e.g., work practices, use of personal protective equipment, and engineering controls)
7. Steps the County Superintendent of Schools has taken to lessen or prevent exposure to these substances
8. Emergency and first aid procedures to be followed upon exposure to the hazardous substance(s)
9. Instruction on how to read labels and review SDS for appropriate information

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NON-ROUTINE TASKS INVOLVING HAZARDOUS SUBSTANCES

Periodically, employees may be required to do non-routine jobs which involve hazardous substances. Before any such work is done, the supervisor shall inform employees about the hazards that may be involved in such work including:

1. Specific hazards
2. Protective measure(s) to be followed
3. What measure(s) have been taken or will be taken to lessen the hazards (e.g., ventilation, protective equipment, etc.)

CONTRACTOR INFORMATION

To ensure that any contractor and his/her employees work safely in offices, schools, and programs operated by the County Superintendent of Schools, a contractor shall be informed of hazardous substances which are present on the work site and precautions the contractor's 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.

REVIEW OF HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM

The policy and administrative regulation on the Hazardous Substance Communication Program shall be reviewed to reflect the latest information available. Operations shall be designed with the objective to minimize the quantities of hazardous substances. Less dangerous substances shall be substituted for hazardous ones whenever feasible.

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**Derivation: Former Administrative Regulation No. 3810, Adopted 10/10/90.
Amended and Renumbered 3514.1, 9/13/95. Amended 6/13/18.**

**Administrative Regulation 3810 Bomb Threat has been incorporated in
Administrative Regulation 3800, effective 3/14/90, and was repealed upon
the operative date of this new regulation.**

**Legal Reference: Education Code
49341, 49401.5, 49411
Health and Safety Code
25163, 25500 - 25519
Labor Code
6360-6399.7
California Code of Regulations, Title 8
339, 3204, 5194
United States Code, Title 15
1261, 2051
Federal Hazardous Communication Act 29
CFR parts 1910, 1926, 1928
July 1, 2015 Code: 3 E Company**