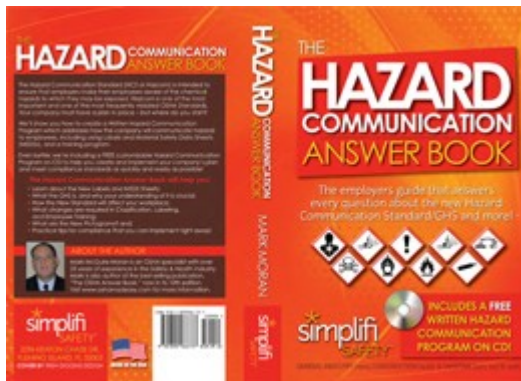


Lodi Unified School District

HAZARD COMMUNICATION PROGRAM



MISSION STATEMENT

Lodi Unified School District is firmly committed to providing each of its employees a safe and healthy work environment.

The purpose of this policy is to protect our employees, as well as the public, from injuries or illnesses that may result from exposure to hazardous chemicals or substances within our workplace.

Therefore, our goal is to keep all employees informed of these hazards. Each employee will be responsible for learning and following the requirements developed under this program.

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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 (GHS)** of Classification of Chemicals and Labeling. 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)**. Employers must educate their employees to understand the hazards associated with the hazardous materials they work with, and ensure that resources such as SDS and container labels for the materials are maintained and accessible.

The purpose of this written **Hazard Communication Program (HCP)** is to establish guidelines and policies to ensure that all members of the Lodi Unified School District 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 District will comply with the GHS standard revision timelines provided below.

This plan will be monitored by the Director, Maintenance and Operations, to ensure that these policies are being carried out safely and this plan is effective.

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

RESPONSIBILITIES

The Lodi Unified School District program establishes responsibilities for the implementation of the Hazard Communication Program.

Each site is responsible for ensuring that the applicable operations of the District are conducted in accordance with these provisions.

Director, Maintenance and Operations is the Hazard Communication Program Coordinator. The coordinator is responsible for overall program development provides access to general hazard communication training, and assists users of chemicals.

The Hazard Communication (known as Haz Com) Coordinator will receive assistance from site administrator, school site Haz Com coordinators, Maintenance and Operations personnel, purchasing staff, or other District 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 written Hazard Communication Program and SDS file must be accessible to employees during their normal working hours.

Site administrator, designee or site Haz Com coordinator will ensure the following:

- 1) Maintaining familiarity with the materials they use
- 2) Using them in a safe and responsible manner
- 3) Seeking supervisory support before using new materials or using materials in unusual situations.
- 4) Perform annual inspections/inventories
- 5) Maintain Safety Data Sheets inventory
- 6) Conduct training
- 7) Regularly inspect certain labels
- 8) Regularly ensure certain inventory
- 9) Ensure that all employees who handle HM (hazardous materials) complete training per Policy Awareness on page 16.

SITE SPECIFIC HAZARD COMMUNICATION

The Lodi Unified School District program applies to all faculty, staff, and volunteers.

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

SITE _____ RESPONSIBLE

Elementary Schools

Adams	Administrator/Designee/Site Haz Com Coordinator
Beckman	Administrator/Designee/Site Haz Com Coordinator
Borchardt	Administrator/Designee/Site Haz Com Coordinator
Clairmont	Administrator/Designee/Site Haz Com Coordinator
Creekside	Administrator/Designee/Site Haz Com Coordinator
Davis	Administrator/Designee/Site Haz Com Coordinator
Elkhorn	Administrator/Designee/Site Haz Com Coordinator
Heritage	Administrator/Designee/Site Haz Com Coordinator
Houston	Administrator/Designee/Site Haz Com Coordinator
Lakewood	Administrator/Designee/Site Haz Com Coordinator
Larson	Administrator/Designee/Site Haz Com Coordinator
Lawrence	Administrator/Designee/Site Haz Com Coordinator
Live Oak	Administrator/Designee/Site Haz Com Coordinator
Lockeford	Administrator/Designee/Site Haz Com Coordinator
Mahin	Administrator/Designee/Site Haz Com Coordinator
Morgan	Administrator/Designee/Site Haz Com Coordinator
Mosher	Administrator/Designee/Site Haz Com Coordinator
Muir	Administrator/Designee/Site Haz Com Coordinator
Needham	Administrator/Designee/Site Haz Com Coordinator
Nichols	Administrator/Designee/Site Haz Com Coordinator

Oakwood Administrator/Designee/Site Haz Com Coordinator
Parklane Administrator/Designee/Site Haz Com Coordinator
Podesta Administrator/Designee/Site Haz Com Coordinator
Reese Administrator/Designee/Site Haz Com Coordinator
Serna Administrator/Designee/Site Haz Com Coordinator
Silva Administrator/Designee/Site Haz Com Coordinator
Sutherland Administrator/Designee/Site Haz Com Coordinator
Tokay Colony Administrator/Designee/Site Haz Com Coordinator
Victor Administrator/Designee/Site Haz Com Coordinator
Vinewood Administrator/Designee/Site Haz Com Coordinator
Wagner-Holt Administrator/Designee/Site Haz Com Coordinator
Washington Administrator/Designee/Site Haz Com Coordinator
Westwood Administrator/Designee/Site Haz Com Coordinator
Woodbridge Administrator/Designee/Site Haz Com Coordinator

Middle Schools

Delta Sierra Administrator/Designee/Site Haz Com Coordinator
Henderson Administrator/Designee/Site Haz Com Coordinator
Houston Administrator/Designee/Site Haz Com Coordinator
Lodi Middle Administrator/Designee/Site Haz Com Coordinator
McAuliffe Administrator/Designee/Site Haz Com Coordinator
Millswood Administrator/Designee/Site Haz Com Coordinator
Morada Administrator/Designee/Site Haz Com Coordinator

High Schools

Bear Creek Administrator/Designee/Site Haz Com Coordinator
Liberty Administrator/Designee/Site Haz Com Coordinator
Lincoln Tech Academy Administrator/Designee/Site Haz Com Coordinator
Lodi High Administrator/Designee/Site Haz Com Coordinator
McNair Administrator/Designee/Site Haz Com Coordinator
Middle College High School Administrator/Designee/Site Haz Com Coordinator
Plaza Robles Administrator/Designee/Site Haz Com Coordinator

Additional Sites

Maintenance & Operations..... Administrator/Designee/Site Haz Com Coordinator
School Readiness & Preschool Services Administrator/Designee/Site Haz Com Coordinator
Special Education Administrator/Designee/Site Haz Com Coordinator
JAESC..... Administrator/Designee/Site Haz Com Coordinator
Warehouse..... Administrator/Designee/Site Haz Com Coordinator
Transportation Administrator/Designee/Site Haz Com Coordinator

HAZARDOUS CHEMICALS

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 Site Administrator/Designee.

The Hazard Communication Coordinator monitors records of employee training.

Site Administrators are responsible for maintaining the repository of Training Records at their site.

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.

HAZARDOUS CHEMICALS INVENTORIES

A list of hazardous chemicals will be maintained and updated upon receipt or removal of hazardous chemicals from the District or site.

Materials such as the following must be included on the inventory:

- 1) cleaning agents
- 2) adhesives
- 3) copying supplies
- 4) art materials
- 5) paints
- 6) strippers
- 7) solders and welding supplies
- 8) fertilizers
- 9) pesticides
- 10) compressed gases (contain hazardous materials)

The list of materials for each school site and or shop is to be attached to this manual and at storage location.

Site administrators, designee, or Haz Com Coordinator is responsible to conduct annual inventories of the HM storage at the site. The list will be maintained at the immediate storage location and filed in a central repository at the site.

Inventories will be recorded using the form on page 18.

SAFETY DATA SHEETS (SDS)

(MATERIAL SAFETY DATA SHEETS (MSDS) – BEING PHASED OUT)

The District will transition from Material Safety Data Sheets to Safety Data Sheets (SDS) as they are made available by chemical manufacturers. The Hazard Communication 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 department or shop will maintain an SDS library on every substance on their list of hazardous chemicals. The site administrator, designee, Haz Com Communication Coordinator will secure and maintain an SDS for each hazardous material used in their area.

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 attached and employees will be trained in the access procedure.

SDS's must be readily available and accessible to all employees during working hours and Cal/OSHA upon request

SDS must be readily accessible to employees working in remote or field locations. Safety Data Sheets are maintained and accessible at each site.

Appropriate SDS's may be maintained in a binder in each vehicle, on each job site or immediately accessible by phone, fax, or computer.

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 Hazard Communication Coordinator shall secure the needed SDS by contacting the chemical manufacturer.

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

SDS'S FOLLOW THE UNIFORM GHS (GLOBALLY HARMONIZED SYSTEM) 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.

1) PHYSICAL HAZARDS - (MANDATORY)

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



2) HEALTH HAZARDS – (MANDATORY)

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



3) ENVIRONMENTAL HAZARDS - (NON MANDATORY)

Environment

- Hazardous to the Aquatic Environment



LABELS / ADDITIONAL FORMS OF WARNING

The site administrator, designee, or Hazard Com Coordinator provides oversight to ensure that hazardous chemicals in their area 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.

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 workshift) do not require labeling. The department supervisor will ensure that containers in the facility are labeled and that the labels are up-to-date.

LABELS - HAZARD COMMUNICATION STANDARD (HCS)


OSHA has updated the requirements for labeling of hazardous chemicals under its **Hazard Communication Standard (HCS)**.

LABELING

Site administrator, designee on site Haz Com coordinator will ensure that all Hazardous Materials (HM) containers are adequately labeled.

As of June 1, 2015 - ALL labels will be required to have the following:

- 1) Product Identifier
- 2) Supplier Identification
- 3) Precautionary Statements
- 4) Hazard Pictograms
- 5) Signal Word
- 6) Hazard Statement
- 7) Supplemental Information

 (800) 321-OSHA (6742)

For more information: www.osha.gov

1) PRODUCT IDENTIFIER

Sample Label

CODE _____

Product Name _____

2) SUPPLIER IDENTIFICATION

Company Name

Street Address, City, State
Postal Code, Country
Emergency Phone No.

3) PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.

Keep away from heat/sparks/open flame. No smoking.

Take precautionary measure 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: 1) If exposed call Poison Center

- 2) If on skin (on hair): Take off immediately any contaminated clothing
Rinse skin with water

4) HAZARD PICTOGRAMS



5) SIGNAL WORD

DANGER

6) HAZARD STATEMENT

Highly flammable liquid and vapor

May cause liver and kidney damage

7) SUPPLEMENTAL INFORMATION

Directions for use:

Fill weight:

Lot Number:

Gross weight:

Fill Date:

Expiration 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 Site Administrator or their designate, such as Keenan Associates, conducts hazardous chemical training. 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 employees 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.**

TRAINING

The coordinator will provide access to Haz Com Training. The site administrator, designee or site Haz Com coordinator will ensure that all staff are provided specific training on all chemicals that they utilize in the workplace.

Site administrator, designee or site Haz Com coordinator will provide access to Keenan Safe School Training Library. They will ensure during the first 12 months of employment that the following courses have been satisfactorily completed:

- 1) Hazard Communication – Right to Know
- 2) Hazard Communication – Right to Understand
- 3) Safety Data Sheets (SDS)

Site administrator, designee or site Haz Com coordinator will maintain a listing of all employees trained on the Haz Com related materials.

Training must also include details of their specific Hazard Communication Program (such as location of the SDS file and any in-house procedures).

The Haz Com coordinator monitors employee training.

CONTAINERS

Site administrator, designee or site Haz Com coordinator will ensure that all HM containers are in good condition and closed when not in use.

CONTRACTOR EMPLOYERS

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

Additionally, the Coordinator will give precautions so that employees may take to lessen the possibility of exposure by using appropriate protective measures.

SITE ADMINISTRATOR POLICY AWARENESS CHECKLIST

INFORMATION

- 1) Staff has been informed of the new Hazard Communication Standard requirements.
- 2) Staff has been informed of the operations in their work area where hazardous chemicals are present.
- 3) Staff has been informed of the location and availability of the written Hazard Communication Plan.

TRAINING

- 1) Staff has been taught the methods and observations that will help them detect the presence or release of any hazardous chemical in their work area.
- 2) Staff has been taught the physical and health hazards of the chemicals in their work area.
- 3) Staff has been taught how to protect themselves from the hazardous chemicals in their work area. This includes appropriate work practices and personal protective equipment to be used.
- 4) Staff has been taught emergency procedures to be followed in the event of accidental contact with or release of a hazardous chemical in their work area.
- 5) Staff has been taught how to use the labeling system and the Safety Data Sheets (SDS) in their work area.

Site Administrator

Date

Note: This signed form is to be maintained on site.

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 department 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:

- 1) Entering the fume hood body.
- 2) Moving laboratory equipment without Supervisor's permission.
- 3) Moving stored chemicals without Supervisor's permission.

All laboratories within the District will follow OSHA's Occupation Exposure to Hazardous Chemicals in Laboratories (standard 29 CFR 1910.1450).

This is 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.

