



SAN LUIS COASTAL

UNIFIED SCHOOL DISTRICT

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HAZARD COMMUNICATION PROGRAM

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT

I. DISTRICT POLICY

The following hazard communication program has been implemented to ensure that information about the dangers of all hazardous chemicals used by San Luis Coastal Unified School District (SLCUSD) is known by all affected workers. As required by California's Hazard Communication (HazCom) Regulation (T8 CCR 5194), under this program, workers will be informed of the requirements of the Cal/OSHA Hazard Communication Standard, the operations where exposure to hazardous chemicals may occur, and how workers can access this program, as well as labels and safety data sheets (SDSs).

This program applies to any chemical which is known to be present in the workplace in such a manner that workers may be exposed under normal conditions of use or in a foreseeable emergency. All work areas that involve potential exposure to chemicals are part of the hazard communication program. Copies of the hazard communication program are available on the District's webpage, under the Safety Tab for review by any interested worker.

Stephen Stewart the District Safety Coordinator is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

II. LABELS AND OTHER FORMS OF WARNING

The Safety Coordinator or designated person at each site will verify that all containers received for use will be clearly labeled in accord with the requirements of HazCom 2012, including a product identifier, pictogram, hazard statement, signal word, and precautionary statements, as well as the supplier's name and address.

The Safety Coordinator or designated person in each work area will ensure that all secondary containers are labeled with the original supplier's label or with an alternative workplace label. For help with labeling, see Stephen Stewart the Safety Coordinator.

***NOTE:** Employers may choose to label workplace containers either with the same label required for shipped containers of chemicals or use their own label they create if it provides the employee with the general information about the hazards of the chemical and the District trains those employees who would be exposed to the chemical to understand the hazards it presents.*

On the following individual stationary process containers, we are using labels or plaquered to convey the required information:

- 55 gallon barrels or drums (oil, waste oil, hydraulic fluid, aerosol cans, or anti-freeze)
- Cubic yard boxes (waste paint cans, fluorescent light bulbs)
- Tanks or cylinders (pressureized fuels or oxygen)

SLCUSD is using the labeling system provided by our Environmental Compliance vendor.

Stephen Stewart – Safety Coordinator will review the District's labeling procedures every once a quarter in house, and then once a year more formally with the local fire department, updating labels and storage containment as required.

III. SAFETY DATA SHEET (SDS)

The Operations Supervisor and designated person(s) at each site is responsible for establishing and monitoring the District SDS program. The procedure below will be followed when an SDS is not received at the time of initial shipment:

Copies of SDSs for all hazardous chemicals to which workers are exposed or are potentially exposed will be kept in the office at each school. Workers can access SDSs by going to the office at any site. SDSs will be readily available to all workers in each work area during each work shift. If an SDS is not available, contact David Rodriguez – Operations Supervisor.

When revised SDSs are received, the following procedures will be followed to replace old SDSs:

Should an SDS not be received with or prior to receipt of the initial shipment of a hazardous chemical or with the first shipment after a safety data sheet is updated, an SDS will be requested as soon as possible from the manufacturer or distributor. If the SDS(s) is still not provided upon request, the manufacturer or distributor will, within seven days of noting this missing information, be requested in writing to provide the required information. David Rodriguez – Operations Supervisor will forward a copy of this written request to Cal/OSHA if a response is not received from the manufacturer or distributor within 25 days.

Division of Occupational Safety and Health
Deputy Chief of Health and Engineering Services
1515 Clay Street, Room 1901
Oakland, CA 94612

If a new or revised SDS is received that indicates significantly increased risks or measures needed to protect employee health, that information will be conveyed to employees within 30 days in writing by e-mail.

If we become aware of any significant information regarding the hazards of a chemical or ways to protect against the hazards, this new information will be added to the SDS within three months.

David Rodriguez – Operations Supervisor is responsible for reviewing the SDSs received for safety and health implications and initiating any needed changes in workplace practices.

If we become aware of any significant information regarding the hazards of a chemical or ways to protect against the hazards, this new information will be added to the SDS within three months.

Legible SDS copies for all hazardous chemicals to which employees of this company may be exposed are kept in a red & white binder stored in a wire basket that is wall mounted in the office at each site.

SDSs are readily available for review by all employees in their work area and during each work shift without the need to ask someone.

Should any of our employees work at more than one geographical location, the SDSs will be kept in the office at every school site, and should be available to you day or night.

Employees are to contact David Rodriguez – Operations Supervisor if they have a specific question or need additional information on an SDS.

SDSs (and the older Material Safety Data Sheets) constitute an "employee exposure and medical record" and will be kept according to T8CCR section 3204 requirements. A master copy of all MSDS and SDS sheets for products we currently use and used to use will be kept at our Corporate Yard for anyone to review at any time.

IV. EMPLOYEE INFORMATION AND TRAINING

The Safety Coordinator and Operations Supervisor are responsible for employee information and training.

Every worker who will be potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication standard and this program before starting work.

The training program for new workers is as follows:

All employees as part of their new hire onboarding process go thru end extensive list of online training modules that pertain to their specific work duties by department / discipline they are assigned to using the GetSafetyTrained.com website.

Prior to introducing a new chemical hazard into any work area, each worker in that work area will be given information and training as outlined above for the new chemical hazard. The training format will be as follows:

The District uses a combination of training techniques depending on the type of training required, most trainings are online, but some are still in person, ie... CPR and first aid, and others are in person and outdoors requiring hands on training, ie... forklifts and manlifts.

- The requirements of the Hazard Communication regulation, including the employees' rights under the regulation
- The location and availability of the written HazCom Program and list of hazardous chemicals and SDSs and how this information will be addressed when there are other employer activities at the worksite
- Any operation in the employees' work area, including non-routine tasks, where hazardous chemicals or Proposition 65 carcinogens/reproductive toxins are present, and exposures are likely to occur
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area
- Protective practices the company has taken to minimize or prevent exposure to these substances
- The details of the District's HazCom Program, including how to read labels and review SDSs to obtain hazard information, and an overview of our workplace-specific labeling procedures for original and workplace containers, as well as stationary processes
- Physical and health effects of the hazardous chemicals either individually or as hazard groups. Chemical-specific information will always be available through labels and safety data sheets
- Symptoms of overexposure
- Measures employees need to put into practice to reduce or prevent exposure to these hazardous chemicals by engineering controls, work practices, and use of personal protective equipment
- Emergency and first aid procedures to follow if employees are exposed to hazardous chemicals
- The location and interpretation, if needed, of warning signs or placards to communicate that a chemical is known to cause cancer or reproductive toxicity is used in the workplace

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

V. HAZARDS OF NON-ROUTINE TASKS

Periodically, workers are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: Changing light bulbs in Stadium that require a 125' aerial lift. Prior to starting work on such projects, each affected worker will be given information by their direct supervisor about the hazards or hazardous chemicals they may encounter during such activity. This information will include specific hazards, PPE required, protective and safety measures the worker should use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another worker (buddy systems), and emergency procedures.

VI. INFORMING OTHER EMPLOYERS/CONTRACTORS

It is the responsibility of the Safety Coordinator to provide other employers and contractors with information about hazardous chemicals that their workers may be exposed to on this work site and suggested precautions for workers. It is the responsibility of Safety Coordinator and direct Project Manager to obtain information about hazardous chemicals used by other employers to which our workers may be exposed.

Other employers and contractors will be provided with SDSs for hazardous chemicals generated by this District's operations in the following manner:

A District email will be sent to the office of the contractor, as well as a hard copy of the hazardous chemicals SDS sheets will be provided to the project foreman or supervisor in the field prior to the start of work.

In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect workers exposed to operations performed by this District.

Also, other employers will be informed of the hazard labels used by the District. If alternative workplace labeling systems are used, the other employers will be provided with information to understand the labels used for hazardous chemicals to which their workers may have exposure.

VII. LIST OF HAZARDOUS CHEMICALS

David Rodriguez – Operations Supervisor will prepare and keep current a list of all known hazardous chemicals present in the workplace that are in use or storage (see attached *Hazardous Chemical List*) and, at the same time, verify the use of the most current safety data sheets (SDSs). The product identifiers listed will match those on the corresponding container labels and SDSs. Specific information on each noted hazardous chemical can be obtained by reviewing the corresponding label and SDS at any school site.

Proposition 65 List of Chemicals

Our Operation Supervisor - David Rodriguez is responsible for obtaining updates of Prop 65 listed chemicals and providing new information to affected employees. In the case of newly added chemicals to the Prop 65 list, the additional warning requirements will take effect within 12 months from the listing date.

When new chemicals are received, this list is updated within 30 days of introduction into the workplace. To ensure that any new chemical is added in a timely manner, the following procedures shall be followed:

All sites will be notified in writing via email anytime a new product is added to our inventory, or anytime that the District discontinues the use of a product. Additionally, a hard copy will be sent to each site the the site custodian to insert into the master copy that is kept at each site in their 3 ring binder where it is easily accessible to all employees. For any discontinued products we will make a note that this product is discontinued, bet we will keep the paperwork for that product with our records for a period of time up to 30 years.

VIII. CHEMICALS IN UNLABELED PIPES

Above-ground pipes transporting hazardous chemicals (gases, vapors, liquids, semi-liquids, and plastics) will be identified in accordance with T8 CCR, section 3321, "Identification of Piping."

The School District does not have any pipes transporting hazardous chemicals with two exceptions, natural gas, and pool chemicals. The natural gas pipelines are all labeled as they enter a building, at every turn and transition, as well as at their destination. The pool chemicals (sodium hypochlorite and muriatic acid) are both contained within the pool mechanical building, and are only accessible to the pool technicians.

Before employees enter the area and initiate work on or near pipes, the Safety Coordinator or Direct Supervisor will inform them of:

- The location of the pipe or piping system or other known safety hazards
- The chemicals in the pipe
- Potential hazards
- Safety precaution

IX. PROGRAM AVAILABILITY

A copy of this program will be made available, upon request, to workers, their designated representatives, and Cal/OSHA.

HAZARD COMMUNICATION PROGRAM

Appendices:

- A. ADDITIONAL RESOURCES/DOCUMENT LINKS
- B. SAMPLE HAZARDOUS CHEMICALS LIST
- C. SAMPLE EMPLOYEE TRAINING ROSTER TEMPLATE
- D. SAMPLE TRAINING TOPICS
- E. LIST OF CHEMICALS for GROUNDS & CUSTODIAL DEPARTMENTS

APPENDIX A

Additional Resources:

- The Cal/OSHA Hazard Communication Regulation – a Guide for Employers That Use Hazardous Chemicals
 - https://www.dir.ca.gov/dosh/dosh_publications/hazcom.pdf
- Centers for Disease Control (CDC) Hazard Communication for Disinfectants Used Against Viruses
 - https://www.cdc.gov/niosh/topics/disinfectant/default.html#anchor_1592574554029
- Cal/OSHA Title 8 Regulations – Hazard Communication
 - <https://www.dir.ca.gov/title8/5194.html>
- OSHA Fact Sheet – Steps to an Effective Hazard Communication Program for Employers That Use Hazardous Chemicals
 - <https://www.osha.gov/sites/default/files/publications/OSHA3696.pdf>

APPENDIX B

Sample Hazardous Chemicals List

San Luis Coastal Unified School District Hazardous Chemical List

Hazardous Substance	Operation/Work Area	SDS (date)

APPENDIX C

Sample Hazard Communication Training Roster

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT

TOPIC: _____ DATE(S): _____

LOCATION: _____ INSTRUCTOR: _____

LENGTH OF CLASS _____ HRS. _____ Initial _____ Refresher

TRAINING CLASS SIGN-IN

	NAME-PRINTED	SIGNATURE	DEPARTMENT/SITE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

APPENDIX D

Topics

- Requirements of the hazard communication regulation, including the employee's rights under the regulation
- Any operation in the work area, including non-routine tasks, where hazardous substances or Proposition 65 carcinogens are present, and exposures are likely to occur
- Location and availability of the written Hazard Communication Program, including the list of hazardous chemicals and safety data sheets
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area
- The measures employees can take to protect themselves from these hazards, including specific procedures implemented to protect employees from exposure to hazardous chemicals
- Emergency procedures, including location and proper use of first aid, in the event of exposure to hazardous substances
- Details of the Hazard Communication Program, including an explanation of the labels received on shipped containers and the workplace labeling system, safety data sheets, and how employees can obtain and use the appropriate hazard information

APPENDIX E

Last Updated: 04/12/2023

Current Custodial Chemical List

Big D Enzym D (Bacterial Deodorizer)
 Boardwalk Chewing Gum Remover
 Buckeye Cert Creme Clenser
 Buckeye Clarion 25 Floor Finish
 Buckeye Clarion Floor Finish
 Buckeye Defoam
 Buckeye Eco Floor Cleaner E33
 Buckeye Eco Glass Cleaner HD E12
 Buckeye Eco Hydrogen Peroxide E15
 Buckeye Eco Muscle Cleaner E14
 Buckeye Eco Nuteral Disinfectant E23
 Buckeye Eco Odor Eliminator E41
 Buckeye Eco PH Neurtral Cleaner E31
 Buckeye Eco Sanitizer E62
 Buckeye Gone H2O2
 Buckeye Jet Stream Carpet Cleaner
 Buckeye Juggernaut Floor Stripper
 Buckeye Liquimax Floor Finish
 Buckeye Proclaim Concrete Floor Sealer
 Buckeye Sparkle Acid Cleaner
 Buckeye Symmetry Antimicrobial Foaming Hand Wash
 Buckeye Symmetry Foaming Hand Sanitizer Fragrance Free
 Buckeye Symmetry Green Certified Foaming Hand Wash
 Buckeye Symmetry Hand Sanitizer
 Buckeye True 7
 Buckeye Workout
 Clorox Germicidal Bleach
 Clorox Pro Clean-Up
 Fresh Products Bio Conqueror 105 Deodorizer
 Fresh Products Supersorb Deodorizer
 GooGone Adhesive remover
 KaiBlooeey Mild Acid Cleaner
 KaiVac KaiBlooeey
 KaiVac KaiBosh
 KaiVac KaiDri
 KaiVac KaiO
 Misty Stainless steel cleaner
 Motsenbocker Lift off spray graffiti remover
 Zeplnc. Misty Board Clean

Current Grounds Chemical List

Blendmagic 40% Vinegar Home and Garden
 Essentria IC3 Insecticide
 Gopher GetterType 2 Bait
 Kaput ground squirrel Bait
 Rescue Reusable Yellow Jacket Trap and Attractant
 Simplot Best Turf Supreme 16-6-8 w/ Trimec
 Terro Ant Bait
 The Giant Destroyer
 Tomcat Bait Chunks

Grounds Comprehensive Chemical List

Contac Rodenticide
 D-con Bait Station
 Delta Dust Insecticide
 Drive 75 DF Herbicide
 Gro Tec Maxide Hornet Wasp & Yellow Jacket Killer
 Maxide Dual Action Insect Killer
 Monsanto Aquamaster Herbicide
 Monsanto Ranger Pro Herbicide
 Monsanto Roundup Weather Max Herbicide
 Spectracide Wasp & Hornet Spray
 Syngenta Fusilade II Turf and Ornamental
 Termidor Dry Termiticide
 Termidor HE Termiticide
 Termidor SC Termiticide

APPENDIX E

Custodial Comprehensive Chemical List

- Big D Granular Deodorant
- Big D Industrial Deodorant
- Bio Gest Drain Maintainer
- Boardwalk Dust Magnet
- Boardwalk Pink Lotion Soap
- Boardwalk SS Polish
- Buckeye Sanicare Lemon Quat
- Buckeye Star Spray
- Buckeye Touch & Go
- Chemcor Carpet Spin Bonnet Clean
- Chemcor Finish Gloss 200
- Chemcor Lemon Disinfectant Neutral Cleaner
- Chemcor Premium Gloss
- Chemcor Spray Buff
- Chemcor Wax Stripper
- Chemcor Window Cleaner 50-1
- Clorox Pro Clean-Up
- Gojo Micrell Antibacterial Lotion Soap
- GooGone Adhesive remover
- Henkel Boraxo Powdered Hand Soap
- KIK Pure Bright Clear Ammonia
- KIK Top Job Bleach
- Motsenbocker Lift off spray graffiti remover
- Sheila Shine
- WD-40 Lava Bar
- Zepinc Mst Secure Acid Cleaner
- ZepInc. Misty Pine
- Zeplinc Mst Take off