



OXNARD SCHOOL DISTRICT



HAZARD COMMUNICATION PROGRAM

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1. SCOPE

The Oxnard School District is firmly committed to providing each of its employees a safe and healthy work environment as required by the Hazard Communication Regulation, California Code of Regulation, Title 8 (CCR 8), Section 5194. OSHA regulations require employees to establish a Hazard Communication Program to transmit information on the hazards of chemicals to their employees by means of a written plan, training programs, labels on containers, and Material Safety Data Sheets or Safety Data Sheets.

Implementation of a Hazard Communication Program will guarantee all employees the “Right-To-Know” the hazards and identities of the chemicals with which they work, and will reduce the occurrences of chemical-related occupational illnesses and injuries. The Oxnard School District Hazard Communication Program is designed to:

- Reduce the likelihood of injury or illness to employees by implementing specific procedures to identify and evaluate the chemical hazards in the workplace.
- Inform and train employees on those hazards.
- Ensure that all individuals at risk are adequately informed about the chemicals used and stored in their workplace.
- Outline procedures for all employees working with hazardous chemicals.

2. PROGRAM RESPONSIBILITIES

Risk Management Office

- a. Responsible for implementation and management of Hazard Communication Program.
- b. Assist departments in complying with program requirements including labeling, Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS), employee information and training, and record keeping.
- c. Employees who would like a copy of the District Hazard Communication Program and/or CCR 8, Section 5194 may contact the Risk Management Office.
- d. Coordinate the collection and disposal of all hazardous waste generated at Facilities, Grounds and Transportation.
- e. Participate in state regulated Hazardous Waste Inspections (CUPA)

Administrators, Principals, Managers and Supervisors

- a. Develop procedures to ensure that all requirements of the Hazard Communication Program have been met before employees are exposed to hazardous substances under normal conditions of use or in a foreseeable emergency.
- b. Providing job specific and general safety and hazard communication training to all employees.
- c. Conduct periodic site inspections and taking immediate action in rectifying dangerous work conditions, work procedures and/or attitudes that adversely affect the health and safety of all employees.
- d. Investigating industrial accidents, injuries, illnesses and/or near miss incidents resulting from hazardous substance usage or handling and determining the cause of the incident and the corrective actions needed to prevent its reoccurrence.
- e. Ensure any hazardous chemicals that arrive at the department are properly labeled.
- f. Develop and maintain an inventory of hazardous substances present in all work areas within the department and forward a copy of the list to Risk Management.
- g. When ordering hazardous substances, request on the Purchase Requisition form an MSDS or SDS.

- h. Follow up to ensure department personnel are following policies and procedures of the District's Hazard Communication Program.
- i. Maintain a file of MSDS and/or SDS's in a location readily accessible to department employees or access online at <https://msdsmanagement.msdonline.com/?ID=A484E82F-AB41-40A6-A2D6-E9BBD89BC48D>
- j. Maintain records of training and compliance activities conducted.

All Employees

- a. Comply with all District and departmental safety policies and procedures.
- b. Notifying their supervisor if they do not fully understand District and/or departmental safety policies and procedures and/or hazards associated with their job.
- c. Report all dangerous conditions and/or defective tools, equipment and safety devices to their supervisor immediately.
- d. Reporting all accidents, near misses and injuries to their supervisor immediately.
- e. Keeping work areas clean and orderly at all times.
- f. Attend Hazard Communication training and become familiar with the MSDS or SDS for chemicals in their immediate workplace.
- g. Become familiar with the implement protective measures such as wearing the associated personal protective equipment for handling those chemicals.
- h. Wear required protective safety equipment and clothing as required by departmental safety rules and procedures or as directed by their supervisor.

Outside Contractors/Sub-Contractors

Responsible for the following:

- Contractors are responsible for developing and implementing their own Hazard Communication Program requirements.
- Providing MSDS or SDS's for all chemical substances subject to the MSDS requirement prior to performing their job.
- Abiding by all District health and safety rules, as well as all federal, state and local regulations.

3. CHEMICAL INVENTORY

Each department shall maintain a list of hazardous substances used in the department. The list shall contain the chemical or common name which is indicated on the material safety data sheet (MSDS) or Safety Data Sheet (SDS) for the substance (see Appendix section for a sample list format). Employees can access inventory of hazardous substances used in district at

<https://msdsmanagement.msdonline.com/?ID=A484E82F-AB41-40A6-A2D6-E9BBD89BC48D>

4. MATERIAL SAFETY DATA SHEETS/SAFETY DATA SHEETS (MSDS/SDS)

The purpose of Material Safety Data Sheet or Safety Data Sheet is to provide safety data about a specific chemical substance. A manufacture or importer must generate an MSDS or SDS for each chemical covered by the Hazard Communication Standard. The identity listed on the MSDS must allow cross-reference between the MSDS, chemical inventory and label.

Every department is responsible and required to obtain an MSDS or SDS on all ordered products which contain hazardous chemicals. Submitting the MSDS or SDS to designated person with program responsibility as indicated in Section 2 of this Program. Supervisor/Managers will verify that an MSDS or SDS is available prior to the use of any new chemicals in their department.

The Purchasing department will assist in obtaining the MSDSs or SDSs, review for completeness, for products that are requisitioned through Purchasing. If an MSDS or SDS is not received or otherwise available the Purchasing Department will request one from the manufacturer.

Risk Management will assist in maintaining the on-line data system for district.

If Material Safety Data Sheets or Safety Data Sheets are missing or new hazardous substance(s) in use do not have Safety Data Sheets, or if an Material Safety Data Sheet or Safety Data Sheet is obviously incomplete, a new Safety Data Sheet will be requested through the on-line MSDS management system.

- a. Material Safety Data Sheets and Safety Data Sheets for all hazardous substances to which employees are exposed are located at: <https://msdsmanagement.msdonline.com/?ID=A484E82F-AB41-40A6-A2D6-E9BBD89BC48D>
- b. Material Safety Data Sheets and Safety Data Sheets will be backed up on an annual basis.
- c. For employees that do not have computer access, copies of Material Safety Data Sheets and Safety Data Sheets are kept in binders in suitable locations, such as custodian rooms or custodian carts.
- d. Employees may review Material Safety Data Sheets and Safety Data Sheets and the standard by following this procedure:
 - 1) Log on to the on-line MSDS management system
 - 2) Check the binders in their work area
 - 3) Contact their supervisor and request a link to the on-line system or a copy of the requested Material Safety Data Sheets or Safety Data Sheet.
 - 4) Contact the designated person with program responsibility as indicated in Section 2 of this Program.
- e. Material Safety Data Sheets requested by employees but not on hand will be uploaded to the on-line MSDS management system within seven (7) days.
- f. Material Safety Data Sheets and Safety Data Sheets will be retained for at least 30 years after a product containing a toxic substance is discontinued, as required in CCR 8, section 3204.

5. LABELING AND OTHER FORMS OF WARNING

Each department shall ensure that each container of hazardous substances in the workplace is labeled, tagged or marked with the following information:

- a. Identification of the hazardous substance(s) contained therein;
- b. Appropriate hazard warning.
- c. Name and address of manufacturer, importer, or other responsible party.

All secondary containers of hazardous materials shall be labeled using one of the approved secondary container labeling. Secondary labels are available on request for use on containers that do not have manufacturer's labels from the Risk Management Department. These individuals will also ensure that all secondary containers have secondary labels containing the same information. Temporary containers that will not contain chemicals or chemical products beyond the current work shift placed and only used by the same person need not have a secondary label.

Global Harmonization System (GHS) compliant labels

- a. Identity of Hazardous substance(s),
- b. Name and address of the manufacturer or supplier
- c. Signal words
- d. Hazard statements
- e. Precautionary statements
- f. Pictograms

Employee shall not remove or deface existing labels on incoming containers of hazardous substances.

The label requirements of this program do not apply to the following substances:

- a. Any pesticides regulated by the Federal Insecticide, Fungicide, and Rodenticide Act
- b. Any food, food additive, color additive, drug or cosmetic regulated by the Federal Food, Drug, and Cosmetic Act.
- c. Any distilled spirits, wine, or malt beverage intended for non-industrial use regulated by the Federal Alcohol Administration Act; and
- d. Any consumer product or hazardous substance regulated by the Consumer Product Safety Act.

6. PROPOSITION 65

Pursuant to Section 5194, subparagraph (b)(6)(A)2, the District is not subject to the requirements of the Safe Drinking Water and Toxic Enforcement Act of 1986, also known as Proposition 65.

7. EMPLOYEE INFORMATION AND TRAINING

- a. Employee training is provided initially to all employees and for all new employees. This training covers the following areas:
 1. The requirements of the Hazard Communication Regulation, including the employees' rights under the regulation.
 2. The location and availability of the written Hazard Communication Program.
 3. Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
 4. Protective practices the district has taken to minimize or prevent exposure to these substances.
 5. How to read labels and review MSDSs and/or SDSs to obtain hazard information.
 6. Physical and health effects of the hazardous substances.
 7. Symptoms of overexposure.
 8. Measures employees need to put into practice to reduce or prevent exposure to these hazardous substances by engineering controls, work practices, and use of personal protective equipment.
 9. Emergency and first-aid procedures to follow if employees are exposed to hazardous substances.
- b. Employees will receive additional training when a new hazard is introduced into the workplace.
 1. Training concerning the new hazards (new chemical hazards or new information on MSDSs) will be provided within 30 days and documented.

c. This training is documented in the following manner:

- Safety Training Sign-in sheet
- Employee Acknowledgment

d. Periodic refresher training may be provided and documented as follows:

- ✓ Quarterly Toolbox meeting covering one aspect of Hazard Communication
- ✓ Hazard Communication training once every two years

Target Solutions – Online Internet-based training and compliance program. The training program is available at <http://www.targetsolutions.com/oxnardesd>.

e. Training documentation will be as follows:

- Paper copies of training documentation will be kept for three (3) years in Risk Management Office.

f. On-line training documentation will be kept for as long as the district utilizes the service.

- If the on-line training service is discontinued, a copy of the most recent training documentation will be printed and kept as indicated in paragraph e.
- If the on-line training service is discontinued, efforts will be made to transfer training records to a new on-line service, as available.

8. HAZARDOUS NON-ROUTINE TASKS

Employees required to perform hazardous non-routine tasks (e.g., cleaning tanks, entering confined spaces, etc), a special training session will be conducted to inform you regarding the hazardous chemicals to which you might be exposed and the proper precautions to take to reduce or avoid exposure. (Contact Risk Management Department)

9. ACCESS TO HAZARDOUS AREAS

Due to the potential for exposure to hazardous substance, designated areas shall have limited access to district employees and/or outside personnel. Hazardous areas are identified by signage on the location door. A contact person(s) is identified along with their phone number. Work orders will indicate work is scheduled for a hazardous location. If an area cannot be cleared of hazardous material, appropriate personal protection shall be worn to avoid whatever hazard is involved.

10. REPORTING OF UNSAFE CONDITIONS OR HAZARDS

Employees are required to immediately report any unsafe conditions or hazard relating to hazardous substances that they discover in the workplace to their supervisor and/or Risk Management Department or other authorities including Superintendent. No employee will be disciplined or discharged for reporting ANY hazardous substance in the workplace or unsafe condition.

11. RECORDKEEPING REQUIREMENTS

Any records of employee exposure to hazardous substances or medical records must be kept for a period of duration of employment of affected employees plus 30 years.

MSDS and/or SDS's may be destroyed as long as records of what chemicals were used are maintained for 30 years.

School Name Work Area _____

**CHEMICAL HAZARD COMMUNICATION PROGRAM
CHEMICAL INVENTORY LIST**

The following is a complete and accurate list of products and chemicals used or stored in this work area at this time.

ADD or PRODUCT BRAND NAME (Usually on front of bottle.) (+ or -) (Area should use chemical name)	MANUFACTURER'S NAME PURPOSE OF Chemical/Chemical Product (Usually on back of package or bottle.) Example: Disinfectant _____
1	
2	
3	
4	
5	
6	
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12	
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25	

Approved signature of person responsible for work area

Date

Note: Send copy to Risk Management Department to update lists

**HAZARD COMMUNICATION PROGRAM
DEFINITIONS FOR REFERENCE**

Acute Health Effect – rapidly occurring health effect

Chemical – any element, chemical compound, or mixture.

Chemical Manufacturer – where chemicals are produced for use/distribution.

Chemical Name – based on a scientific nomenclature system and assigned a number.

Chronic Health Effects – health effect from long-term exposure.

Combustible Liquid – any liquid having a flashpoint above 100°F

Common Name – trade name or other name of chemical.

Compressed Gas – a pressurized gas or mixture of gasses.

Container – bag, barrel, bottle, box, can, cylinder, tank containing a hazardous chemical.

Distributor – a supplier of hazardous chemicals to other distributors or to employers.

Employee – a worker having possible exposure to hazardous chemicals under normal operating conditions or in foreseeable emergencies. (Office workers are excluded.)

Employer – a business where chemicals are used/distributed/produced (incl. Contractors).

Explosive – a chemical that causes a sudden release of pressure.

Exposure – employee is subjected to a chemical causing physical/health hazard at work.

Flammable – aerosol, gas, liquid, or solid causing a fire due to its ignitability.

Flashpoint – min. temp. at which a liquid gives off enough vapor to ignite.

Foreseeable Emergency – potential occurrence of equipment or container failure.

Hazardous Chemical – any chemical with a physical or health hazard on MSDS.

Hazard Warning – words/pictures/symbols on label, etc. of a physical/health hazard.

Health Hazard – scientifically established acute or chronic health effects on employees.

Identity – chemical or common name.

Immediate Use – used only by one person during the same work shift.

Label – written/printed/graphic affixed to container of hazardous chemical.

Material Safety Data Sheet (MSDS) – an information sheet developed by the manufacturer under guidelines for each chemical/chemical product that employer shall have in the workplace for each hazardous chemical used.

Mixture – a non-reactive combination of chemicals.

Oxidizer – initiates or causes a fire through release of oxygen.

Physical Hazard – chemical that is a combustible liquid, compressed gas, explosive, flammable, organic peroxide, oxidizer, pyrophoric, unstable (reactive), or water reactive.

Pyrophoric – a chemical that ignites spontaneously in air at less than 130°F.

Responsible Party – someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

Unstable (reactive) – a chemical that reacts vigorously under shock, pressure, or temp.

Water-reactive – reacts with water to release gas that is flammable or is a health hazard.

Work Area – a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

Workplace – building/site/project at one geographical location with work area(s).

REVISION HISTORY

Date	Description
7/2010	Program created
6/2011	Revised contents
8/2012	No Changes
6/2013	No Changes
7/2014	Revised contents
7/2015-2019	No changes
9/2021	Revised contents
7/2022	Updated District Logo
7/2024	Revised contents added appendices