

Section 14: Hazard Communication Program (HazCom)

1. Policy

A. To ensure that information about the dangers of all hazardous chemicals used by MCSD is known by all affected workers, the following hazard communication program has been implemented. Under this program, workers will be informed of the requirements of the 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 SDSs.

B. 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 from:

- (1) The MCSD Safety Director, or designee;
- (2) At all sites upon request;
- (3) On all staff desktops; and
- (4) Posted on the district website for review by any interested employee.

C. The Maintenance Supervisor is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

2. Container Labeling

A. The Maintenance Supervisor 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 contact information (name, address and telephone number).

B. Employees 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 the Maintenance Supervisor.

C. On the following individual stationary process containers, MCSD uses posted signage rather than a label to convey the required information:

- (1) Gasoline Tank
- (2) Diesel Tank

D. MCSD uses MSDSOnline as its in-house labeling system. The Maintenance Supervisor will review the labeling procedures every six (6) months and will update labels as required.

3. Safety Data Sheets (SDSs)

A. The Maintenance Supervisor is responsible for establishing and monitoring the MCSD SDS program. The procedure below will be followed when an SDS is not received at the time of initial shipment:

- (1) Any missing SDSs will be reported immediately to the Maintenance Supervisor.
- (2) The Maintenance Supervisor will research the product to retrieve the proper SDS and ensure it is added to the MCSD List of Hazardous Chemicals and/or MSDSOnline eBinder.

B. Copies of SDSs for all hazardous chemicals to which workers are exposed or are potentially exposed will be kept in the MCSD MSDSOnline eBinder. Employees may electronically access SDSs through the following procedure:

(1) From a desktop computer:

- (a) Go login.ehs.com.
- (b) Enter your Username and Password.
- (c) If the eBinder is not automatically displayed, click "Menu" in the upper, left-hand corner and select "eBinder."
- (d) Use the "Search eBinder" field to enter a specific product or find the product by scrolling through the list provided.
- (e) Click on the document icon or product name to view the SDS.
- (f) If there is a product being used that is not in the eBinder, please report it to the Maintenance Supervisor immediately.

(2) From a mobile device:

- (a) Download the app "SDS/Chemical Management" from either the App Store for iPhone users or Google Play for Android users.
- (b) Enter your Username and Password.
- (c) If the eBinder is not automatically displayed, click "Menu" in the upper, left-hand corner and select "eBinder."
- (d) Use the "Search eBinder" field to enter a specific product or find the product by scrolling through the list provided.
- (e) Click on the document icon or product name to view the SDS.
- (f) If there is a product being used that is not in the eBinder, please report it to the Maintenance Supervisor immediately.

C. SDSs will be readily available to all employees in each work area during each work shift. If an SDS is not available, contact the Maintenance Supervisor. When revised SDSs are received, the Maintenance Supervisor will update the MSDSOnline eBinder and SDS hardcopy binder accordingly.

D. The Maintenance Supervisor is responsible for reviewing the SDSs received for safety and health implications and initiating any needed changes in workplace practices.

4. Employee Information and Training

A. The Maintenance Supervisor is responsible for employee information and training pertaining to hazardous chemicals and this Hazard Communication Program.

B. Every worker who will be potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication standard, this Program, use of MSDSOnline, and hazardous chemicals in their work area before starting work. Information and training will include:

(1) Training for MSDSOnline use. A 12-minute training video may be accessed by logging into MSDSOnline using the procedure in Section (3)(B), above. Click on “**Help Center**” or question mark icon in the upper right corner. In the search field, enter “**Training Registration**” and select “**Training Registration[SDS/Chemical Management System].**” Scroll down to “**MSDSOnline HQ General User Training**” and download the video. Employees may also watch any other MSDSOnline training videos, especially those applicable to general users.

(2) Training on GHS – Hazard Communication is available through the MCSD Learning Management System.

(3) OSHA QuickCards on SDSs, Standard Labels, and Pictograms.

(4) How to detect the presence or release of a hazardous chemical in the workplace, hazards posed by chemicals in the workplace, and protection measures implemented by MCSD.

C. Prior to introducing a new chemical hazard into any work area, each employee 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:

(1) Both verbal and written directions will be provided by the Maintenance Supervisor prior to introducing any new hazardous chemical into the work area.

(2) A demonstration of how to use any new hazardous chemical will be provided upon request.

5. Hazards of Non-routine Tasks

Periodically, employees are required to perform non-routine tasks that are hazardous. Prior to starting work on such projects, each affected employee will be given information by the Maintenance Supervisor about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, 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.

6. Informing Other Employers/Contractors

A. It is the responsibility of the Maintenance Supervisor to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to on MCSD sites, and suggested precautions for employees. It is the responsibility of the Maintenance Supervisor to obtain information about hazardous chemicals used by other employers to which our workers may be exposed.

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

(1) A guest account for MCSD's MSDSonline program will be made for all outside vendors and contractors providing access to the SDS's for all hazardous chemicals used in our district.

(2) Hard copies on all SDSs can also be provided upon request.

C. 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 MCSD. Also, other employers will be informed of the hazard labels used by MCSD. 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.

7. List of Hazardous Chemicals

A. A list of all known hazardous chemicals in the workplace is attached to this program. This list includes the name of each chemical, and the work area(s) in which each of the chemicals is used. Further information on each chemical may be obtained from the SDSs, located in our MSDSonline eBinder. The hazardous chemical inventory is compiled and maintained by the maintenance supervisor.

B. 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:

(1) Report any new chemicals immediately to the Maintenance Supervisor.

(2) The Maintenance Supervisor will acquire the proper SDS and have it added to our MSDSonline eBinder within 30 days.

(3) The Maintenance Supervisor will provide training on how to use any new chemicals.

8. Program Availability

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