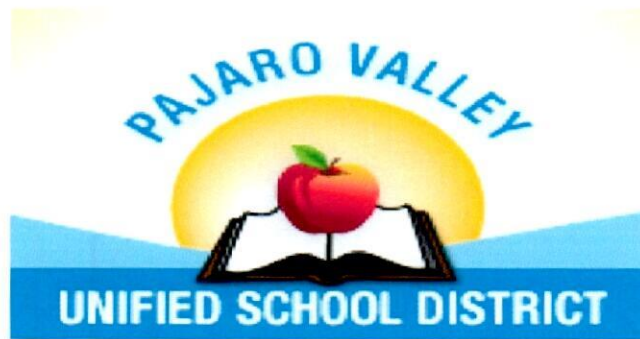


HAZARD COMMUNICATION PROGRAM

For



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

AUGUST 2020

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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 of Classification of Chemicals and Labeling (GHS.) 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 is to establish guidelines and policies to ensure that all members of the Pajaro Valley 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 District 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.

RESPONSIBILITIES

The Pajaro Valley Unified School District program establishes responsibilities for the implementation of the Hazard Communication Program. The Superintendent is responsible for ensuring that the applicable operations of the District are conducted in accordance with these provisions.

Risk & Safety Management in conjunction with Maintenance & Operations are the Hazard Communication Program Coordinators and are responsible for overall program development including annual review of the plan, serve as a central repository for SDS, provide general hazard communication training, and assist users of chemicals.

The Hazard Communication Coordinators may obtain assistance from School Site 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 Coordinators will also ensure chemical containers are adequately labeled, and that employees are provided specific training for the materials they use. Training must also include details of their specific Hazard Communication Program (such as location of the SDS file and any in-house procedures). The written Hazard Communication Program and SDS file must be accessible to employees during their normal working hours.

Chemical users are responsible for maintaining familiarity with the materials they use, using them in a safe and responsible manner, and seeking supervisory support before using new materials or using materials in unusual situations.

SITE SPECIFIC HAZARD COMMUNICATION INFORMATION

The Pajaro Valley School District program applies to all faculty, staff, and volunteers. The areas/school sites covered by this specific plan are included in **Attachment A**.

SDS are maintained and accessible at the sites, in the Maintenance & Operations Department and in the Warehouse areas of the District.

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 Maintenance & Operations in conjunction with Risk & Safety Management.

The Hazard Communication Coordinators monitor and maintain records of employee training. Training Records will be maintained in the personnel files located in the Human Resources Department, training sign-in sheets at the site as well as sign-in sheets maintained in Risk & Safety Department.

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.

LIST OF HAZARDOUS CHEMICALS

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 cleaning agents, adhesives, copying supplies, art materials, paints, strippers, solders and welding supplies, fertilizers, pesticides, and compressed gases contain hazardous materials and must be included on the inventory. The list of materials for each school site and or shop is attached (Appendix B). A compiled list of materials stored in the District can be found in the Maintenance & Operations Department.

SAFETY DATA SHEETS (SDS)

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 Coordinators, or their designee, will be responsible to secure new SDS 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 Hazard Communication Coordinators will secure and maintain an SDS for each hazardous material used in their area.

SDS may be accessed electronically (i.e., via computer locally or via Internet) using the following link: <https://sds-app.azurewebsites.net/safetysearch.html?clientId=ZRX2WMWRPXF795TWZKRXM72UNJPFPM> If electronic access is used, the procedure to access those sheets is attached and employees will be trained in the access procedure.

SDS 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. Appropriate SDS may be maintained in a binder or immediately accessible by phone, fax, or computer.

SDS 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 Coordinators shall secure the needed SDS by contacting the chemical manufacturer.

SDS follow the uniform GHS 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.

Physical Hazards

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

Health Hazards

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

Environmental Hazard (Non Mandatory)

Environment



- Hazardous to the Aquatic Environment

LABELS AND OTHER FORMS OF WARNING

The Hazard Communication Coordinators, in conjunction with appropriate staff, provide oversight to ensure that hazardous chemicals in the district 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 (see label provided below.) 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 work shift) do not require labeling.



Hazard Communication Standard Labels

OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on the right. Supplemental information can also be provided on the label as needed.

For more information:



(800) 321-OSHA (6742)
www.osha.gov

SAMPLE LABEL

CODE _____ Product Name _____	} Product Identifier	 Signal Word Danger
Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____		
Keep container tightly closed. Store in a cool, well-ventilated place that is locked. Keep away from heat/spark/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take pre-ventive measures 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 If inhaled call Poison Center. If on skin for hours: take off immediately any contaminated clothing. Rinse skin with water.	} Hazard Statements Highly flammable liquid and vapor. May cause liver and kidney damage.	
} Precautionary Statements		} Supplemental Information Directions for Use _____ _____ _____ Fill weight _____ Lit. Number _____ Gross weight _____ HZ Date _____ Expiration Date _____

OSHA 3092-02 2012

The area supervisor will ensure that containers in the facility are labeled and that the labels are up-to-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 Hazard Communication Coordinators or their designate 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 employee's 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.

CONTRACTOR EMPLOYERS

The Hazard Communication Program Coordinators 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.

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 entering the fume hood body or moving laboratory equipment or stored chemicals without the permission of the supervisor.

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

APPENDIX A

LIST OF AREAS, DEPARTMENTS & SCHOOL SITES COVERED
BY THIS PLAN

Site	Site Coordinator
Amesti Elementary	Carlos Moran, Principal
Ann Soldo Elementary	Elaine Parker, Principal
Bradley Elementary	Brian Saxton, Principal
Calabasas Elementary	Todd Westfall, Principal
Duncan Holbert	Nichole Salles-Cunha, Principal
Freedom Elementary	Gloria Puga, Principal
H.A. Hyde Elementary	Brooke Hofkins, Principal
Hall District Elementary	Mayra Fernandez, Principal
Landmark Elementary	Roberto Torres, Principal
MacQuiddy Elementary	Shelby Bidy, Principal
Mar Vista Elementary	Stephanie Monroe, Principal
Mintie White Elementary	Vickie Hallof, Principal
Ohlone Elementary	Jean Gottlob, Principal
Radcliff Elementary	Laura Smith, Principal
Rio Del Mar Elementary	Meghan Green, Principal
Starlight Elementary	Jaclynne Medina, Principal
Valencia Elementary	Caryn Lane, Principal
Aptos Junior High School	Rich Moran, Principal
Cesar Chavez Middle School	Benjamin Benavidez, Principal
E.A. Hall Middle School	David Harrah, Principal
Lakeview Middle School	Dr. Rosa Hernandez, Principal
Pajaro Middle School	Nubia Padilla, Asst. Principal
Rolling Hills Middle School	Ivan Alcaraz, Principal
Aptos High School	Peggy Pughe, Principal
Diamond Tech Institute	Marci Keller, Principal
New School CD High School	Rafael Ramirez II, Principal
Pacific Coast Charter School	Andrew Singleton, Principal
Pajaro Valley High School	Matt Levy, Principal
Renaissance High School	Deanna Young, Principal
Watsonville High School	Joe Gregorio, Asst. Principal
Alianza Charter School	Veronica Aguilar, Principal
Watsonville Charter School of Arts	Danielle Wentworth, Asst. Principal
Adult Education	Todd Livingstone, Asst. Director
Child Development	Lisa Sandoval, Coordinator
Extended Learning	Carol Ortiz, Director
Food Services	Jean Aitkens, Supervisor
Maintenance & Operations	Richard Reid, Director
Maintenance & Operations (Custodial)	Kevin Roth, Supervisor
Purchasing & Warehouse	Rich Arellano, Director
Warehouse	Mark Healy, Warehouse Lead
SELPA	Heather Gorman, Director
Student Services	Elizabeth Rocha, Coordinator
Transportation	Katie Powell, Director
	Josh Davis, Lead Mechanic
VAPA	Susan Gaulty, Director

APPENDIX B

LIST OF HAZARDOUS MATERIALS COVERED BY THIS PLAN
CAN BE ACCESSED THROUGH THE FOLLOWING LINK:

[https://sds-
app.azurewebsites.net/safetysearch.html?clientId=ZRX2WMWRPX
F795TWZKRXM72UNJPFPM](https://sds-app.azurewebsites.net/safetysearch.html?clientId=ZRX2WMWRPX
F795TWZKRXM72UNJPFPM)

Master Inventory is House in
Maintenance & Operations and
Risk & Safety Departments

APPENDIX C

INSTRUCTIONS FOR NAVIGATING SDS SEARCH LINK

Accessing Safety Search

A Safety Search webpage link, otherwise known as a URL, will be provided to you by a GSM administrator. Clicking the link provides access to Safety Search. For future access to your library, bookmark the link in your browser. Please note, Safety Search works best with the Chrome browser. Any questions can be answered by contacting your GSM Support Representative.

Safety Search Landing Page

The Safety Search landing page will display in a customized fashion depending upon the client configuration. If location and sublocation links are visible on the landing page, clicking on a link will take the user to the product search page for the selected location or sublocation. Otherwise, the product search page for the main location will load by default.

Searching for an SDS by Product

The Safety Search location page defaults to searching by product, although searching by manufacturer is also available.

1. Enter your product name in the search field or click on any letter or number. All products beginning with that letter or number will appear, along with their manufacturer. If the Product Alias meets the search criteria, that product will be included in the search results. The total number of products in the search result will be displayed on the lower left corner of the screen.
2. Click the Exclude Obsolete Items checkbox, to exclude obsoleted products from the search.
3. Locate the product for which you are searching and click on that row to see information about that product and to access existing safety data sheets (SDSs).
4. The product page should appear, displaying the HMIS and NFPA symbols, if applicable. Details (e.g. whether a product is discontinued or exempt, or most recent review dates for the product), and a list of documents associated with that product (e.g. SDS, label, exemption letter, product info sheet) will also appear.
5. Select the SDS to view by clicking on the row containing Type, Language, and Date.
6. The selected SDS should display in a separate window. Hovering over the top right corner of the document allows the user to print or download the SDS.
7. To go back to the search page, simply close the SDS window.

Searching for an SDS by Manufacturer

The Safety Search landing page defaults to searching by product. To search by manufacturer, click the manufacturer tab at the top of the page.

1. Enter the Manufacturer name in the search field or click on any letter or number. All manufacturers beginning with that letter or number will appear, along with the number of

their Products assigned in the Safety Search library. The total number of manufacturers in the search results will be displayed on the lower left corner of the screen.

2. Locate the manufacturer for which you are searching and click on that row to see information about their products and to access existing SDSs.
3. Click on the product name from the displayed list to see information about that product and to access existing SDSs.
4. The product page should appear, displaying the HMIS and NFPA symbols (unless there are none), Details (e.g. whether a product is discontinued or exempt, or most recent review dates for the product), and a list of documents associated with that product (e.g. SDS, label, exemption letter, product info sheet) will also appear.
5. Select the SDS to view by clicking on the row containing Type, Language, and Date.
6. The selected SDS should display in a separate window. Hovering over the top right corner of the document allows the user to print or download the SDS.
7. To go back to the search page, simply close the SDS window.

Requesting or Adding an SDS

If you cannot locate your SDS in the system, and SDS Requests have been enabled in your library, simply click the "Request SDS" button at the bottom left of the screen. Fill in the required information in the popup window, and then click Submit to send the request.

Submitting a PDF of the SDS will result in much faster turnaround for requests. Typical turn-around time is 3-5 business days depending on manufacturer response. To close the Request SDS popup window, simply click the Cancel button.