



**Pittsburg
Unified School District
Health and Safety**

IIPP

**INJURY AND ILLNESS
PREVENTION PROGRAM**

**HAZARD COMMUNICATION
PROGRAM**

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HAZARD COMMUNICATION PROGRAM

MISSION

It is the policy of Pittsburg Unified School District (the District) to protect the health and safety of employees, students, guests, and the environment. This goal can be met through the development of a comprehensive and effective environmental health and safety plan known as the Injury and Illness Prevention Program (IIPP) that endeavors to eliminate unsafe conditions and minimize the impact of hazardous situations. Such a program can benefit the District and community by reducing illness and injury to students and personnel, preventing property damage, and preserving the environment. The District will make every reasonable effort to promote, create, and maintain a safe and healthful environment. This can only be realized by adherence to basic safety principles, sound management practices, and compliance with applicable federal, state, and local codes, laws, and standards.

SECTION I INTRODUCTION AND POLICY

The Hazard Communication Standard (California Code of Regulations, Title 8, Section 5194) establishes uniform requirements to ensure that all chemicals used in California workplaces are evaluated to determine their hazards. This information must be provided to employers and to their affected employees. Chemical manufacturers must perform the evaluations and convey the hazard information obtained to users by means of labels on containers and Material Safety Data Sheets (MSDS). Employers must educate their employees to understand the hazards associated with the hazardous materials they work with, and ensure that resources such as MSDS 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 Pittsburg 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 judgment 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.

The provisions of the Hazard Communication Program apply to any hazardous substance, which is known to be present in the workplace, with the exception of specific research and teaching activities within laboratories.

The Chemical Hygiene Plan applies to most activities performed by research and teaching laboratory workers. The full scope of the HCP does apply to all non-research, or teaching uses of chemicals conducted within laboratories.

Consumer products packaged for and used by the general public, and used in a manner that will not result in significantly greater exposure than that of the general consumer, are excluded from the program.

SECTION II RESPONSIBILITY

The Pittsburg Unified School District program establishes responsibility for the implementation of the Hazard Communication Program.

Dorothy Epps, the Assistant Superintendent of Human Resources is responsible for ensuring that the applicable operations of the District are conducted in accordance with these provisions.

Marianne Solis, Director of Maintenance, Operations and Transportation is the Hazard Communication Program Coordinator and is responsible for overall program development, serves as a central repository for hard copy MSDS, provides general hazard communication training, and assists users of chemicals.

The Hazard Communication Coordinator will obtain assistance from each school site's Head Custodian for program maintenance. This includes the development and maintenance of an inventory of hazardous materials, as well as procurement and maintenance of an MSDS file for these hazardous materials. The site administrator and site custodian(s) 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 MSDS file and any in-house procedures). The written Hazard Communication Program and MSDS 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.

SECTION III SITE SPECIFIC HAZARD COMMUNICATION

The Pittsburg Unified School District program applies to all faculty, staff, students, visitors, and volunteers.

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

Sites

- Child Nutrition
- District Offices
- Early Childhood Education
- Foothill Elementary School
- Heights Elementary School
- Highlands Elementary School
- Hillview Junior High School
- Los Medanos Elementary School
- Maintenance and Operations
- Marina Vista Elementary School
- Martin Luther King Jr., Junior High School
- Parkside Elementary School
- Pittsburg Adult Education
- Pittsburg High School
- Rancho Medanos Junior High School
- Riverside High School
- Stoneman Elementary School
- Transportation
- Willow Cove Elementary School

MSDS are maintained and accessible at every school site location and via the District's web site.

An inventory of all hazardous chemicals used and stored by each school site, and/or shop will be maintained and updated as necessary.

The Hazard Communication Program Coordinator monitors and maintains records of employee training.

Training records will be maintained by the Human Resources 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.

SECTION IV LIST OF HAZARDOUS CHEMICALS

The hazardous chemical list will be updated upon receipt or removal of hazardous chemicals from the site. Many 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. Materials used in a similar quantity and fashion as a household consumer, are excluded from this Standard. The list of materials for each school site and/or office/department is attached (Appendix I). A compiled list of materials stored in the District can be found in the Maintenance office or on the District's web site www.pittsburg.k12.ca.us by following the link to Health and Safety.

SECTION V MATERIAL SAFETY DATA SHEETS (MSDS)

The objective of a Material Safety Data Sheet (MSDS) is to concisely inform an employee of the hazards of the materials they work with or may be exposed to so they can protect themselves and respond to emergency situations. The MSDS will consist of a fully completed OSHA Form 174 or equivalent. Each site or department will maintain an MSDS library for every substance on their list of hazardous chemicals. The Hazard Communication Program Coordinator will secure and maintain a MSDS for each hazardous material used at each site.

MSDS must be readily accessible to employees at each job site. Alternatively, MSDS may be accessed electronically (e.g., via computer locally, or via Internet). If electronic access is used, the procedure to access those sheets will be attached, and employees will be trained in the access procedure.

MSDS must be readily available to all employees and Cal/OSHA upon request.

MSDS must be received at the facility either prior to, or 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 MSDS is available in the area of use, the Hazard Communication Program Coordinator shall secure the needed MSDS by contacting the chemical manufacturer.

SECTION VI LABELS AND OTHER FORMS OF WARNING

The site custodian(s) will provide oversight to ensure that hazardous chemicals in their areas are properly labeled. Labels must include the product manufacturer and address, content, date and all known hazards.

However, if a label is falling off or deteriorating, it is everyone's responsibility to take action so that the identity of a material is not lost.

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 with the name of the material and the manufacturer as it appears on the MSDS, and an appropriate hazard warning. Chemical users must be trained in the recognition and purpose of the placard if one is used in the area. Placards are frequently used in science laboratories on small containers and squeeze bottles. 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.

The site custodian(s) will check frequently to ensure that containers in the facility are labeled and that the labels are up-to-date.

The site custodian(s) must notify the District's Hazard Communication Program Coordinator when a material is no longer going to be used. The MSDS information of that material must still be available for 30 years. The site custodian(s) may remove the inactive MSDS forms and relocate them into a non-active folder, if applicable.

Every district employee must provide a MSDS document for any product he or she brings on campus and chooses to leave on district grounds. This document must be approved as described and follow the MSDS outline in this program. This is a must, even if the product is non-toxic or a hazard. The District reserves the right to reject any product brought on to any site for any reason, being a hazard or not.

SECTION VII 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 Program Coordinator or their designee, 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:

- 1) A summary of the standard and this written program.
- 2) Hazardous chemical properties and methods that can be used to detect the presence or release of hazardous chemicals, including visual appearance and odor.
- 3) Physical and health hazards associated with potential exposure to workplace chemicals.
- 4) Procedures to protect against hazards; e.g., personal protective equipment, work practices, and emergency procedures.
- 5) Hazardous chemical spill and leak procedures.
- 6) Where MSDS are located, how to understand their content, and how employees may obtain and use appropriate hazard information.
- 7) The procedures for conducting non-routine tasks involving hazardous materials.
- 8) Accurate records on all safety training must be maintained by supervisory personnel. Records should include the employee name, date of training, topic covered, employee signature, and name of instructor. Records should also include a copy of any test or quiz used to evaluate level of knowledge and effectiveness of training.

SECTION VIII OUTSIDE CONTRACTORS

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 MSDS, if necessary.

SECTION IX NON-ROUTINE TASKS/WORK IN SCIENCE LABS

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. 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 science 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 science laboratory equipment, or stored chemicals without the permission of the supervisor.

APPENDIX I

INVENTORY OF HAZARDOUS MATERIALS COVERED BY THIS PLAN

The MSDS information can be located in two areas:

- The online version is accessible through the Pittsburg Unified School District web site (<http://www.pittsburg.k12.ca.us>)
 - Under the “Health and Safety tab” (<http://www.pittsburg.k12.ca.us/departments-hr-safety.aspx>)
 - Under the Safety Training on-line and titled Site MSDS.
- Each site shall have a current MSDS binder located in the Custodial room.