



HAZARD COMMUNICATION PROGRAM

**PERRIS ELEMENTARY SCHOOL DISTRICT
HAZARD COMMUNICATION PROGRAM**

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HAZARD COMMUNICATION PROGRAM

SCOPE AND PURPOSE

This program has been developed to provide employees who use, or who may be exposed to, hazardous substances, the necessary information to safely work with those substances. The Hazard Communication regulations require that manufacturers and suppliers prepare particular information about their products and provide that information to any purchaser/user of those products. These regulations apply to any hazardous substance known to be present in the work place to which employees may be exposed under normal working conditions or in a reasonably foreseeable emergency.

A copy of this plan can be found at each school site in the Administration Office, in Maintenance and Operations, posted to the district website under Risk Management and at the District Office in the Risk Management Department. Additional copies will be made available upon request.

The hazard communication regulation was established to ensure that hazards associated with substances used in the workplace were identified, and that the information was communicated to all affected employees through a comprehensive Hazard Communication Program (HCP). These regulations can be found in the; California Code of Regulations (CCR) Title 8, Division 1, Chapter 4, Section 5194, State of California – Labor Code (sections 6360-6399.7) and the Code of Federal Regulations (CFR) Title 29, Section 1910.1200.

PROGRAM COORDINATOR

The District designates the Risk & Safety Manager as the Program Coordinator, who shall be responsible for ensuring that the use, storage and disposal of hazardous substances is completed in accordance with the guidelines set forth in this document.

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EMPLOYEE INFORMATION AND TRAINING

All employees who use, or may be exposed to, hazardous substances are required to attend training on Hazards Communications. Training is required of new employees prior to commencing work with hazardous substances, ongoing employees as a refresher and for any employee, when a new hazardous substance is introduced in the work place. Training for employees shall consist of at least the following:

- Informing employees of the requirements in this program and the location of the written Hazard Communication Program.
- Informing employees of any operations at their site where hazardous substances are present.
- Training employees in the methods that may be used to detect the presence or release of hazardous substances in the work area.
- Informing employees of the health hazards associated with hazardous substances.
- Informing employees of the container labeling system, safety data sheets, and how employees can obtain and use the appropriate hazard information.
- Informing employees they are required to comply with all safety rules and regulations implemented for the purchase, storage, handling, use, and disposal of hazardous substances or wastes. Employees shall be informed that failure to comply with these rules and regulations may result in disciplinary action in accordance with the District's practice and policy.

LABELS AND OTHER FORMS OF WARNING

Any container in the work place that holds a hazardous substance is required to have a proper identification label. Any container into which a hazardous substance has been transferred must also bear the appropriate label. Employees shall not use substances from unlabeled containers. A label on any container received from the manufacturer or supplier must include, at least, the following information:

- Name of the product/substance
- A list of hazardous ingredients
- The appropriate hazard warning
- Manufacturers/suppliers name and address
- Manufacturers/suppliers phone and contact information

If a substance is transferred from its original container to another container (secondary container), a label must be affixed to that new container. The new label must contain:

- Name of the product/substance
- The appropriate hazard warning
- Manufacturers/suppliers name and address
- Manufacturers/suppliers phone and contact information

All Supervisors, Administrators, Department Heads are responsible for ensuring that containers in their work area remain properly labeled and the employees understand the labels.

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TOXICITY AND EXPOSURE

Toxic substances or chemicals are considered toxic if they can cause either short-term (acute) or long-term (chronic) health effects. A toxic substance is a health hazard when it has entered the body. Toxicity is dependent on several factors, including route of entry, degree of exposure, length of exposure, concentration of chemical, and a person's susceptibility. Toxicity is also affected by human factors such as age, diet, heredity, lifestyle, and exposure to other chemicals. The entry point of a toxic substance is referred to as the "route of entry." No substance has the same route of entry so it is important for employees to review the Safety Data Sheets to become aware of the entry routes for the substances they may be working with. Exposure may occur through the following routes:

- Absorption – this is the most common of the four routes of entry. Absorption occurs as the substance comes in contact with the skin and destroys some of the protective outer layer, thus allowing the toxic chemical to come in contact with the inner tissues and possibly the bloodstream.
- Inhalation – Toxic substances can create dusts, fumes, mists, vapors and smoke that can become airborne and affect the air being inhaled by the user. The toxic substance is then allowed to enter the respiratory tract through the nose and mouth and move downward through the windpipe and into the lungs.
- Ingestion – A toxic material, when ingested, is absorbed through the stomach and intestines into the bloodstream. The bloodstream may carry the toxic substance to the liver, which may or may not be able to detoxify all the toxic materials. Liver cells may be destroyed.
- Injection – Exposure to toxic substances by injection occurs very seldom. Injection can occur as the result of puncturing the skin with glass, metals, or other materials that are contaminated by toxic substances.

HAZARDOUS SUBSTANCE MATERIAL INVENTORY

An inventory of the hazardous substances known to be used in the District can be found in the Safety Data Sheets at each school site as well as on the district website under Risk Management.

Specific hazardous substance information is contained in the Safety Data Sheet. Supervisors and Administrators will ensure that employees are made aware of the location of the SDS Binder. Electronic SDS information are also available on the vendor website where the District acquires their chemicals and hazardous substances.

PERSONAL PROTECTIVE EQUIPMENT

Employees using hazardous substances should review the SDS prior to use for information on required/recommended PPE and precautions that should be taken to ensure against exposure, injury or illness. Employees should not work with or use hazardous substances for prolonged or repeated periods unless the proper precautions have been taken to keep the exposure to safe levels.

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PURCHASING HAZARDOUS SUBSTANCES

An effectively managed hazardous materials program begins with the appropriate purchasing controls. The disposal and purchasing of hazardous substances is costly, therefore; substances used by all departments and school sites should only be purchased in quantities necessary to do the job. Any unused substances should be transported to the Warehouse for disposal by the appropriate means.

HANDLING AND STORAGE OF HAZARDOUS SUBSTANCES

Each hazardous substance should be handled, used and stored in accordance with the information provided by the manufacturer through its container labels, MSDS's, and other standards of practice. Hazardous substances should only be handled with the proper personal protective equipment and only under the proper conditions. Carcinogens, radioactive materials and biological materials shall not be used within the District.

The proper storage of hazardous substances is as important as their proper handling. Inadequate storage space can result in overcrowding and the storage of incompatible chemicals. Shelf-stored hazardous substances should be visually checked on a regular basis by the Supervisor or Administrator. This visual inspection will help identify those substances that may be leaking, have corroded caps, or have developed other problems which indicate that they should be immediately disposed of in a safe manner. Storage shelves and cabinets should have sufficient lips, edges or restraints to prevent bottles or other containers of hazardous substances from falling.

DISPOSAL PROCEDURES

It is the responsibility of all employees to properly dispose of hazardous substances. Hazardous substances may not be disposed of into the sanitary sewer system (e.g. sink). Once a hazardous substance is determined to be no longer useful to the site, it shall require proper disposal.

The employee shall notify the Operations Manager or Risk Management that disposal is necessary.

Hazardous waste, if so designated, will be removed under contract with a licensed company. Maintaining all documentation and manifests created for any such removal is the responsibility of Risk Management who should receive all original documents.

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PESD EMERGENCY PROCEDURES

In case of a fire, spill or other emergency involving hazardous chemicals or waste, do the following:

MAJOR EMERGENCY

- Evacuate the affected area per the facility Evacuation Plan
- Call 911
- Report the emergency to the District Emergency Contact

MINOR EMERGENCY

- Try to control the emergency if you are trained to do so and can do it safely
- Report the emergency to the District Emergency Contact

DISTRICT EMERGENCY CONTACTS:

NAME	WORK PHONE	CELL PHONE
Charles Howe	(951) 657-3118 Ext: 3601	(951) 442-5246
Victor Guzman	(951) 657-3118 Ext: 4001	(951) 483-0154
Crystal Bonker	(951) 657-3118 Ext: 4032	(951) 483-0465

OUTSIDE EMERGENCY CONTACTS

AGENCY	TELEPHONE NUMBER
Fire Department, Ambulance, Police	911
Riverside County Hazardous Waste	(951) 358-5055
Office of Emergency Services (OES)	(800) 852-7550
Local Non-Emergency Law Enforcement	(951) 210-1000

EMERGENCY EQUIPMENT

Locations of fire extinguishers, fire alarms, and equipment for controlling chemical spills are shown on the facility site plan with this notice. Locations of electrical, gas and water shut-offs are also shown on the facility site plan.

NOTE – Ensure that facility employees are familiar with these emergency and evacuation procedures. An Emergency Coordinator must be available 24-hours to assist emergency response personnel.