



Hazard Communication Program

In order to enhance the health and safety of Washington Unified School District employees, this Hazard Communication Program has been established as required by the Hazard Communication Regulation (T8 CCR 5194). By increasing employee awareness, this program will help to reduce employee exposure to hazardous substances and promote safer work practices. The program elements, listed below, will help the District to identify and control hazardous substances present in the workplace.

List of Hazardous Substances

An inventory list of all known hazardous substances present at the District is available from the Maintenance & Operations Department. Specific information on each hazardous substance can be obtained by reviewing the Material Safety Data Sheet (MSDS).

Proposition 65 List of Chemicals

Updates of Proposition 65 listed chemicals, used by the District, will be made annually by the Maintenance, Operations, and Transportation Director (MOT Director) and the information will be provided to affected employees. In the case of newly added chemicals to the Proposition 65 list, warning requirements take effect 12 months from the date of listing. The Proposition 65 list can be reviewed at the Office of Environmental Health Hazard Assessment's (OEHHA) website (www.oehha.ca.gov).

Labels

Before hazardous substance containers are released to the work area, the supervisor providing the substance will verify that all primary and secondary containers are labeled with 1) the identity of the hazardous substance, 2) applicable warnings, and 3) the name and address of the manufacturer. The majority of substances used by the district will have a manufacturer made label with these warnings affixed to it. If the label is damaged or missing, the employee will report the problem to his/her supervisor immediately for proper re-labeling.

To address exposures to Proposition 65 chemicals, warnings will be provided prior to exposure by means of posting signs, labeling products, and training employees.

If applicable, labels, signs, and other warnings may be printed in other languages.

Material Safety Data Sheets (MSDS)

The MSDS information will be obtained, reviewed for completeness, and maintained at the appropriate site. MSDS copies for all substances, to which employees of the District may be exposed, are kept by the Maintenance & Operations Department. MSDS sheets are available for review to all employees in their work location and from the employee's supervisor.

If any MSDS sheets are missing, a new hazardous substance in use does not have a MSDS, or if a MSDS is incomplete, employees should contact their direct supervisor and/or the Maintenance & Operations Department immediately and a new MSDS will be requested from the manufacturer. If the District is unable to obtain the MSDS from the vendor within 25 calendar days of the request, either the Cal00SHA compliance office will be contacted (Northern California Office 916-263-0704) or written notification will be sent to: Division of Occupational Safety and Health, Deputy Chief of Health and Engineering Services, P.O. Box 420603, San Francisco, CA 94142-0603.

Additional information on substances and MSDS sheets can be obtained by calling the Cal-OSHA Consultation Service at 1-800-963-9424.

Employee Information and Training

Employees will receive information about the District's safety policy, including the District Hazard Communication Program at the time of hire. Supervisors will ensure that employees receive training in accordance with the District's Injury and Illness Prevention Program, including the hazard communication training.

The following information will be provided:

- Information and training at the time of initial assignment.
- The requirements of the hazard communication regulation, including the employees' rights under the regulation.
- The location and availability of the written hazard communication program and MSDS.
- How to read labels and review MSDS to obtain hazard information.
- Any operation in their work area where hazardous substances are present.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- Physical and health effects of the hazardous substances.
- Protective practices the District has taken to minimize or prevent exposure to these substances.
- 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.

Employees will receive additional training when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another employer's work site.

Hazardous Non-routine Tasks

Upon occasion, District employees may be required to perform hazardous non-routine tasks. This affects mainly employees in the Maintenance, Operations and Transportation Department. Prior to starting work on such projects, affected employees will be given information, by their supervisor, on hazards to which they may be exposed during such an activity. This information will cover the specific hazards, measures the District has taken/will take to reduce the risk of these hazards (such as providing personal protective equipment, ensuring the presence of another employee, and/or establishing emergency procedures) and the required protective/safety measures.

Informing Contractors

To ensure that outside contracts work safely on district property and to protect District employees from chemicals utilized by outside contractors, the Maintenance & Operations Department is responsible for giving and receiving the following information from contractors:

- Hazardous substances, including Proposition 65 chemicals, to which they may be exposed to while on the job site as well as substances they will be bringing into the workplace. The MOT Director will provide the contractor with information on our labeling system and access to MSDS on the substances.
- Precautions and protective measures the employees may take to minimize the possibility of exposure.

If anyone has questions about this plan, please contact either your direct supervisor or the M&O Department. This plan will be maintained by the M&O Department to ensure that the policies are carried out and the plan is effective.