

Woodland School District

Hazard Communication Program

Hazard Communication Program

I. Policy & Purpose

This school district is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable health and safety rules. To make sure that all affected employees know about information concerning the dangers of hazardous chemicals used in our workplace, the following Chemical Hazard Communication Program has been established.

The purpose of this hazard communication program is to ensure the hazards of chemicals located in the workplace are evaluated and that the information concerning the physical and health hazards is transmitted to employees who may be exposed to those chemicals. In addition, this Hazard Communication Program serves to meet the requirements of state regulations found in WAC 296-800-170. The goal of the program is to improve the overall safety of our agency by reducing the potential incidents of chemical source illnesses and injuries.

The school district has provided this program, which includes provisions for container labeling, material safety data sheets (SDSs), and employee information and training.

All affected employees will participate in the hazard communication program. The program will be available on the District Hazardous Communication Program website for review by any interested employee. If an employee has any questions about this program, they may contact the District Safety Officer (Tegan Steen), or the Director of Facilities and Safety, Scott Landrigan.

II. Definitions

Chemical means any element, chemical compound or mixture of elements or compounds.

Exposure means that an employee is/was subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g., accidental or possible) exposure.

Hazardous chemical means any chemical, mixture, product or material that presents a physical or health hazard. Look for words on the label, such as "Caution," "Warning," or "Danger."

Physical hazards include chemicals that are combustible, flammable, explosive, pyrophoric, unstable (reactive), water-reactive, or is an oxidizer, a compressed gas, or an organic peroxide.

Health hazards include chemicals that may cause chronic or acute health effects in exposed employees. The term “health hazard” includes chemicals which are irritants, corrosives, sensitizers, carcinogens, toxic or highly toxic agents, reproductive toxins, hepatotoxins, nephrotoxins, neurotoxins, and agents which damage the lungs, skin, eyes, or mucous membranes.

Note: Physical and health hazards may be “acute” (having adverse effects quickly) or “chronic” (adverse effects occur as a result of a long-term exposure). Exposure can be through inhalation (breathing it), ingestion (eating or drinking it), or skin contact or absorption.

Hazard warning means any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the hazards of the chemical in the container.

Label means any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.

Identity means any chemical or common name which is indicated on the material safety data sheet (MSDS) for the chemical.

Material Safety Data Sheet (MSDS) is an informational sheet on a hazardous chemical (mixture, product or material), that includes:

- chemical and common name
- name of manufacturer
- hazardous ingredients by percentage
- physical and chemical characteristics and physical hazards
- associated health hazards and permissible exposure limits
- primary route(s) of entry
- use and storage safety precautions and control measures
- emergency and first aid procedures
- the date of preparation or latest revision
- name, address and telephone number of manufacturer or other responsible party

III. Procedure

A. Container Labels

1. Personnel will verify that each original (primary) container of hazardous chemicals in the workplace be clearly labeled, tagged or marked with the following information:

- Identity of the chemical using either the chemical or common name,
 - Appropriate hazard warnings which give general information about the relevant health and physical hazards of the chemicals. This includes health effects information, such as information about organs most likely to be affected by the chemicals.
 - Name and address of the chemical manufacturer.
2. No hazard warning label (words, pictures or symbols conveying physical or health hazards), tag, or mark shall be removed from any package or container of a hazardous chemical until the package or container is empty. No container shall be used or stored with a damaged or defaced label. Supervisors and employees are responsible to replace damaged or defaced labels immediately.
 3. Labels (or other forms of warning) will be legible, in English and prominently displayed on the container.
 4. If a hazardous chemical is removed from its original container and not used immediately, the new (secondary) container shall be prominently and legibly marked with at least the following information by the employee who transfers the chemical:
 - Identity of the chemical as specified on the SDS
 - Appropriate hazard warnings which give general information about the relevant health and physical hazards of the chemicals. This includes health effects information, such as information about organs most likely to be affected by the chemicals.
 5. The Director of Facilities and Safety will periodically confirm that all secondary containers are labeled properly.

B. Other Labeling Systems

Two of the most common labeling systems are the National Fire Protection Association (NFPA 704), and the Hazardous Materials Identification System (HMIS).

These systems provide a numeric key to indicate the relative hazard of the material in the areas of Health, Flammability, and Reactivity. The number system is from “0” for non-hazards to “4” for extreme hazards.

The numbers are displayed on a color-coded symbol or label. BLUE background for HEALTH hazard, RED background for FLAMMABILITY

hazard, and YELLOW background for REACTIVITY hazard. An additional WHITE color background is provided for SPECIAL hazardous properties of the material; i.e., oxidizer, poison, water reactive, etc.

The NFPA system arranges the colors in a “diamond” shape, starting with BLUE on the left corner, RED on top, YELLOW on the right corner, and WHITE on the bottom.

The HMIS system stacks the colors vertically, with BLUE on top, then RED, then YELLOW, and WHITE on the bottom. The HMIS system also provides a field for required personal protective equipment to be used with the material.

Contact the Director of Facilities and Safety for additional information on the rating systems.

C. Lists of Hazardous Chemicals and “Material Safety Data Sheets”

1. Chemical Inventory

Supervisors and/or the district Safety Officer will maintain an inventory of all hazardous chemicals used in the workplace to include any chemical to which an employee may be exposed under normal conditions of use or in a foreseeable emergency. This list will be made available to all employees online for easy access.

This list will be reviewed and updated as needed by the Safety Officer with assistance from the appropriate school department.

2. Safety Data Sheets (SDSs)

Safety Data Sheets are designed to provide information needed to handle hazardous chemicals safely. They provide the necessary information for training on hazard evaluation, proper handling, emergency procedures, and employee personal protective equipment.

A Safety Data Sheet should be provided for each hazardous chemical used by the district by the chemical manufacturer, with the initial product shipment. If not provided, the Safety Officer will obtain the SDS before the chemical is put into use.

SDSs will be available to all employees during each work shift. The location(s) of the SDSs will be communicated to all affected

employees. A master copy of each SDS may also be kept by the Safety Officer. If a SDS is not available or a new chemical in use does not have a SDS, immediately contact the Safety Officer.

The Safety Officer will review incoming SDSs for new and significant health and safety information. The Director of Facilities and Safety will see that any new information is communicated to all affected employees.

Employees are not to purchase any new hazardous substance or bring any new hazardous substance on the site without having the SDS available for review by the Director of Facilities and Safety.

The Director of Facilities and Safety is responsible to establish and monitor the SDS program. These SDSs will be reviewed with staff and updated as needed.

D. Employee Information and Training

1. The Director of Facilities and Safety or the employee's immediate supervisor will be responsible for providing each affected employee with information and training on hazardous chemicals in their work area. An introductory explanation of the hazard communication standard will be given to employees at their new employee orientation. Additional training, specific to the chemical hazards encountered in their job duties will be provided to employees at the time of their initial assignment, when job duties change with exposure to new chemicals and whenever a new chemical hazard is introduced into the work area.
2. Employees shall be informed of the following:
 - a. The training requirements of the "Hazard Communication Program," as outlined in this procedure, and the employee's right to know about the hazards of the chemicals/products with which they work;
 - b. All operations in their work area where hazardous chemical are present, and what the hazardous chemicals are;
 - c. The location and availability of this written hazard communication program, including the lists of hazardous chemicals in use and their associated Safety Data Sheets.
3. Employee training shall include the following (for each chemical or class of chemicals):

- a. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
 - b. The physical and health hazards of the chemicals in the work area including the likely physical symptoms or effects of overexposure;
 - c. The measures employees can take to protect themselves from these hazards, including appropriate work practices, engineering controls, proper storage and handling, emergency procedures, and personal protective equipment to be used;
 - d. What the employee is to do if overexposed to hazardous chemicals;
 - e. Measures to be taken to protect people and the environment in the event of a spill or leak; and
 - f. Details of the hazard communication program, as listed in this procedure, including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use the appropriate hazard information.
 - g. Steps that the district has taken to lessen or prevent exposure to these substances.
4. All new materials that contain hazardous materials shall not be used until employees have been trained in the proper use, handling, and disposal of the material, and their supervisor and the district Safety Officer has reviewed the SDS covering the specific substance with them.
 5. All training relative to the Hazard Communication Program will be documented. Documentation of training will be retained by the Department conducting the training.

E. Hazardous Non-Routine Tasks

Before employees start work on a task that is not done routinely, they will be given information about the hazardous chemicals they may encounter during the task. This information will include specific chemical hazards, protective and safety measures they can use, and steps that must be followed to reduce the hazards, including ventilation, respirators, presence of another employee and emergency procedures.

F. Chemicals in Unlabeled Pipes

The district is required to inform employees about hazards associated with chemicals contained in unlabeled pipes in employee work areas.

G. Information for Other Workers

Whenever employees of another employer are at our facility performing work, a list of all hazardous chemicals in use at each work area, with their associated SDSs, will be available for review. The outside employee will be informed about any precautionary measures that need to be taken to protect themselves during normal operating conditions or in foreseeable emergencies and also be provided with an explanation of the labeling system that is used by the district.

It is the responsibility of the Director of Facility and Safety to identify and obtain SDSs for the chemicals being brought into the facility by outside contractors.

H. Program Review

This written plan and its elements will be reviewed and updated as necessary. Changes may need to be made under the following circumstances:

- New chemicals are introduced into the workplace.
- When new processes involving chemicals are introduced.
- When program job duties are changed.
- When locations in the program are changed.
- When any other elements are changed.