



*Pathway to the Future*

## **Hazard Communication Program**

**Berryessa Union School District  
1376 Piedmont Road, San Jose CA 95132  
408-923-1800**

Updated December 2021



# TABLE OF CONTENTS

Introduction	Page 3
Responsibilities	Page 3
Inventory List of Hazardous Substances	Page 3-4
Labels and other forms of warning	Page 4
Safety Data Sheets (SDS)	Page 4-5
Employee information, training and documentation	Page 5
Hazardous Non-Routine Tasks	Page 5
Labeled/Unlabeled Pips	Page 6
Informing Contractors	Page 6
Signatory Page	Page 6

## Introduction

In accordance with the Cal-OSHA Hazard Communication Regulation (T8CCR 5194), the following hazard communication program has been developed. The Berryessa Union School District is committed to preventing accident and ensuring the safety and health of our employees, students, visitors and contractors working on our district properties. We will comply with all applicable federal and state health and safety rules. Under this program employees are informed of the contents of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measure to take to protect themselves from the these chemicals. These chemicals may be physical or health-related. The Hazardous Communication Director Dan Norris, Director of Maintenance, Operations and Transportation has full authority and responsibility for implementing and maintaining this program. The written hazard communication plan is available at the following locations for review by all employees:

- A. Berryessa Union School District Corporation Yard 945 Piedmont Road. San Jose, CA 95132
- B. An electronic PDF version is also available on the district website at [www.berryessa.k12.ca.us](http://www.berryessa.k12.ca.us) under the Maintenance, Operations and Transportation Homepage Safety Sub Section.

## Responsibilities

- A. Employer Responsibilities
  - Develop, Implement and maintain a Hazardous Communication Program
  - Identify and label all hazardous chemicals/substances
  - Obtain and make available to all employees Safety Data Sheets for all hazardous chemicals/substances.
  - Review Hazard Communication Program
  - Provide initial and annual training for applicable employees.
- B. Employee Responsibilities
  - Employees are expected to follow the written hazard communication program as well as the School Districts policies relating to hazardous chemical substances.
  - Employees shall notify their supervisor of any unlabeled or improperly labeled chemicals or of any unsafe chemical situations.
  - Employees shall not deface nor alter chemical labels nor dispose of an SDS's. Forward all received SDS's to the Hazard Communication Program Director.
- C. Safety Committee Responsibilities
  - The Berryessa Union School District Safety Committee will evaluate the District Hazardous Communication Program annually to ensure that the program content is current and appropriate. The District Safety Committee members will also work closely with district sites principals to ensure that their departmental Hazardous Communications Program elements are current and appropriate.

## Inventory List of Hazardous Substances

Dan Norris has prepared and will keep current an inventory list of all known hazardous substances

present in our workplace. Specific information on each noted hazardous substance can be obtained by reviewing the SDS online.

### **Labels and other forms of warning**

- A. All hazardous chemicals within the school district will be labeled.
- B. The labels utilized for meeting this requirement will contain the following information:
  - 1) Identity of the chemical/product
  - 2) Appropriate hazard warning.
  - 3) Name and address of the manufacturer.
- C. Materials already labeled by the manufacturer meeting the above requirements are acceptable and do not need to be relabeled.
- D. Any materials not appropriately labeled by the manufacturer, or materials placed in any unmarked container must be labeled as previously stated.
- E. Only appropriately labeled containers will be allowed for use within the school district.
- F. Improperly labeled containers, including contents, will be disposed of in accordance with all applicable regulations.
- G. Containers utilizing the National Fire Protection Association (NFPA) labeling system, or the Hazardous Materials Information System (HMIS), or systems with similar hazard information markings will be acceptable. See the NFPA (left) and HMIS (Right) systems as illustrated below.
- H. The employer is not required to label portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer. For purposes of this section, drugs that are dispensed by a pharmacy to a health care provider for direct administration to a patient are exempted from labeling.
- I. The employer shall not remove or deface existing labels on incoming containers of hazardous chemicals, unless the container is immediately marked with the required information.
- J. The employer shall ensure the labels or other forms of warning are legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift. Employers having employees who speak other languages may add the information in their language to the material presented, as long as the information is presented in English as well.
- K. The Employer who becomes newly aware of any significant information regarding the hazards of a chemical shall revise the labels for the chemical within three months of becoming aware of the new information. If the chemical is not currently produced or imported, the employer shall add the information to the label before the chemical is shipped or introduced into the workplace again.

### **Safety Data Sheets (SDS)**

- A. An SDS will be available for each hazardous chemical found within the School District. A copy of these SDS's shall be maintained in the workplace and shall be readily accessible during each work shift to employees when they are in their work area.
- B. Where employees must travel between workplaces during a work shift, i.e., their work is carried

out at more than one geographical location, the safety data sheets may be kept at the primary workplace facility. In this situation, the employer shall ensure that employees can immediately obtain the require information in an emergency.

- C. If an SDS is not currently available, the Hazard Communication Director, or designee will contact the product manufacturers, vendor, and/or distributor to obtain a copy.
- D. If the Hazard Communication Director, or designee is not successful in obtaining a SDS, a copy of the letter sent will be on file where the SDS would be, and the District will either use up, or dispose of the product and subsequently utilize a product with an SDS.
- E. All SDS's will be kept readily accessible to employees at each building.
- F. All SDS's will be forwarded to the Hazard Communication Director upon receipt, for further distribution throughout the District. The Hazard Communication Director will be responsible for the updating of all SDS's.

### **Employee information, training and documentation**

- A. Employees are to attend a health and safety training session set up by the Hazardous Communication Director prior to starting work. This training session will provide information on the following:
  - The requirements of the hazard communication regulations including the employees' rights under the regulation.
  - The location and availability of the written hazard communication program.
  - Any operation in their work area, including non-routine tasks where hazardous substances or carcinogens/ reproductive toxins are present, if any, and exposures are likely to occur.
  - Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
  - Protective practices the district has taken to minimize or prevent exposure to these substances.
  - How to read labels and review SDS's to obtain hazard information.
  - Physical and health effects of the hazardous substances.
  - Symptoms of overexposure.

### **Hazardous Non-Routine Tasks**

- A. Periodically, our employees are required to perform hazardous non-routine tasks. Prior to starting on such projects, affected employees will be given information by their supervisor on hazards to which they may be exposed during such an activity.
- B. This information will cover:
  - Specific Hazards
  - Measures the company has taken to reduce the risk of these hazards, such as providing ventilation, ensuring the presence of another employee, providing a respiratory protection program and establishing emergency procedures.
  - Required personal protective equipment and all safety measures taken

## **Labeled/Unlabeled Pipes**

- A. Aboveground pipes transporting hazardous substances (Gasses, vapors, liquids, semi liquids, or plastics) shall be identified accordance with T8 CCR, Section 3321, "Identification of Piping."
- B. If non-labeled pipes are discovered, the Maintenance & Operations Department must be contacted. The type and purpose of the pipe will be determined, the hazard assessed, and the pipe labeled. No work should be performed on an unlabeled pipe.
- C. Above-ground pipes that do not contain hazardous substances but may have associated hazards if disturbed or cut (e.g., steam lines, hot water lines) shall be addressed as follows:
  - Before the employees enter the area to initiate work, (persons/position) will inform them of:
    - The location of the pipe or piping system or other known safety hazard
    - The substance in the pipe
    - Potential Hazards
    - Safety Precautions

## **Informing Contractors**

- A. To ensure that outside contractors work safely in our district and to protect our employees from chemicals used by outside contractors, (Person/Position/Department) is responsible for giving and receiving the following information from contractors:
  - Hazardous Substances including Proposition 65, to which they may be exposed while on the job site as well as substances they will be bringing into the work place. Contractors will be provided with information on our Safety Data Sheets.
  - Precautions and Protective measures the contract employees may take to minimize the possibility of exposure.

## **Signatory Page**

- A. If anyone has questions about this Hazard Communication Plan please contact Dan Norris, Director of Maintenance, Operations and Transportation, to ensure the polices are carried out and the plan is effective. This plan will be reviewed annually.

Updated 12/21