



Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

**Administrative
Regulation:**

#3514.1

Section: 3000

**Business and
Noninstructional
Operations
Page 1 of 2**

HAZARDOUS SUBSTANCES

The disposal of chemicals may be accomplished in accordance with removal and disposal requirements established by the California Department of Toxic Substance Control and California Environmental Protection Agency.

The written hazard communication program shall be available upon request to all employees and their designated representatives.

The following materials are exempted from the hazard communication program and this district regulation: hazardous wastes; tobacco products; wood and wood products; manufactured articles; food, drugs and cosmetics intended for personal consumption by employees while in the workplace; and substances used in compliance with regulations issued by the Department of Pesticide Regulation pursuant to Food and Agriculture Code 12981.

1. Container Labeling

Except for consumer products which are already labeled in compliance with federal law, no container of hazardous substance shall be accepted by schools or the district unless labeled by the supplier with the following information:

- a. Identify of the hazardous substance(s)
- b. Hazard warning statements
- c. Name and address of the chemical manufacturer or importer

Whenever hazardous substances are transferred from their original containers to other containers, the secondary containers shall likewise be labeled with the identity and hazard warning statement.

2. Safety Data Sheets

Upon receiving a hazardous substance or mixture, the Superintendent/designee shall ensure that the manufacturer has also furnished a Safety Data Sheet (SDS) as required by law. If the SDS is missing or obviously incomplete, the Superintendent/designee shall request a new SDS from the manufacturer and shall notify the California Occupational Safety and Health Division (Cal/OSHA) if a complete SDS is not received.

The Superintendent/designee shall maintain copies of the SDS for all hazardous substances and ensure that they are kept up to date and available to all affected employees during working hours. The Superintendent/designee shall review each incoming SDS for new and significant health or safety information and shall disseminate this information to affected employees.

3. Employee Information and Training

Employees shall receive inservice training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. This training shall include but is not limited to (Code of Regulations, Title 8, Section 5194).

- a. An overview of the requirements of California's Hazard Communication Regulation (Code of Regulations, Title 8, Section 5194), including employee rights described therein.
- b. The location, availability and content of the district's written hazard communication program.
- c. Information as to any operations in the employees' work area where hazardous substances are present.



Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

**Administrative
Regulation:**

#3514.1

Section: 3000

**Business and
Noninstructional
Operations
Page 2 of 2**

-
- d. The physical and health effects of the hazardous substances in the work area.
 - e. Techniques and methods of observation that may determine the presence or release of hazardous substances in the work area.
 - f. Methods by which employees can lessen the prevent exposure to these hazardous substances, such as appropriate work practices, use of personal protective equipment and engineering controls.
 - g. Steps the district has taken to lessen or prevent exposure to these substances.
 - h. Instruction on how to read labels and review the MSDS for appropriate information.
 - i. Emergency and first aid procedures to follow if exposed to the hazardous substance(s).

In addition, employees shall receive training on how to operate the computers or fax machines that provide access to MSDS files.

4. List of Hazardous Substances

For specific information about the hazardous substances known to be present in the district and schools, employees may consult the MSDS.

5. Hazardous Non-Routine Tasks

When employees are required to perform hazardous non-routine tasks, they shall first receive information about the specific hazards to which they may be exposed during this activity and the protective/safety measure which must be used. They shall also receive information about emergency procedures and the measures the District has taken to lessen the hazards, including ventilation, respirators and the presence of another employee.

6. Hazardous Substances in Unlabeled Pipes

Before starting to work on unlabeled pipes, employees shall contact their supervisors for information as to the hazardous substance(s) contained in the pipes, the potential hazards, and safety precautions which must be taken.

7. Informing Contractors

To ensure that outside contractors and their employees work safely in district buildings and schools, the Superintendent/designee shall inform these contractors of hazardous substances which are present on the site and precautions that employees may take to lessen the possibility of exposure. It shall be the contractor's responsibility to disseminate this information to their employees and subcontractors.