

Union County Public Schools
Facilities Department

Hazard Communication Program

Purpose

This program will describe how Union County Public Schools intends to protect the safety and health of our employees who are exposed to hazardous chemicals in the workplace, and to comply with the provisions of 29 CFR 1910.1200 which has been updated to align with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

It is the intent of Union County Public Schools to protect the safety and health of each employee. By following correct procedures, no employee should experience any harmful effects from working with chemicals in their workplace.

Responsibilities

The Facilities Safety Administrator is responsible for monitoring all related activities to ensure compliance with both the intent and specifics of this program.

Each supervisor will be held responsible for strict adherence to these policies and will closely monitor all activities involving hazardous chemicals.

Each employee will carefully follow established work practices and promptly report observed potential problems to their supervisor. Employees shall immediately report spills or suspected spills of chemicals. Chemicals are to be used in the proper manner for specific assigned tasks.

There is no job within Union County Public Schools so vital or urgent as to justify the risk of employee overexposure to hazardous chemicals. Proceed with a job task only after being satisfied that it is safe to do so and ask when in doubt.

Identification

A list of all hazardous chemicals for each workplace and craft/trade is readily available upon request to any employee working on any shift. This list is on file with the Facilities Safety Administrator and is also located as an index in each SDS book listed by craft/trade.

A Safety Data Sheet (SDS) for each hazardous chemical on the list referenced above is on file at the Facilities office located at 201 Venus Street Monroe, NC. SDS books are accessible during each work shift for any employee to review.

The Facilities Safety Administrator is responsible to ensure that the list of hazardous chemicals is kept current and that a current SDS for each hazardous chemical used is on hand. A chemical that is not shown on the current list must not be used until approval is received from a supervisor and a SDS is procured.

Labeling

All containers of hazardous chemicals in each workplace will be labeled, tagged, or marked with the product identifier and words, pictures, symbols, or combination thereof which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the chemical.

Hazardous chemicals received from manufacturers or distributors are required to be labeled in accordance with OSHA standard 1910.1200 to include the product identifier, signal word, hazard statement for each class and category, pictograms, precautionary statement(s), and the name, address, and telephone number of the manufacturer, importer, or other responsible party. The manufacturer's label on a hazardous chemical shall not be removed for defaced unless the container is immediately relabeled with the required information.

Proper signage or other written materials may be used in lieu of affixing labels to individual stationary process containers, as long as the alternative method identifies the containers to which it is applicable and conveys the information required to be on a label.

Portable containers are not required to be labeled when hazardous chemicals are being transferred from labeled containers for immediate use by the employee who performs the transfer.

Union County Public Schools will ensure that workplace labels or other forms of warning are legible and prominently displayed on the container, or readily available in the work area throughout each work shift.

If Union County Public Schools becomes newly aware of any significant information regarding the hazards of a chemical, then the label for that chemical shall be revised within six months of becoming aware of the new information.

Sample Manufacturer's Label

SAMPLE LABEL

PRODUCT IDENTIFIER

CODE

Product Name

SUPPLIER IDENTIFICATION

Company Name

Street Address

City

State

Postal Code

Country

Emergency Phone Number

PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.

Keep away from heat/sparks/open flame. No smoking.

Only use non-sparking tools.

Use explosion-proof electrical equipment.

Take precautionary measure against static discharge.

Ground and bond container and receiving equipment.

Do not breathe vapors.

Wear Protective gloves.

Do not eat, drink or smoke when using this product.

Wash hands thoroughly after handling.

Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO₂) fire extinguisher to extinguish.

First Aid

If exposed call Poison Center.

If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

HAZARD PICTOGRAMS



SIGNAL WORD

Danger

HAZARD STATEMENT

Highly flammable liquid and vapor.

May cause liver and kidney damage.

SUPPLEMENTAL INFORMATION

Directions for use

Fill weight:

Lot Number

Gross weight:

Fill Date:

Expiration Date:

Pictograms

As of June 1, 2015, the OSHA Hazard Communication Standard will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

<p>Health Hazard</p>  <ul style="list-style-type: none"> ▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> ▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> ▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> ▪ Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> ▪ Skin Corrosion/Burns ▪ Eye Damage ▪ Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> ▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> ▪ Oxidizers 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> ▪ Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> ▪ Acute Toxicity (fatal or toxic)

Safety Data Sheets

Union County Public Schools shall have a safety data sheet in the workplace for each hazardous chemical which is used. Safety data sheets will remain readily accessible to employees during each work shift. SDS will include at least the following section numbers, headings, and associated information under each heading in the order listed:

1. Identification - includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.
2. Hazard(s) Identification - includes all hazards regarding the chemical; required label elements.
3. Composition/Information on Ingredients - includes information on chemical ingredients; trade secret claims.
4. First Aid Measures - includes important symptoms/ effects, acute, delayed; required treatment.
5. Fire-Fighting Measures - lists suitable extinguishing techniques, equipment; chemical hazards from fire.
6. Accidental Release Measures - lists emergency procedures; protective equipment; proper methods of containment and cleanup.
7. Handling and Storage - lists precautions for safe handling and storage, including incompatibilities.
8. Exposure Controls/Personal Protection - lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).
9. Physical and Chemical Properties - lists the chemical's characteristics.
10. Stability and Reactivity - lists chemical stability and possibility of hazardous reactions.
11. Toxicology Information - includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.
12. Ecological Information
13. Disposal Considerations
14. Transport Information
15. Regulatory Information
16. Other Information - includes date of preparation or last revision

Sections 12-15 may appear on the SDS but are not mandatory.

SDS are to be procured for new hazardous chemicals being introduced to the workplace before that chemical is used. Employees are to request a SDS upon purchase from a retail store or distributor.

SDS are available in the Facilities Department "Right to Know" station as well as online under Safety Information on the Facilities webpage.

Training

Union County Public Schools shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new chemical hazard is introduced into their work area for which they have not previously received training.

Employees shall be informed of:

1. The purpose and need for the hazard communication program, including the concept that gives every employee the right to understand about hazardous chemicals with which they work.
2. Any operations in their work area where hazardous chemicals are present.
3. The location and availability of the written hazard communication program including the required list(s) of hazardous chemicals and safety data sheets.

Employee training will include at least:

1. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, devices, visual appearance, or odor).
2. The physical health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified associated with chemicals in the workplace.
3. The measures employees can take to protect themselves from these hazards including specific procedures implemented to protect employees from exposure to hazardous chemicals (appropriate work practices, emergency procedures, PPE).
4. The details of the written hazard communication program including an explanation of the labeling system as well as safety data sheets and the order in which information appears on them and how to use that information.

Employees shall also receive job training from their supervisor to cover the proper use, inspection, and storage of personal protective equipment as well as chemical safety for the specific chemicals they will be using or working around.

Retraining will be conducted by supervisors for any employee that requests additional information or exhibits a lack of understanding of the safety requirements.

Transport of Chemicals

All state and federal DOT regulations will be followed including the use of certified containers, labeling and marking, securing containers, and employee training. SDS will be provided upon request to employees who are transporting hazardous chemicals.

Chemical Storage

The separation of chemicals during storage is necessary to reduce the possibility of unwanted chemical reactions caused by accidental mixing. Explosives shall be stored separately outdoors. Chemicals should be separated into the following groups:

1. Flammable Liquids including acids are to be stored in approved flammable storage lockers.
2. Bases are not to be stored with acids or any other material.
3. Ensure other liquids that are incompatible with any other chemical are not in the same storage location.
4. Lips, strips, or bars are to be installed across the width of storage shelves to keep chemicals from causing accidental spills.

Emergencies and Spills

In case of an emergency, implement the proper emergency action plan.

1. Evacuate people from the area.
2. Isolate the area.
3. If the material is flammable, turn off ignition and heat sources.
4. Only personnel specifically trained in emergency response are permitted to participate in chemical emergency procedures beyond those required to evacuate the area.
5. Call for emergency response assistance if required.

Non-emergency procedures:

1. Spills will be cleaned up immediately using guidelines on the product label and/or SDS.

All spills over fifty (50) gallons shall be reported to the Safety and Security Director.

Disposal

For specific chemical disposal instructions consult the product SDS. Hazardous chemicals are not to be poured onto the ground or disposed of through storm drains. Highly toxic, malodorous chemicals are not to be disposed of through sinks or the sewer system.

Contractors

When Union County Public Schools employs an outside contractor it will be the responsibility of the project supervisor to advise the contractor of any hazardous chemicals to which their employees may be exposed and the appropriate PPE measures to be taken. It will also be the supervisor's responsibility to determine if the contractor will be using any hazardous chemicals during their work that would expose Union County Public Schools employees. Contractors shall follow the requirements of this program.