

Bennett Valley Union School District Hazard Communication Plan 2021-22

The leadership of the Bennett Valley Union School District is committed to preventing accidents and ensuring the safety and health of our employees. We comply with all applicable federal and state health and safety rules and provide a safe, healthful environment for all our employees. This written hazard communication plan is available at the following locations for review by all employees: District Office, School Sites, Website and is annually emailed to all employees.

Identifying hazardous chemicals

A list is kept in the District Office and at both school sites that identifies all hazardous chemicals with a potential for employee exposure at this workplace. Detailed information about the physical, health, and other hazards of each chemical is included in a Safety Data Sheet (SDS); the product identifier for each chemical on the list matches and can be easily cross-referenced with the product identifier on its label and on its Safety Data Sheet.

Identifying containers of hazardous chemicals

All hazardous chemical containers used at this workplace will have either the original manufacturer's label --that includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party -- OR a label with the appropriate label elements just described; OR workplace labeling that includes the product identifier and words, pictures, symbols, or combination that provide at least general information regarding the hazards of the chemicals.

The Director of Maintenance and Operations will ensure that all containers are appropriately labeled. No container will be released for use until this information is verified. Workplace labels must be legible and in English.

Keeping Safety Data Sheets (previously known as Material Safety Data Sheets)

Safety Data Sheets are readily available to all employees during their work shifts. Employees can review Safety Data Sheets for all hazardous chemicals used at this workplace. Each school site and the District Office has a binder of the relevant Safety Data Sheets readily available in the offices.

The Safety Data Sheets are updated and managed by the Director of Maintenance and Operations. If a Safety Data Sheet is not immediately available for a hazardous chemical, employees can obtain the required information by calling the Director of Maintenance and Operations

Training employees about chemical hazards

Before they start their jobs or are exposed to new hazardous chemicals, employees must attend a hazard communication training that covers the following topics:

- An overview of the requirements in California OSHA's hazard communication rules.
- Hazardous chemicals present in their workplace.
- Any operations in their work area where hazardous chemicals are used.
- The location of the written hazard communication plan and where it may be reviewed.
- How to understand and use the information on labels and in Safety Data Sheets.
- Physical and health hazards of the chemicals in their work areas.
- Methods used to detect the presence or release of hazardous chemicals in the work area.
- Steps we have taken to prevent or reduce exposure to these chemicals.
- How employees can protect themselves from exposure to these hazardous chemicals through use of engineering controls/work practices and personal protective equipment.
- An explanation of any special labeling present in the workplace.
- Emergency procedures to follow if an employee is exposed to these chemicals.

The Superintendent is responsible to ensure that employees receive this training. After attending the training, employees will sign a form verifying that they understand the above topics and how the topics are related to our hazard communication plan.

Informing employees who do special tasks

Before employees perform special (non-routine) tasks that may expose them to hazardous chemicals, their supervisors will inform them about the chemicals' hazards. Their supervisors also will inform them about how to control exposure and what to do in an emergency. The employer will evaluate the hazards of these tasks and provide appropriate controls including Personal Protective Equipment and additional training as required.

Examples of special tasks that may expose employees to hazardous chemicals include the following: Spraying for weeds, painting, and the use of some cleaning products (though we use non-toxic whenever possible and are transitioning away from the use of herbicides.)

All cleaning products, including "wipes" must be kept secured out of reach of children.

Informing contractors and other employers about our hazardous chemicals

If employees of other employer(s) may be exposed to hazardous chemicals at our workplace (for example, employees of a construction contractor working on-site) It is the responsibility of Director of Maintenance and Operations to provide contractors and their employees with the following information:

- The identity of the chemicals, how to review our Safety Data Sheets, and an explanation of the container and pipe labeling system.
- Safe work practices to prevent exposure.

The Director of Maintenance and Operations will also obtain a Safety Data Sheet for any hazardous chemical a contractor brings into the workplace.

Hazardous Chemicals List—Maintenance Supplies

Material Safety Data Sheets with cautions and details on each are in the school and district offices in the binder with Emergency Plans

Chemicals are located in Maintenance Closets/Maintenance Facility

The list below includes chemicals that are or have been in use and may be stored in maintenance facilities. We use non toxics whenever possible.

ParaFree Urinal Screen w/o Blue Dye Indicator
Lem-Quat Disinfectant Cleaner Deodorizer
Fleet Wash Car and Truck Shampoo
RESPECT Foam Handwash
CHEMTROL Clean N Bright Multi-Purpose Cleaner
OXY Complete Hydrogen Peroxide Cleaner
Pine-O-Dis Disinfectant Cleaner Deodorizer
Monsanto Ranger Pro Herbicide (no longer used)
Vortex Non Acid Disinfectant Bowl and Restroom Cleaner
Vectra Floor Finish
Castile Pink Lotion Soap
Chemtrol RESPECT Non Ammoniated Glass Cleaner
Contrast Chalkboard and Whiteboard Cleaner
FIRST TIME Maximum Strength Stripper