HAZARD COMMUNICATION WRITTEN PROGRAM HAZCOM

Center for Instruction Technology and Innovation (CiTi)

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Definitions

Chemical: any element, chemical compound or mixture of elements and/or compounds.
Combustible liquid: means any liquid having a flash point at or above 100 deg. F (37.8 deg. C), but below 200 deg. F (93.3 deg. C), except any mixture having components with flash points of 200 deg. F (93.3 deg. C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.
Competent person: person knowledgeable regarding procedures and hazards, and is able to make determinations on behalf of the organization regarding safety and health procedures.
Compressed gas: any compound that exhibits:

(i) A gas or mixture of gases having, in a container, an absolute pressure exceeding 40 psi at 70 deg. F.
(ii) A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130 deg. F. regardless of the pressure at 70 deg. F.
(iii) A liquid having a vapor pressure exceeding 40 psi at 100 deg. F.

Container: any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. **For purposes of this section**, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are **not** considered to be containers.
Designated representative: any individual or organization to whom an employee gives written authorization to exercise such employee's rights under this section. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.
Employee: a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals, only in non-routine, isolated instances, are not covered.
Employer: a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.
Explosive: a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.
Exposure or exposed: an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. Subjected in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)
Flammable: a chemical that falls into one of the following categories:

(i) "Aerosol, flammable" means an aerosol that yields a flame projection exceeding 18 inches at full valve opening, or a flashback (a flame extending back to the valve) at any degree of valve opening;
(ii) "Gas, flammable" means:
    (A) A gas that, at ambient temperature and pressure, forms a flammable mixture with air at a concentration of thirteen (13) percent by volume or less; or
    (B) A gas that, at ambient temperature and pressure, forms a range of flammable mixtures with air wider than twelve (12) percent by volume, regardless of the lower limit;
(iii) "Liquid, flammable" means any liquid having a flash point below 100 deg. F., except any mixture having components with flash points of 100 deg. F. or higher, the total of which make up 99 percent or more of the total volume of the mixture.
(iv) "Solid, flammable" means a solid, other than a blasting agent or explosive as defined in 1910.109(a), that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited

readily and when ignited burns so vigorously and persistently as to create a serious hazard. A chemical shall be considered to be a flammable solid if it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.

Flash point: the minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite.

Hazardous chemical: any chemical that is a physical hazard or a health hazard.

Hazard warning: any words, pictures, symbols, or combination appearing on a label or other appropriate form of warning which convey the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s). (See the definitions for "physical hazard" and "health hazard" to determine the hazards which must be covered.)

Health hazard: a chemical for which there is evidence that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system and agents which damage the lungs, skin, eyes, or mucous membranes. Add page of pictures of warning signs as an attachment to plan???

Identity: any chemical or common name, which is indicated on the Safety Data Sheet (SDS) for the chemical. The identity used shall permit cross-references to be made among the required list of hazardous chemicals, the label and the MSDS.

Immediate use: the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

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

Safety Data Sheet (SDS): written or printed material concerning a hazardous chemical, which is prepared in accordance with OSHA Standard 1910.1200 requirements.

Mixture: any combination of two or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.

Oxidizer: means a chemical other than a blasting agent or explosive as defined in 1910.109(a) that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.

Physical hazard: a chemical that it is a combustible liquid, a compressed gas, explosive, flammable, organic peroxide, an oxidizer, unstable (reactive) or water-reactive.

Pyrophoric: a chemical that will ignite spontaneously in air at a temperature of 130 deg. F. or below.

Safety Data Sheet (SDS): written or printed material concerning a hazardous chemical, which is prepared in accordance with OSHA Standard 1910.1200 requirements.

Specific chemical identity: the chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

Unstable (reactive): a chemical which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.

Use: to package, handle, react, emit, extract, generate as a byproduct, or transfer.

Water-reactive: a chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

Work area: a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

Workplace: an establishment, job site, or project, at one geographical location containing one or more work areas.

General Program Information

This Written Hazard Communication Plan (HAZCOM) has been developed based on OSHA Hazard Communication Standard 29 CFR 1900.1200 and consists of the following elements:

- Identification of Hazardous Materials
- Roles & responsibilities
- Material Safety Data Sheets (MSDS) & Safety Data Sheets (SDS)
- Container labeling & other forms of warning
- Storage
- Emergency & spill response
- Employee Training
- Evaluation of routine & non-routine tasks
- Contractors

Some chemicals are explosive, corrosive, flammable, or toxic. Other chemicals are relatively safe to use and store but may become dangerous when they interact with other substances. To avoid injury and/or property damage, persons who handle chemicals must understand the hazardous properties of the chemicals. Before using a specific chemical, safe handling methods and health hazards must always be reviewed. Supervisors are responsible for ensuring that the equipment needed to work safely with chemicals is accessible and maintained for all employees on all shifts.

Global Harmonizing System (GHS)

This is system was put in place in 2012 and has changed the way that labels look and will refer to MSDS as SDS. This standard is now in effect and since there are no requirements at this time to change the existing labels on chemicals, people must remember to read all labels and follow the instructions on them.
The new requirements for GHS will be addressed throughout the document. One of the changes to this standard includes the addition of pictograms (below).

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Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) 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

Health Hazard	Flame	Exclamation Mark
		
• Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	• Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	• Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder	**Corrosion**	**Exploding Bomb**
		
• Gases Under Pressure	• Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals	• Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle	**Environment** (Non-Mandatory)	**Skull and Crossbones**
		
• Oxidizers	• Aquatic Toxicity	• Acute Toxicity (fatal or toxic)

For more information:

OSHA® Occupational Safety and Health Administration

U.S. Department of Labor

www.osha.gov (800) 321-OSHA (6742)

OSHA 3491-02 2012

OSHA® DATOS RÁPIDOS

Pictograma para la norma sobre la comunicación de peligros

A partir del 1.° de junio de 2015, la norma de comunicación de peligros (HCS, por sus siglas en inglés) exigirá pictogramas en las etiquetas para advertir a los usuarios de los peligros químicos a los que puedan estar expuestos. Cada pictograma representa un peligro definido y consiste en un símbolo sobre un fondo blanco enmarcado con un borde rojo. La clasificación del peligro químico determina el pictograma que muestra la etiqueta.

Pictogramas y peligros según la HCS

Peligro para la salud	Llama	Signo de exclamación
		
• Carcinógeno • Mutagenicidad • Toxicidad para la reproducción • Sensibilización respiratoria • Toxicidad especifica de órganos diana • Peligro por aspiración	• Inflamables • Pirofóricos • Calentamiento espontáneo • Desprenden gases inflamables • Reaccionan espontáneamente (autorreactivas) • Peróxidos orgánicos	• Irritante (piel y ojos) • Sensibilizador cutáneo • Toxicidad aguda (dañino) • Efecto narcótico • Irritante de vías respiratorias • Peligros para la capa de ozono (no obligatorio)
Botella de gas	**Corrosión**	**Bomba explotando**
		
• Gases a presión	• Corrosión o quemaduras cutáneas • Lesion ocular • Corrosivo para los metales	• Explosivos • Reaccionan espontáneamente (autorreactivas) • Peróxidos orgánicos
Llama sobre círculo	**Medio ambiente** (No obligatorio)	**Calavera y tibias cruzadas**
		
• Comburentes	• Toxicidad acuática	• Toxicidad aguda (mortal o tóxica)

Para más información:

OSHA® Administración de Seguridad y Salud Ocupacional

Departamento de Trabajo de los EE. UU.

www.osha.gov (800) 321-OSHA (6742)

Chemical Identification

Chemicals can be identified by either reading the container label or the SDS. Both will provide information regarding the hazardous properties of the chemicals, protective measures and safe handling of the chemical. The SDS provides more detailed information. Both the container label and the SDS should be reviewed prior to chemical use.

It is the intent of this plan is to provide a place of employment which is free from recognized hazards and to provide reasonable and adequate protection for the health and safety of its employees.

To this end, and in compliance with New York State Labor Law, Article 28, Sections 875 et al, commonly referred to as the New York State Right-To-Know Law, and 29 CFR 1910.1200, commonly referred to as OSHA Hazard Communication Standard, the District shall:

1. Notify employees of their right to request information concerning hazardous substances in the workplace and respond to employees' requests for information concerning toxic substances to which they are exposed.
2. Maintain an inventory of hazardous substances found in the workplace and insure that Safety Data Sheets (SDS) or Material Safety Data Sheets (MSDS) are available for those substances.
3. Provide education and training to employees routinely exposed to hazardous substances; to new employees who will be routinely exposed to hazardous substances prior to initial exposure; and to employees who will be routinely exposed to a new hazardous substance introduced to the workplace prior to working with it.
4. Maintain an Employee Exposure Record for each employee who routinely handles or uses hazardous substances included in Subpart Z of the Federal OSHA Regulations and make those records available to the employee, his/her designee, and the Commissioner of Health. Such records shall be maintained for thirty (30) years.
5. Ensure that all chemical containers are properly labeled.
6. Ensure that employees are informed of hazards associated with the performance of non-routine tasks and the appropriate protective measures. This can be accomplished by a meeting between the immediate supervisor and the affected employee(s) prior to beginning such work.
7. Notify contractors performing work on or in District facilities of the hazards known to exist within that facility and to which the contractor's employees may be exposed. The District shall also request that the contractor and/or subcontractor provide SDS's and/or MSDS's to the District for all hazardous materials to be used during their work on school grounds.
8. An employee may exercise any right pursuant to, or directly related to, the "Right-To-Know" Law or the Hazard Communication Standard without fear of discrimination or reprisal.
9. A copy of the District's Hazard Communication Program is available up request to employees or their designee by contacting the Right-To-Know Officer.

Hazard Communication Plan

The purpose of this plan is to ensure that the Center for Instruction, Technology & Innovation/BOCES is in compliance with 29 CFR 1910.1200. It provides detailed safety requirements and instructions for receipt, use and storage of chemicals at the district facilities by employees and contractors. It also ensures that employees are effectively informed concerning potential and existing chemical hazards. This policy governs chemicals used, present and/or have known to have occupational safety and health hazards that employees may be exposed to during normal conditions or emergency situations. This policy meets the requirements of the OSHA Standard 1910.1200, Hazard Communication and the NYS "Right-to-Know" law.

The Right-To-Know Officer is the overall coordinator of the program. The CiTi BOCES has designated the Safety Coordinator as the District Right-To-Know Officer, herein referred to as the Right-To-Know Officer.

The Right-To-Know Officer shall:

- Ensure that signs are posted in each work location, where notices to employees are posted informing employees of their right to request information regarding hazardous substances found in the workplace. An example of the sign is below.
- Ensure that upon employment each employee is provided with information concerning the Right-To-Know Law and Hazard Communication Standard.
- Provide any new information received concerning hazardous substances or other health and safety information available to employees.
- Act as the employee's contact for obtaining information concerning hazardous substances to which (s)he is routinely exposed. The Right-To-Know Officer shall provide the employee with the applicable requested information or Safety Data Sheet (SDS). If the MSDS is not available the employee will be advised of his/her right not to work with the material.
- A permanent file for all chemical requests and responses will be maintained by the Right-To-Know Officer.

Other District Responsibilities

Administration

- Ensure compliance with this program
- Conduct immediate corrective action for deficiencies found in the program
- Maintain an effective Hazard Communication training program
- Provide for medical surveillance as appropriate
- Make this plan available to employees and effected workers and/or their designated representative
- Maintain a list of hazardous chemicals (annually)
- Evaluate and authorize all chemicals prior to use
- Determine and select appropriate PPE and controls
- Monitor the effectiveness of the program
- Conduct annual audit of the program
- Monitor employee training to ensure effectiveness
- Keep all informed of necessary changes
- Ensure SDS's are available as required
- Monitor facility for proper use, storage and labeling of chemicals
- Provide information, as requested, concerning health effects and exposure symptoms listed on SDS's

- Provide additional training and resources regarding chemical safety
- Coordinate proper disposal of chemicals

Building Principals

- Ensure compliance with all specific requirements of the program
- Ensure job-specific chemical safety training is completed for assigned employees
- Ensure chemicals are properly used, stored & labeled
- Ensure up to date SDS's are readily accessible to all employees on all shifts
- Supply SDS's to emergency responders or medical personnel when treating exposed employees

Shipping & Receiving

- Ensure all received containers are properly labeled and intact, with no leaks
- Ensure shipping department employees are properly trained in spill response
- Ensure received SDS's are distributed to the requesting facility with shipment. Forward a copy to the Right-To-Know Officer. All chemicals should have an SDS sent with the product.

Employees

- Conduct periodic reviews of chemical storage, use and the availability of SDS
- Comply with chemical safety requirements of this program
- Participate in training
- Report any problems with storage or use of chemicals
- Immediately report spills of or suspected spills of chemicals
- Use only those chemicals for which they have been trained
- Use chemicals only for specific assigned tasks in the proper manner with the appropriate personal protective equipment

Contractors

- Comply with all aspects of this program
- Notify the Right-To-Know Officer before bringing chemicals on the property
- Participate in completing the appropriate chemical exposure forms when either chemicals will be used by the contractor or the contractor is exposed to chemicals
- Ensure contracted employees are properly trained on chemicals they use
- Monitor and ensure proper storage and use of chemicals by Contractor employees
- Hot work in any areas must be authorized

Inventory

List of Hazardous Chemicals
The Right-To-Know Officer will maintain a list of all hazardous chemicals used in the facility, and update the list as chemical inventories are updated. Each Supervisor will send Safety and Risk their updated inventory, or will request assistance with getting the update done. The list of chemicals is located on SDSOnline.com system and can be accessed via the CiTi Safety & Risk Service Website.

Responsibilities
The Right-To-Know Officer shall:

- Be responsible for maintaining a master hazardous substance (chemical) inventory.
- The Right to Know Officer for CiTi BOCES is John Raflowski, Coordinator of Safety & Risk.

Supervisors will be responsible for:

- An inventory of chemicals will be provided from all supervisors at work locations where employees are routinely exposed to hazardous substances.
- Ensuring that inventory of hazardous substances found in their work location is kept current. Deletions to the inventory will be communicated in writing to the Right-To-Know Officer. Additions to the inventory will be immediately communicated in writing to the Right-To-Know Officer.
- Ensuring that vendors are sending SDS documents with any order of a hazardous substance received into the work location. A copy of the SDS will be immediately forwarded to the Right-To-Know Officer. If an order is received without an SDS, the supervisor will contact the Right-To-Know Officer and the Right-To-Know Officer will take action to secure the SDS. Upon receipt of an SDS, the Right-To-Know Officer will update inventory accordingly. Previously issued SDSs will be retained with the revised SDS for each product or substance.
- Upon the introduction of a new hazardous substance in the workplace, the supervisor will post the applicable SDS in the work location where such substance is found for a period of two (2) weeks. No substance will be used unless an SDS is available and has been reviewed by the supervisor with the employee who will be routinely exposed to the substance.

General Chemical Safety

Assume all chemicals are hazardous. The number of hazardous chemicals and the number of reactions between them is so large that prior knowledge of all potential hazards cannot be assumed. Use chemicals in as small quantities as possible to minimize exposure and reduce possible harmful effects.

The following general safety rules shall be observed when working with chemicals:

- Keep the work area clean and orderly
- Read and understand the Material Safety Data Sheets and/or Safety Data Sheets
- Use the necessary safety equipment
- Keep every container labeled with the identity of its contents and appropriate hazard warnings
- Store incompatible chemicals in separate areas
- Substitute less toxic materials whenever possible
- Limit the volume of chemical to the minimum needed for short operation periods
- Discard as directed on the SDS
- Report and get assistance immediately if any spills or fires should occur

Material Safety Data Sheets (MSDS's) / Safety Data Sheets (SDS)

The Right-To-Know Officer will maintain a SDS library on every substance used by the district. The list should detail hazardous chemicals used in the each building and an additional electronic copy will be accessible via SDSOnline.com which is located on the CiTi Safety & Risk Service Website. The Right-To-Know Officer will ensure that each building maintains an SDS for hazardous materials used in that area. SDS's must be readily available to all employees.

The District Right-to-Know Officer and/or designee is responsible for acquiring and updating SDS's. All new procurements for the facility must notify the Right-To-Know Officer. Whenever possible, the least hazardous substance will be procured. SDS's must be fully completed and received at the facility either prior to, or at the time of receipt, of the any shipment purchased from a vendor. It may be necessary to discontinue procurement from vendors failing to provide approved SDS's in a timely manner. SDS's are provided by the chemical manufacturer to provide additional information concerning safe use of the product.

Each SDS provides: (items marked with an * may or may not be on the SDS Sheet)

- Product Information and Company Identification
- Hazard Identification (Health & Physical Hazards)
- Composition/Information of Ingredients
- First Aid Measures
- Fire Fighting Measures
- Accidental Release Measures
- Handling and Storage
- Exposure Controls/Personal Protection
- Physical/Chemical Properties
- Stability & Reactivity
- Toxicological Information
- Ecological Information*
- Disposal Considerations*
- Transport Information*
- Regulatory Information*
- Other Information

HAZARD COMMUNICATION WRITTEN PROGRAM
29 CFR 1910.1200, Hazard Communication Standard

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Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

(Continued on other side)

For more information:

OSHA® Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

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Hazard Communication Safety Data Sheets

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*
Section 13, Disposal considerations*
Section 14, Transport information*
Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 (29 CFR 1910.1200(g)(2)).

Employers must ensure that SDSs are readily accessible to employees.
See Appendix D of 29 CFR 1910.1200 for a detailed description of SDS contents.

For more information:

OSHA® Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

OSHA 3493-02-2012

HAZARD COMMUNICATION WRITTEN PROGRAM
29 CFR 1910.1200, Hazard Communication Standard

For SDS's to be effective, employees must:

- Know the location of the SDS's
- Understand what each chemicals hazards are
- Check SDS when more information is needed or questions arise
- Be able to quickly locate the emergency information on the SDS's
- Follow the safety practices provided on the SDS's

SDS Availability

A list of SDS's will be maintained by the Right-To-Know Officer and should be located in a prominent spot in each facility. SDS's will be readily accessible during each work shift to employees when they are in their work area. Employees will be allowed to read and make notes from the SDS files, but will not be permitted to remove the SDS from the file but a copy can be made. Under the New York State Right-To-Know Law, employers must provide a copy of the SDS within 72 working hours after receipt of the request from an employee or their representative.

Labels and Other Forms of Warning

It is extremely important that all containers of chemicals, including piping, are properly labeled. This includes every type of container from large storage tanks to point of use containers such as spray bottles.

The following requirements apply:

- All containers will have the appropriate label; tag or marking prominently displayed that indicates the identity, safety and health hazards and special precautions.
- All warning labels, tags, etc., must be maintained in a legible condition and not be defaced. Any missing or defaced labels must be immediately reported to a supervisor for proper labeling.
- Incoming chemicals are to be checked for proper labeling.

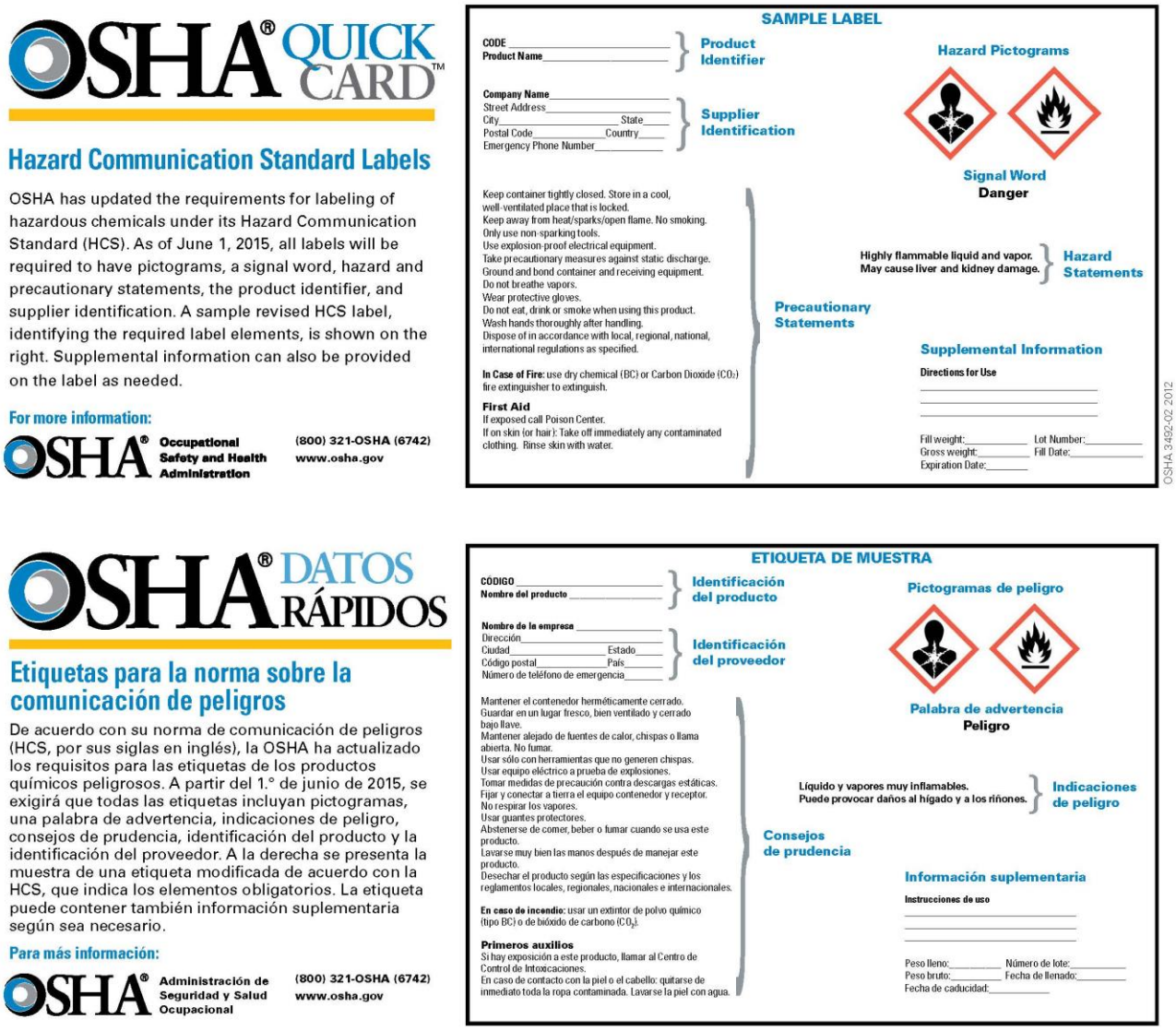
Right-To-Know Officer is designated to ensure that all chemicals in the facility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. Staff shall refer to the corresponding SDS to verify label information. To meet the labeling requirements of HCS for other in-house containers, refer to the label supplied by the manufacturer. All labels for in-house containers mandate requirements prior to their use.

Labeling

The Right-To-Know Officer shall ensure that each container is properly labeled with its contents and appropriate hazard warnings. The required information is:

1. Product Identifier
2. Supplier Information
3. Hazard Pictograms
4. Signal Word
5. Precautionary Statements
6. Supplemental Information (as needed)

HAZARD COMMUNICATION WRITTEN PROGRAM
29 CFR 1910.1200, Hazard Communication Standard



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Hazard Communication Standard Labels

OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on the right. Supplemental information can also be provided on the label as needed.

For more information:

OSHA® Occupational Safety and Health Administration
(800) 321-OSHA (6742)
www.osha.gov

SAMPLE LABEL

CODE _____
Product Name _____
} Product Identifier

Hazard Pictograms

Company Name _____
Street Address _____
City _____ State _____
Postal Code _____ Country _____
Emergency Phone Number _____
} Supplier Identification

Signal Word
Danger

Keep container tightly closed. Store in a 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 measures 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 (CO_2) fire extinguisher to extinguish.

First Aid
If exposed call Poison Center.
If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.

} Precautionary Statements

Highly flammable liquid and vapor.
May cause liver and kidney damage.
} Hazard Statements

Supplemental Information
Directions for Use
_____
_____
_____

Fill weight: _____ Lot Number: _____
Gross weight: _____ Fill Date: _____
Expiration Date: _____

OSHA 3492-02 2012

OSHA® DATOS RÁPIDOS

Etiquetas para la norma sobre la comunicación de peligros

De acuerdo con su norma de comunicación de peligros (HCS, por sus siglas en inglés), la OSHA ha actualizado los requisitos para las etiquetas de los productos químicos peligrosos. A partir del 1.° de junio de 2015, se exigirá que todas las etiquetas incluyan pictogramas, una palabra de advertencia, indicaciones de peligro, consejos de prudencia, identificación del producto y la identificación del proveedor. A la derecha se presenta la muestra de una etiqueta modificada de acuerdo con la HCS, que indica los elementos obligatorios. La etiqueta puede contener también información suplementaria según sea necesario.

Para más información:

OSHA® Administración de Seguridad y Salud Ocupacional
(800) 321-OSHA (6742)
www.osha.gov

ETIQUETA DE MUESTRA

CÓDIGO _____
Nombre del producto _____
} Identificación del producto

Pictogramas de peligro

Nombre de la empresa _____
Dirección _____
Ciudad _____ Estado _____
Código postal _____ País _____
Número de teléfono de emergencia _____
} Identificación del proveedor

Palabra de advertencia
Peligro

Mantener el contenedor herméticamente cerrado.
Guardar en un lugar fresco, bien ventilado y cerrado bajo llave.
Mantener alejado de fuentes de calor, chispas o llama abierta. No fumar.
Usar sólo con herramientas que no generen chispas.
Usar equipo eléctrico a prueba de explosiones.
Tomar medidas de precaución contra descargas estáticas.
Fijar y conectar a tierra el equipo contenedor y receptor.
No respirar los vapores.
Usar guantes protectores.
Abstenerse de comer, beber o fumar cuando se usa este producto.
Lavarse muy bien las manos después de manejar este producto.
Desechar el producto según las especificaciones y los reglamentos locales, regionales, nacionales e internacionales.

En caso de incendio: usar un extintor de polvo químico (tipo BC) o de bióxido de carbono (CO_2).

Primeros auxilios
Si hay exposición a este producto, llamar al Centro de Control de Intoxicaciones.
En caso de contacto con la piel o el cabello: quitarse de inmediato toda la ropa contaminada. Lavarse la piel con agua.

} Consejos de prudencia

Líquido y vapores muy inflamables.
Puede provocar daños al hígado y a los riñones.
} Indicaciones de peligro

Información suplementaria
Instrucciones de uso
_____
_____
_____

Peso lleno: _____ Número de lote: _____
Peso bruto: _____ Fecha de llenado: _____
Fecha de caducidad: _____

Manufacturer's labels on in-coming containers of hazardous materials shall not be removed or defaced. If a label is not on a delivered container the immediate supervisor shall notify the Right-To-Know Officer immediately. The Right-To-Know Officer shall contact the manufacturer for the proper label.

Stationary containers (i.e., tanks or large quantity containers) may use signs or placards so long as the sign or placard meets the requirements of the Hazard Communications Standard.

The Right-To-Know Officer shall ensure that labels of hazard materials are updated when new and significant information is received.

HAZARD COMMUNICATION WRITTEN PROGRAM
29 CFR 1910.1200, Hazard Communication Standard

Training

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those hazardous chemicals. The District will monitor and maintain records of employee training and advise employee of training needs.

The training will emphasize these elements:

- The "Right-to-Know," and the Hazard Communication standard (29CFR.1910.1200)
- Location and availability of the written Hazard Communication Program
- General chemical physical and health hazards, exposure limits and routes of entry
- How to read a SDS and where they are located
- Explanation of the chemical labeling system
- Methods and observation used to detect the presence or release of a hazardous chemical in the workplace
- Chemical spill and leak procedure awareness
- Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures

Training Frequency

Training should be conducted at the time of an employee's initial assignment, annually thereafter, and whenever a new physical or health hazard is introduced into the work area.

Immediate On-the-Spot Training

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

Training Documentation

All training shall be documented including date, names of attendees (printed and signature), name(s) of trainer and topic covered. Records of this training shall be kept by the District for the required amount of time deemed by the records retention schedule.

HAZARD COMMUNICATION WRITTEN PROGRAM
29 CFR 1910.1200, Hazard Communication Standard

Training record

School District: _____
Course Title: _____
Building: _____
Instructor: _____
Date: _____

NAME (please print)	POSITION JOB TITLE	SIGNATURE

Note: This record must be kept on file for 30 years from last date of employment.

HAZARD COMMUNICATION WRITTEN PROGRAM
29 CFR 1910.1200, Hazard Communication Standard

Chemical Storage

The separation of chemicals (solids or liquids) during storage is necessary to reduce the possibility of unwanted chemical reactions caused by accidental mixing. Use either distance or barriers (e.g., trays) to isolate chemicals into the following groups:

- Flammable Liquids: store in approved flammable storage lockers
- Acids: store in a corrosives cabinet (locker)
- Bases: do not store bases with acids or any other material
- Other liquids: ensure other liquids are not incompatible with any other chemical in the same storage location
- Lips, strips, or bars are to be installed across the width of storage shelves to restrain the chemicals to prevent falling
- Refer to the SDS for specific storage requirements
- Chemicals will not be stored in the same refrigerator used for food storage. Refrigerators used for storing chemicals must be appropriately identified by a label on the door

Emergencies and Spills

In case of an emergency, implement the proper emergency response.

- Evacuate people from the area
- Isolate the area (use cones, barrier tape, etc.)
- If the material is flammable, turn off ignition and heat sources if possible
- Only personnel specifically trained in emergency response are permitted to participate in chemical emergency procedures beyond those required to evacuate the area
- Call 911
- Notify a building administrator

Housekeeping

- Maintain the smallest possible inventory of chemicals to meet immediate needs
- Periodically review inventory and usage of chemicals
- Ensure that storage areas, or equipment containing large quantities of chemicals, are secure from accidental spills
- Dispose of any unused laboratory chemicals wherever possible
- ***DO NOT*** place chemicals in salvage or garbage receptacles
- ***DO NOT*** dispose of chemicals on the ground, down sinks or sewer drains

HAZARD COMMUNICATION WRITTEN PROGRAM
29 CFR 1910.1200, Hazard Communication Standard

Employee Exposure Record

The Right-To-Know Officer shall be responsible to ensure that records are maintained of hazardous substances included in Subpart Z of the Federal Occupational Safety and Health Regulations that individual employees are exposed to. The Right-To-Know Officer shall make such records available to the employee, his/her physician or representative, and the Commissioner of Health for examination and copying. Such records must be maintained for thirty (30) years or as determined by the records retention schedule.

All affected employees will be listed on an Employee Exposure Record and this list will be reviewed on an annual basis.

The employee's immediate supervisor will be responsible for verifying the information provided by comparing the record against the work site inventory and noting any discrepancies. The supervisor shall submit the Employee Exposure Record Form to the Right-To-Know Officer.

Subpart Z Table – Sample form/list

A copy of the Standard and the Subpart Z Tables for Toxic and Hazardous Substances is available on OSHA's website at: http://www.osha.gov/ Type 1910 Subpart Z in key word search

In accordance with the NYS Right-To-Know Law, employers are required to keep a record of names and addresses of its employees who use or come in contact with "toxic" chemicals in their work area. These records must be maintained for each employee and retained for a period of thirty (30) years. For your information a "toxic" substance can be identified by a health or hazard warning that may be on the label or product. Warnings such as "flammable," "combustible," "avoid skin contact, or breathing vapors," are examples to be used in the identification of such products that should be listed.

HAZARD COMMUNICATION WRITTEN PROGRAM
29 CFR 1910.1200, Hazard Communication Standard

Employee Product/Chemical Usage Record
School Year: _____

Name _____

Address (Home) _____

Position _____ Building/Program _____

The following is a listing of materials/compounds/products which I use or handle in my work area which contain health or hazard warnings or which I believe may have toxic properties. (*Use page 2 if you need more space*). If you have a question as to whether or not to list an item, list it anyway.

Product Name (*ex. Red Enamel Spray Paint #13-5467*) **Manufacturer** (*ex. Rust-Oleum Inc.)*

_____ _____

_____ _____

_____ _____

_____ _____

Page ____ of _____

HAZARD COMMUNICATION WRITTEN PROGRAM
29 CFR 1910.1200, Hazard Communication Standard

Employee Product/Chemical Usage Record (Continued)

Name _____

Product Name (*ex. Red Enamel Spray Paint #13-5467*)	**Manufacturer** (*ex. Rust-Oleum Inc.)*
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____ _____
Employee Signature Date

_____ _____
Supervisor's Review Date

Page ____ of _____

HAZARD COMMUNICATION WRITTEN PROGRAM
29 CFR 1910.1200, Hazard Communication Standard

Contractors Hired by District

The Right-To-Know Officer will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises. All outside contractors working inside District facilities are required to follow the requirements of this program. Before contractors begin work, it must be determined if contractor employees are potentially exposed to any chemical hazards at the District as well as any exposure to District employees by contractors. If there is any chemical exposure, the chemical exposure forms in this policy shall be completed prior to work commencing. Any hot work or use of chemicals by the contractor must first be evaluated to determine what proper controls are necessary to avoid physical or health hazard exposures to all affected personnel. Contractors must be able to provide copies of SDS's to the District prior to work commencing.

Both parties shall be advised regarding:

- Location of SDS's
- Potential exposure to hazardous substances on site
- Storage locations of any hazardous chemical substances.
- Any containers of hazardous chemical products considered excess (i.e. partial containers of paint) are removed by the contractor at the end of their work.
- Implementation of appropriate protective measures to protect employees from the physical and health hazards
- If requested by either party, written verification that employees have been provided Hazard Communication/Right-To-Know training