

Richland County School District One
Chemical Safety Program

Availability of Information

Information on this program and related records is available during normal business hours upon request by the person authorized by law, regulation or code to read or copy the information. Copies of the program, including the list of chemicals and safety data sheets, are readily accessible during each work shift in the employees' work areas. For information or questions on the OSHA standard contact The Office of Risk Management. See OSHA CFR 1910.1200, Hazard Communication, for this program's legal requirements.

Safety Manager

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1. Purpose

The purpose of this program is to ensure that information on the hazards of chemicals is given to all employees. This program includes all chemicals that are required by law or regulation to be in the hazard communication plan. The transmittal of this information will be by container labeling and other forms of warning Safety Data Sheets and employee training.

2. Determination of Hazards

Chemical manufacturers and importers are required to evaluate the chemicals produced or imported by them to determine if the chemicals are hazardous. Manufacturers, importers, and distributors are required to transmit chemical hazard information to employers. Richland County School District One School relies upon these parties to provide it information about the physical and health hazards of the chemicals to which employees and others may be exposed.

3. Labeling

Chemical manufacturers, importers and distributors are required to label, tag or mark chemical containers with chemical hazard information. No department shall receive/distribute any chemicals for employee use without a SDS being provided or readily accessed. Labels should have: a. product identifier (the identity of the chemicals); b. signal word (hazard warnings); c. hazard statement; d. pictogram (effective June 1, 2015) ; e. precautionary statements; and f. the name, address, and telephone number of the importer, manufacturer, or other responsible party. No label, tag or mark should be removed or defaced.

Departments shall ensure that each container of chemicals/hazardous chemicals in or leaving the workplace is labeled, tagged or marked. All chemicals in Richland County School District One

workplaces must have a label. Any unlabeled, untagged or unmarked chemical container will be correctly labeled. All containers, including those for immediate use, into which any chemicals are transferred must be labeled.

4. Employee Information and Training; SDS Coordinator; Multi-Employer Sites

Departments must ensure that the SDS are readily accessible to employees for all hazardous chemicals in their workplace. This may be done in many ways. For example, employers may keep the SDS in a binder or on computers as long as the employees have immediate access to the information without leaving their work area when needed and a back-up is available for rapid access to the SDS in the case of a power outage or other emergency. Furthermore, departments should designate a person(s) responsible for obtaining and maintaining the SDS. If the department does not have an SDS, the designated person(s) should contact the manufacturer to obtain one.

Employees must be provided with effective information and training on the hazardous chemicals in their work area 1) at the time of their initial assignment, 2) by annual training on the hazard communication plan and 3) whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.

Employees will be informed of the requirements of the laws and regulations on hazardous chemicals, of operations in their area where hazardous chemicals are present and on the location and availability of this hazard communication program, including the list of chemicals and the SDS.

Training will include the following information:

- a) ways to detect hazardous chemicals;
- b) the physical and health hazards of the chemicals;
- c) measures the employees can take to protect themselves, including specific procedures Richland County has implemented;
- d) the details of this program, including an explanation of the labeling system and the SDS; and
- e) how the employees can obtain and use the appropriate hazard information.

The appropriate supervisors will inform employees of:

- a) the chemical hazards of non-routine tasks;
- b) the chemical hazards associated with unlabeled pipes; and
- c) new chemical hazards.

At multi-employer workplaces Richland County School District One supervisors should provide the other employer:

- a) a copy of a safety data sheet (formerly called a material safety data sheet) upon the employer's request or upon realizing the other employer's need for hazardous chemical information; and
- b) information on any precautionary measures that need to be taken to protect the other employer's employees during normal operating conditions and in foreseeable emergencies.

5. Exposure Reporting

Any hazardous chemical exposure to an employee, whether or not it appears to have caused injury, should be reported immediately to Risk Management, Workers' Compensation claims for Richland County School District One. Any hazardous chemical exposure to persons other than district employees, whether or not it appears to have caused injury, should be reported immediately to Risk Management.

6. List and Inventory of Chemicals

A readily available list of the Districts actively used hazardous chemicals identified by the product identifier on the SDS must be kept and readily accessible. The list may be for the whole workplace or by work areas. SDS coordinators should inventory the chemicals in their workplace at least twice a year in addition to continuously updating chemical safety coordinators. Chemicals not being used should be disposed of promptly by an approved method then taken off the list of chemicals.

7. Safety Data Sheets (SDS) - Acquisition, Contents and Updating

A Safety Data Sheet will be kept for each hazardous chemical used. Manufacturers and chemical importers should provide SDS with their initial shipments. They should send updated information with the first shipment after an update.

Coordinators should place each new or updated SDS in each applicable notebook. Employees should not use chemicals for which there is no SDS. If no SDS arrives with the initial shipment or after a request, coordinators should promptly notify the Risk Management and order the SDS.

Safety Data Sheets are required to identify the hazardous chemicals and mixtures and to contain their:

- a) characteristics, e.g., flash points;
- b) physical hazards, e.g., fire potential;
- c) health hazards, including signs and symptoms of exposure and medical conditions which may be aggravated by exposure;
- d) primary routes of entry;
- e) exposure limits;
- f) link to cancer, if any;
- g) handling precautions and spill cleanup procedures;
- h) control measures, e.g., protective equipment;
- i) emergency and first aid procedures;
- j) SDS preparation or last change date; and
- k) the name, address and telephone number of manufacturer, importer or responsible party who can provide additional information on the hazardous chemical and on emergency procedures.

8. Trade Secrets

If a SDS indicates hazardous chemical information is being withheld because it's a trade secret, any request for SDS information should be to the treating nurse or physician.

The below samples include changes in the standard effective June 1, 2015. On that date a uniform format and pictograms are required for SDS.

NOTE: Employees must not / should not bring any chemicals into the workplace.

Reviewed 9.10.2021

Hazard Communication Standard Labels

(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 (SAMPLE)



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: _____



(Sample)

Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDS 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.

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 SDS are readily accessible to employees.**

Sample 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

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