

HAZARD COMMUNICATION STANDARD (HCS)

GLOBALLY HARMONIZED SYSTEM (GHS)



OR-OSHA Standard
29 CFR 1910.1200

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PURPOSE

Eugene School District 4J has made a commitment to the prevention of incidents or accidents that can result in employee injury or illness and ensuring the safety and health of our employees. Eugene School District 4J will comply with all applicable federal and state health and safety rules, including the 2016 Globally Harmonized System (GHS) of Classification and Labelling of Chemicals. A copy of this plan is available to all employees in Human Resources and on the District website at the following link:

http://www.4j.lane.edu/files/hr/4j_hr_risk_hzd_comm.pdf

ACCOUNTABILITY (Supervision)

Persons with supervision oversight, to include Directors, Department Heads, Managers, and Supervisors are required to ensure all hazardous chemicals in their departments are **properly labeled, Safety Data Sheets (SDS) are available**, and ensure employees, students, and others who come in contact or potential contact with hazardous materials are trained in accordance with this procedure and the "Federal Right to Know" law. When Eugene School District 4J is inspected by OR-OSHA, each department, site, or school, upon request, shall be responsible for demonstrating their compliance. **In the event compliance is not demonstrated, the department, site, or school shall be responsible for any associated citations, fines and compliance plan.**

CONTAINER LABELING (Requirements)

- A. Purpose: The purpose of container labeling is to provide employees with an immediate warning about hazards of a material they may use and to direct the chemical handler to the appropriate SDS.
- B. A container can be a bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or similar.
- C. Labeling of all containers must include:
 - a. Clear listing of contents;
 - b. Any and all appropriate hazard warnings; and
 - c. The manufacturer's name and address.
- D. Secondary containers, or portable containers intended for immediate use, are not required to be labeled if the hazardous chemical will be under the control of, and used only by, the person who transfers it from a labeled container during the work shift in which it was transferred. If secondary containers are to be used beyond that user's shift, the containers are to be labeled with an extra copy of the original manufacturer's label or with Facilities Department generic labels, which have identification and hazard warnings.
- E. No container shall be released or used until it meets the above requirements.

SAFETY DATA SHEETS (SDS)

- A. SDS are the primary means of conveying information concerning chemical hazards to employers and employees.
- B. Manufacturers are required to create and provide SDS for their products.
- C. Each person in charge of a department or area is required to have:
 - a. SDS for each hazardous chemical present in their workplace;
 - b. SDS for all hazardous chemicals brought into the workplace by requesting them from the suppliers as necessary;
 - c. SDS maintained for future reference;
 - d. SDS readily available to employees, their representative and OR-OSHA;
 - e. A secondary copy of each SDS maintained by Facilities Department.
- D. SDS retention by the 4J Facilities Department will be 30 years from date of use.
- E. If SDS are not available or new chemicals in use do not have SDS, and attempts to obtain SDS have failed, contact the 4J Facilities Department **immediately**.

SAFETY DATA SHEETS CONTENT

As of June 1st, 2015, the Globally Harmonized 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:

The sixteen sections include:

- **Section 1: Identification**
- **Section 2: Hazard(s)**
- **Section 3: Composition/info**
- **Section 4: First-Aid measures**
- **Section 5: Firefighting measures**
- **Section 6: Accidental release measures**
- **Section 7: Handling and storage**
- **Section 8: Exposure controls/ personal protection**
- **Section 9: Physical and Chemical properties**
- **Section 10: Stability and reactivity**
- **Section 11: Toxicological info**
- **Section 12: Ecological info**
- **Section 13: Disposal considerations**
- **Section 14: Transportation info**
- **Section 15: Regulatory info**
- **Section 16: Other information**

EMPLOYEE INFORMATION AND TRAINING

- A. Departments must provide all employees and contractors with documented awareness training information prior to working with chemicals:
- Use and location of hazardous chemicals in their area;
 - Requirements and location of this procedure;
 - List and location of hazardous chemicals;
 - How and where to access SDS/
- B. Departments and sites are required to train employees and contractors on:
- GHS compliant Hazard Communication labeling system;
 - How to obtain, read, and use SDS and to obtain appropriate hazard information;
 - Physical and health effects of the hazardous chemicals;
 - Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
 - How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment (PPE);
 - Steps taken to reduce or prevent exposure to these chemicals;
 - Emergency procedures to follow if the employee is exposed to these chemicals;
 - Each 4J employee that handles, mixes, applies, or is

in contact with a chemical will view the Safe Schools video “Hazard Communication: Right to Understand (GHS)” Directors, managers, and supervisors will work with Human Resources to set up Safe Schools video access for employees. This course complies with required OSHA training. Contact Facilities Safety office x7433 for details.

HAZARDOUS CHEMICAL LIST

- A. Departments are to provide a current list of hazardous chemicals to be attached to this procedure for employee access and use.
- B. A second copy of the hazardous chemicals list is to be provided to 4J Facilities Department with a copy of the SDS.

HAZARDOUS NON-ROUTINE TASKS

Before beginning a hazardous non-routine task, the department is responsible to ensure the employee has completed Hazard Communication training on:

- Specific chemical hazards;
- Protective/safety measures employees can take (including PPE);
- Measures the vendor, contractor or entity has taken to reduce the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

HAZARDOUS CHEMICAL EMERGENCIES

In the event of a hazardous chemical spill, all persons are to leave the area immediately and notify the Facilities Department at (541) 790- 7400. The Facilities After-Hours Emergency line is (541) 341-6256. No persons are authorized to return to the chemical spill until such time as a Facilities representative authorizes them to. A hazardous chemical spill is not limited to, but may consist of the following:

- **Chemical release** into the environment above the manufacturer's suggested level of safety. Examples may include spilling ammonia on the floor in a closed environment.
- **Unconsciousness** of a person who may be in or around chemicals. **This area should not be entered.** Appropriate emergency personnel are to respond.
- **Fume/vapor exposure may** occur and cause a sense of burning or irritation to the mouth, nose, throat, chest or eyes. Dizziness, nausea, or presence of a strong odor may exist. Ventilate immediately.
- **Skin/Eye contact** with a hazardous chemical is to be treated as suggested on the first aid section of the SDS for the chemical.
- **Exposure** to hazardous chemicals without recommended personal protective equipment by the manufacturer may result in injury or death.
- **At no time** are employees, supervisors or other persons allowed to knowingly work in an unsafe location or manner that may

raise the level of exposure to a hazardous chemical.

CONTRACTOR'S CHEMICALS

Contractors, vendors or other entities who use and/or introduce hazardous chemicals to Eugene School District 4J while in the course and scope of their work are required to:

- Provide the district Facilities Department and the department(s) receiving the service a copy of all SDS of hazardous chemicals used prior to starting the job;
- Provide the length of time chemical will be in use;
- Follow and adhere to Eugene School District 4j's Hazard Communication procedure;
- Be responsible and demonstrate compliance when inspected by OR-OSHA and be responsible for all associated citations and fines.