



Hazard Communication Plan

Lead Administrator:	Director, Facilities Development
Hazard Communication Contact:	Site Administrators and Principals Maintenance and Custodial Supervisors

Hazard Communication Elements

To enhance our employees' health and safety, SCOPE has developed a hazard communication program as required by the Hazard Communication Regulations (Title 8, CCR 5194). Employees are provided information about the hazardous substances in our workplace, the associated hazards, and the control of these hazards through our hazard communication program that includes the elements listed below.

1. List of hazardous substances

The Lead Administrator will keep a current inventory list, provided by the Hazard Communication Contact for each site, of all known hazardous substances present in our workplace. Specific information on each noted hazardous substance can be obtained by reviewing the Safety Data Sheet (SDS).

2. Safety Data Sheets (SDS)

The Hazard Communication Contact is responsible for insuring that the site hazard substance inventory system is maintained. This includes conducting an annual survey, updating the inventory list and current SDSs, and providing a copy of inventory list to the Lead Administrator and to the school site office. In the review of incoming data sheets, if new and significant health/safety information becomes available, this new information is immediately passed on to the affected employees by additional training sessions, posting of memos and other means of communication.

Legible SDS copies for all hazardous substances to which employees of SCOPE may be exposed are kept at the main custodial office for each site and are readily available for review to all employees in their work area and during each work shift. If SDSs are missing or new hazardous substance(s) in use do not have SDSs, or if an SDS is incomplete, the Hazard Communication Contact will immediately request an updated SDS from the vendor or manufacturer.

3. Labels and Other Forms of Warning

Before hazardous substance containers are released to the work area, it is the policy of SCOE that the Hazard Communication Contact will verify that all primary and secondary containers are labeled as follows:

Label Information	Primary Container	Secondary Container
Identity of the hazardous substance(s)	X	X
Applicable hazard warnings	X	X
Applicable signal word	X	X
Applicable hazard symbols/pictograms	X	X
Name and address of the manufacturer	X	

If applicable, the Hazard Communication Contact will arrange for labels, signs and other warnings to be printed in other languages.

4. Employee Information and Training (by Immediate Supervisor)

Employees will attend a health and safety training session set up by their immediate supervisor prior to starting work with chemicals. The training session will provide information on the following:

- The requirements of the hazard communication regulation, including the employees' rights under the regulation.
- The location and availability of the written hazard communication plan.
- Any operation in their work area, including non-routine tasks, where hazardous substances are present and exposures are likely to occur.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- How to read labels and review SDSs to obtain hazard information.
- Physical and health effects of the hazardous substances.
- Symptoms of overexposure.
- Protective practices SCOE has taken to minimize or prevent exposures to hazardous substances.
- Measures employees are required to put into practice to reduce or prevent exposure to hazardous substances.
- Emergency and first-aid procedures to follow if employees are exposed to hazardous substances.

Employees will receive additional training when a new hazard is introduced into the workplace.

Hazardous Non-routine Tasks

In the event employees are required to perform hazardous non-routine tasks, affected employees will be given information by their supervisor on hazards to which they may be exposed prior to starting the task.

This information will cover:

- Specific hazards
- Measures SCOE has taken to reduce the risk of these hazards, such as providing ventilation, ensuring the presence of another employee, providing a respiratory protection program, and establishing emergency procedures.
- Required protective/safety measures.

Examples of non-routine tasks performed by employees of SCOE may include:

Sample Non-Routine Task	Hazardous Substance

Contractor work at our sites

To protect our employees from chemicals used by outside contractors and to ensure contractors work safely at our sites we will:

- Obtain information on substances contractors may bring to our workplace.
- Review and implement precautions and protective measures the employees may take to minimize the possibility of exposure to substances used by contractors.
- Provide contractors a copy of our HCP and access to chemical inventories and SDSs.

The plan document will be maintained by the Lead Administrator to ensure that the policies are carried out and the plan is effective. Questions about the plan should be directed to the Lead Administrator. Questions about department use of chemicals and employee training should be directed to the Department Supervisor (Hazard Communication Contact).