

# **Galt Joint Union Elementary School District Hazardous Communication Plan**

*January 29, 2024*



**Prepared by:  
Schools Insurance Authority  
P.O. Box 276710  
Sacramento, CA 95827  
(916) 364-1281  
[www.sia-jpa.org](http://www.sia-jpa.org)**

## Table of Contents

Site Information .....	3
Hazard Communication Elements .....	3
1. List of hazardous substances.....	3
2. Proposition 65 list of chemicals.....	3
3. Safety Data Sheets (SDS) .....	3
4. Labels and Other Forms of Warning .....	4
Employee Information and Training.....	5
5. Hazardous Non-routine Tasks.....	5
6. Labeled/Unlabeled Pipes [ <i>if applicable</i> ].....	6
7. Informing Contractors.....	6

## Site Information

SCHOOL NAME	SCHOOL ADDRESS	LEAD ADMINISTRATOR
Fairsite Elementary and Early Learning Center	902 Caroline Avenue   Galt, CA 95632	Laura Marquez, Principal
Vernon E Greer Elementary	248 West A Street   Galt, CA 95632	Stephanie Simonich, Principal
Lake Canyon Elementary	800 Lake Canyon Avenue   Galt, CA 95632	Judi Hayes, Principal
Marengo Ranch Elementary	1000 Elk Hills Drive   Galt, CA 95632	Jennifer Porter, Principal
Robert L McCaffrey Middle School	997 Park Terrace Drive   Galt, CA 95632	Carlos Castillo, Principal
River Oaks Elementary	905 Vintage Oak Avenue   Galt, CA 95632	Tina Homdus, Principal
Valley Oaks Elementary	21 C Street   Galt, CA 95632	David Nelson, Principal
<b>Hazard Communication contact:</b>	Alejandra Garibay, CBO 1018 C Street, Suite 210   Galt, CA 95632	

## Hazard Communication Elements

To enhance our employees' health and safety, our district has developed, implemented and maintains a hazard communication program as required by the Hazard Communication Regulations (Title 8, CCR 5194). The Hazard Communication contact listed above has full authority and responsibility for implementing and maintaining this program. We provide information about the hazardous substances in our workplace, the associated hazards, and the control of these hazards through a comprehensive hazard communication program that includes the elements listed below.

### 1. List of hazardous substances

This plan will include a current inventory list 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. Proposition 65 list of chemicals

The Hazard Communication contact is responsible for obtaining updates of Proposition 65 listed chemicals and providing information to affected employees. In the case of newly added chemicals to the Proposition 65 list, warning requirements take effect 12 months from the date of listing.

### 3. Safety Data Sheets (SDS)

The Hazard Communication contact is responsible for obtaining the SDSs, reviewing them for completeness, and maintaining the data sheet system for our district/school. In

the review of incoming data sheets, if new and significant health/safety information becomes available, this new information is passed on immediately 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 this district/school may be exposed are kept in on the District webpage, under Maintenance and Operations. SDSs 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 a SDS is obviously incomplete, please contact the Hazard Communication contact listed above immediately and a new SDS will be requested from the manufacturer. If we are unable to obtain the SDS from the vendor within 25 calendar days of the request, we will either call our local Cal/OSHA compliance office or write to:

Division of Occupational Safety and Health  
Deputy Chief of Health and Engineering Services  
P.O. Box 420603  
San Francisco, CA 94142-0603

Because legible SDS copies are kept electronically, employees will have access and will be trained on how to retrieve and print legible hard copies as needed. Our backup system, in the event of electronic failure, will require employees to request paper SDS by telephone.

#### 4. Labels and Other Forms of Warning

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

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

To address exposures to Proposition 65 chemicals, the Hazard Communication contact will provide clear and reasonable warnings to individuals prior to exposure by means of posting signs conspicuously, labeling consumer products, and training employees.

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

## **Employee Information and Training**

Employees are to attend a health and safety training session set up by the Hazard Communication contact prior to starting work. This 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 program.
- Any operation in their work area, including non-routine tasks, where hazardous substances or Proposition 65 carcinogens/reproductive toxins 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.
- Protective practices the district has taken to minimize or prevent exposures to these substances.
- How to read labels and review SDSs to obtain hazard information.
- Physical and health effects of the hazardous substances.
- Symptoms of overexposure.
- Measures employees need to put into practice to reduce or prevent exposure to these hazardous substances by engineering controls, work practices and use of personal protective equipment. Emergency and first-aid procedures to follow if employees are exposed to hazardous substances.
- The location and interpretation, if needed, of warning signs or placards to communicate that a chemical known to cause cancer or reproductive toxicity is used in the workplace.

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

### **5. Hazardous Non-routine Tasks**

In the event our 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 on the project.

This information will cover:

- Specific hazards
- Measures the district 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 our district may include:

Sample Non-Routine Task	Hazardous Substance

#### 6. Labeled/Unlabeled Pipes

Above-ground pipes transporting hazardous substance (gases, vapors, liquids, semi-liquids or plastics) shall be identified in accordance with Title 8, CCR Section 3321, “Identification of Piping.”

Other above-ground pipes that do not contain hazardous substances but may have associated hazards if disturbed or cut (e.g. steam lines, oxygen lines) shall be addressed as follows:

Before employees enter the area and initiate work, the Hazard Communication contact will inform them of:

- The location of the pipe or piping system or other know safety hazard
- The substance in the pipe
- Potential hazards
- Safety precautions

#### 7. Informing Contractors

To ensure that outside contractors work safely at our site and to protect our employees from chemicals used by outside contractors, the Hazard Communication contact is responsible for giving and receiving the following information from contractors:

- Hazardous substances, including Proposition 65 chemicals, to which they may be exposed while on the job site as well as substances they will be bringing into the workplace. To this end, we will provide contractors with information on our labeling system and access to SDSs.
- Precautions and protective measures the employees may take to minimize the possibility of exposure.

If anyone has questions about this plan, please contact the Hazard Communication contact. Our plan will be maintained by the Hazard Communication contact to ensure that the policies are carried out and the plan is effective.

[SAMPLE]

Hazardous Substance Inventory

Hazardous Substance	Operation/ Work Area	SDS
[Acetone]	[Maintenance Shop]	[Complete]

# Hazardous Communication Training

Training date: \_\_\_\_\_

Topic: \_\_\_\_\_

## Attendees:

Name (*Please print*)

Signature:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Attach copy of agenda and/or handouts