

# Hazard Communication Program

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# HAZARD COMMUNICATION PROGRAM

## General Information

To comply with Cal/OSHA Title 8 §5194, the following written Hazard Communication Program has been established for Shasta Head Start Child Development, Inc.. The written program will be available to all employees and located in the main office for review. The Hazard Communication Manager, Human Resources Manager, has full authority and responsibility for implementing and maintaining this program.

## Container Labeling

Before hazardous substance containers are released to the work area, it is company policy that health manager will verify that all primary and secondary containers are labeled as follows:

Label Information	Primary Container	Secondary Container
Identity of the hazardous substance(s)	✓	✓
Applicable hazard warnings	✓	✓
Name and address of the manufacturer	✓	

## Pictograms

Pictograms were developed to simplify hazard communication on chemical container labels and safety data sheets (SDSs), regardless of manufacturer or country of origin. The pictograms are based on images and symbols employees throughout the world would recognize and understand.



**Corrosive**



**Irritant or Sensitizer**



**Health Hazard**



**Acute Toxicity**



**Flammable**



**Explosive**



**Gas Under Pressure**



**Oxidizer**



**Environmental Toxicity**

## Safety Data Sheets (SDSs)

Purchasing agent is responsible for obtaining the SDSs, reviewing them for completeness, and maintaining the data sheet system for the company. 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 company may be exposed are kept in the SOP Portal. 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 an SDS is obviously incomplete, please notify the Purchasing Agent immediately, and a new SDS will be requested from the manufacturer.

## Employee Information and Training

Prior to starting work, each new company employee will attend Safety and Health Training to include the following:

1. Overview of the Hazard Communication Program requirements.
2. The requirements of the hazard communication regulation, including the employees' rights under the regulation.
3. Any operation in their work area, including nonroutine tasks, where hazardous substances or Proposition 65 carcinogens/reproductive toxins are present, and exposures are likely to occur
4. Hazardous chemicals present in the workplace.
5. Location and availability of the written hazard communication program.
6. Physical and health effects of hazardous chemicals.
7. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
8. How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment.
9. Steps the company has taken to reduce or prevent exposure to these chemicals.
10. Safety emergency procedures to follow if the employee is exposed to these chemicals.
11. How to read labels and review SDSs to obtain appropriate hazard information.

## Hazardous Chemicals List

Purchasing Agent will prepare and keep current an inventory list of all known hazardous substances present in our workplace. A list of known hazardous chemicals presently being used by company employees is available on our SOP Portal. More information on each chemical is available by reviewing SDS.

## Proposition 65 List of Chemicals

Proposition 65 requires businesses to provide warnings to Californians about significant exposures to chemicals known to cause cancer, birth defects, or other reproductive harm.

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To address exposures to Proposition 65 chemicals the Health Manager will provide clear and reasonable warnings to individuals in advance of exposure through prominent signage, consumer product labeling, and employee training.

The Health Manager is responsible for obtaining updates of Proposition 65 listed chemicals and providing new 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.

## Hazardous Non-Routine Tasks

Shasta Head Start employees will not perform non-routine tasks without clearance from their Supervisor. If clearance is authorized, training will be provided by the Health Manager prior to use.

## Personal Protective Equipment (PPE)

Shasta Head Start is continuously assessing the workplace to determine if hazards are present, or are likely to be present, which necessitates the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, Shasta Head Start will

- (A) Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment;
- (B) Communicate selection decisions to each affected employee; and,
- (C) Select PPE that properly fits each affected employee.

All PPE will be located next to or near any hazardous chemical that requires it. PPE will be checked quarterly to ensure it is maintained in a safe and sanitary condition.

Shasta Head Start will provide training to each employee who is required to use PPE. Each employee shall be trained to know at least the following:

- (A) When PPE is necessary;
- (B) What PPE is necessary;
- (C) How to properly don, doff, adjust, and wear PPE;
- (D) The limitations of the PPE; and,
- (E) The proper care, maintenance, useful life and disposal of the PPE.

## Informing Contractors

It is the responsibility of the Purchasing Agent to provide outside contractors (with employees) the following information:

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1. Hazardous chemicals to which they may be exposed while on the job site, and the procedure for obtaining SDSs.
2. Precautions employees may take to lessen the possibility of exposure, by using appropriate protective measures and an explanation of the labeling system used.
3. It is the responsibility of the Purchasing Agent to identify and obtain SDSs for the chemicals the contractor is bringing into the workplace.

Hazardous Chemical List and associated SDS is located on Shasta Head Starts SOP portal.

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