

**HAZARDOUS MATERIAL COMMUNICATION PROGRAM  
“HAZCOM”**

**“RIGHT TO KNOW”**

**BUTTE COUNTY OFFICE OF EDUCATION**  
**"RIGHT TO KNOW"**  
**Employee Training Program**

Life is not as simple today as 20 or 30 years ago. Significant changes occur weekly that profoundly influence how we live, what we eat and the air we breathe.

One change is the use of chemicals and substances, which we term "hazardous." Some examples of hazardous physical properties include: flammable, explosive or unstable, produces health effects which might be cancerous or damage the skin, lungs, eyes, mucous membranes, etc.

We all use such products both at home and at work. Every time we fill up our lawnmower or car with gasoline, we are using a substance that is a physical hazard (flammable), a health hazard, and it's a suspected cancer causing substance. Doing everyday chores we use bleaches, cleaners, and ammonia -- all involve hazardous substances. We also are exposed at work.

Most of us have little or no difficulty in working safely with these hazardous substances. But to make your work safer, you will now receive more information.

In California, all employees are required to receive training and information regarding hazardous substances they might use or contact in their work. The Butte County Office of Education believes it is important for employees to have such information; therefore, this booklet is to inform you of your rights and what you need to know to work safely.

## **EMPLOYEE RIGHTS**

Your rights by law are as follows:

1. You have the right to receive information regarding hazardous substances to which you might be exposed.
2. Your physician or collective bargaining agent also has the right to receive such information on hazardous substances to which you may be exposed.
3. You cannot be discharged or discriminated against in any way for exercising these rights.

Your supervisor is responsible for informing you of the following:

1. The location of and how to obtain the BCOE's written program on hazardous substances.
2. Any operation in your work area where hazardous substances are present.
3. Reviewing with you the contents of Material Safety Data Sheets (MSDS's) of substances you contact in your work. This includes new substances or revised MSDS's if the new information indicates a significant increase in risk to you.
4. How to observe and detect the presence and/or release of a hazardous substance in the work area.
5. The physical and health hazards of the hazardous substances in your work area and how you can protect yourself from these hazards. Such measures may include: work practice, protective equipment or emergency procedures.

## **MATERIAL SAFETY DATA SHEETS (MSDS)**

The basic source of information about safety and health is found in the Material Safety Data Sheets (MSDS). An MSDS normally consists of a single piece of paper with the following health and safety information:

1. Trade Name
2. Chemical and common name
3. Physical and chemical properties such as flashpoint, vapor pressure, and solubility of the chemical.
4. The physical hazards such as fire, dangerous reactions and explosion.
5. The results of exposure to the substance over a short period (acute) and over a long time (chronic). This would include signs and symptoms of illness and medical conditions which may be aggravated by exposure.
6. How the substance may enter the body, such as through the skin, breathing, etc.
7. The allowable level of the substance in the breathing air to which you may be exposed without wearing protective equipment.
8. A notation made if the substance can cause cancer.
9. What you have to do to work safely with the substance. This includes handling, storage, and protective measures.
10. Any known control measures that can be used to protect you from the substance. This could be ventilation or other engineering controls, work practices or protective equipment.
11. What to do in emergencies such as spills.
12. First aid measures in case of contact or exposure to the substance.
13. The name, address, and phone number of the person who prepared the MSDS, and the date it was prepared.

Your supervisor will have copies of completed MSDS's for each substance you might have to use. They are posted in the workplace where the corresponding material is used, stored or handled. Whenever a new or revised MSDS is received by BCOE, your supervisor will review its contents with you within 30 days.

## **LABELS ON CONTAINERS**

Another part of our hazardous substance program involves container labeling. By law, whenever a manufacturer sends a drum, box or other container with a hazardous substance, a label must be on the container and it must contain the following minimal information:

1. The name (identity) of the substance such as gasoline, ammonia, etc.
2. A hazard warning statement such as Corrosive: Wear rubber gloves and eye protection.
3. The name and address of the manufacturer or importer.

If substances are transferred from original containers to other containers, labels must be placed on these secondary containers. This label must contain the following information:

1. The name (identity) of the substance.
2. A hazard warning statement.

These container labels are reminders for you when you use hazardous substances. They are a much shortened version of the MSDS to tell you how to keep yourself safe.

If you encounter a container without a label, it is your responsibility to notify your supervisor who will make sure that a label is put on the container. Do not use or transfer any material to or from the container until your supervisor has ascertained what the material is and provided the proper labeling.

## **SUMMARY**

Labels and MSDS's are your guide to working safely with hazardous substances. By understanding what you are working with, what potential hazards exist from using the substance and how you can protect yourself, you can make your employment safe and rewarding.

We cannot avoid using hazardous substances, but we can use them safely. If you have any questions regarding the information in this booklet, talk with your supervisor and get the assistance you need.

We want your employment to be productive and free from injury and illness.

HAZARDOUS SUBSTANCE  
COMMUNICATION PROGRAM

BUTTE COUNTY OFFICE OF EDUCATION

The Butte County Office of Education (BCOE) developed a program to inform employees who may be exposed to the hazards involved with materials where they work. We believe that safety and health information should be shared openly with anyone using hazardous substances.

To insure that such information is given to employees, the following elements of our program have been developed:

1. BCOE's written hazard communication plan.
2. Availability and acquisition of Material Safety Data Sheets (MSDS) at sites where employees work.
3. Employee training.
4. Labeling of containers to insure that employees know what they are using and what hazards exist.

The written program is always available for review by employees. A copy can be obtained from your supervisor or from the Maintenance and Operations' Office, 1859 Bird Street, Oroville, CA 95965.

1. INVENTORY

An inventory will be taken and a complete list of all hazardous substances will be compiled. Material Safety Data Sheets (MSDS) will be requested from the manufacturers and vendors of these substances. All purchases of hazardous substances must include the Material Safety Data Sheets with the delivery. If the MSDS is not included, the shipment shall not be accepted.

Each workplace where substances are stored, handled or utilized must be posted with a list of those substances. The workplace posting will be kept current and maintained by the site administrator/department head at each location.

2. MATERIAL SAFETY DATA SHEETS (MSDS)

Material Safety Data Sheets will be obtained and kept on file for all hazardous substances purchased, stored, used, or handled. MSDS are to be maintained at each workplace where hazardous substances are handled or utilized.

3. EMPLOYEE TRAINING

Employee training will be provided on hazardous substances where exposure or potential exposure is possible.

Current employees will receive appropriate training as a group. All newly hired employees will receive training immediately upon starting employment with BCOE.

The training program will be ongoing with additional training given for new substances utilized or retraining if the MSDS for substances in present use are revised significantly. A significant revision entails receipt of new information indicating increased risks in the use of the substances and/or changes in the measures necessary to protect the employees from exposure as compared to the prior MSDS.

All training and retraining sessions will be documented as to the trainers, content, and attendees. Records of these sessions will be kept on file at the Human Resources at 1859 Bird Street, Oroville.

The Employee Hazardous Substance Training Program will include the following:

- A. An explanation of a MSDS, its intended purpose and how to read and interpret the information provided on the MSDS.
- B. An explanation of the information provided on the MSDS:
  - The health hazards associated with the use and/or exposure to the substance.
  - Proper handling for safety to reduce the exposure. Personal protective equipment which is necessary or recommended during handling or use of the substance.
  - Emergency procedures for spills, fires, first aid and disposal.
  - Other safety precautions necessary to prevent or minimize exposure to the substance.
- C. An explanation of the information on the container label.
- D. An explanation of the employee's right to obtain a copy of the MSDS from the BCOE and the procedure to be followed.
- E. An explanation of the right for the Collective Bargaining Agent or a treating physician to receive a MSDS from BCOE and the procedure to be followed.
- F. An explanation of the employee's protection from termination, discrimination or retaliation by BCOE for exercising rights under General Industrial Safety Order 5194.
- G. Specific safety training of non-routine tasks as determined by site administrator or department head prior to employees undertaking these tasks.

Employees of vendors must receive training on the hazardous substances which they will contact on the BCOE premises. The maintenance department will provide the substance inventory for the work area involved to the vendor prior to the vendor's employees beginning work on BCOE premises. Contracts with vendors shall state that their employees will be properly trained by the contractor before beginning work at BCOE.

#### 4. CONTAINERS

All containers holding hazardous substances will be labeled with the following information:

- Complete identity of the substance.
- Appropriate hazard warnings and safety precautions.
- Name and address of manufacturer or other responsible party.

Hazardous substances shall not be transferred from the original container to another container without the permission and direction of the site administrator/department head. It is the responsibility of the site administrator/department head to be certain the new container has the proper label and is securely attached to the container.

Substances which do not have the proper label and/or cannot be identified are not to be used, handled, or stored. The Director of Maintenance/Operations or Safety Officer must be notified immediately. The substance will then be attempted to be identified and properly labeled or removed under the direction of the Director of Maintenance/Operations or Safety Officer.

**BUTTE COUNTY  
OFFICE OF EDUCATION**

**RIGHT TO KNOW**

**TRAINING PROGRAM**

I have received my copy of THE EMPLOYEE RIGHT TO KNOW TRAINING PROGRAM.

I understand that I am required to know and follow the contents and guidelines of this booklet.

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Date of Training

\_\_\_\_\_  
Department/Area of Employment

Please note: When this form is completed, please return to:

Human Resources and Maintenance and Operations/Facilities Department

(SAMPLE) **MATERIAL SAFETY DATA SHEET (SAMPLE)**

**Manufacturer**

Wite-Out Products, Inc.  
145 Southchase Blvd.  
Fountain Inn, SC 29644

**MSDS Preparer:**

SGS U.S. Testing Company.  
Inc.\* Fairfield, NJ 07004  
Tel: (973) 575-5252

\*Specific technical information  
provided by manufacturer

Date: June 4, 2001

Supersedes: October 8, 1997  
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Emergency Telephone No. (800)  
424-9300 Information Telephone  
No. (203) 783-2103

**I. PRODUCT INFORMATION**

Identity: Wite-out® For Everything® Correction Fluids (Quick Dry, Extra Coverage, Super Smooth)& Commercial Pack  
Chemical Name: Not Available (N/A)  
Chemical Family: N/A  
CAS Registry Number: N/A  
DOT Shipping Name: Coating Solution  
DOT Hazard Class: Flammable Liquid

**II. HAZARDOUS INGREDIENTS**

<u>Component(s)</u>	<u>%</u>	<u>OSHA PEL</u>	<u>Hazard Information</u>	
			<u>ACGIH TLV</u>	<u>Others</u>
Petroleum Naphtha (CAS #64742-48-9)	40	400mg/m <sup>3</sup>	400mg/m <sup>3</sup>	Flammable

**III. PHYSICAL AND CHEMICAL CHARACTERISTICS**

Boiling Point, °F : 204-237  
Vapor Pressure (mm Hg) : 26-49 at 68°F  
: Volatile components, 3.4-4.0 (Estimated)  
Vapor Density (Air = 1) : Practically Insoluble (0.1 g/L)  
Solubility in Water : Free flowing liquid with petroleum solvent odor  
Appearance and Odor : Correction fluid 1.25  
Specific Gravity, (H<sub>2</sub>O=1) : -8°F to +8°F  
: 0.89 - 1.08  
Melting Point :  
Evaporation Rate (Butyl Acetate=1):

**IV. FIRE AND EXPLOSION HAZARD DATA**

Flammable Liquid : Can release vapors that form flammable mixture at or above flash point.  
Flash Point (Method Used) : 17-37°F (ASTM D-3828-87)  
Flammability Limits in Air, LEL : 1.7  
UEL : 12.3  
: CO<sub>2</sub>, Foam, Dry Chemical  
Extinguishing Media for Fires : Flammable liquid. Wear self-contained breathing apparatus.  
Special Fire Fighting Procedures : Toxic combustion gas may be formed as decomposition products.  
:   
Unusual Fire and Explosion Hazards: (Cont'd on Page2)



**V. REACTIVITY DATA**

Stability	:	[ ] Unstable [ X ] Stable
Conditions to Avoid	:	Heat source, sparks or flame.
Materials to Avoid	:	Strong oxidizing or reducing agents.
Hazardous Decomposition Products:	:	Toxic fumes or gases.
Hazardous Polymerization Products:	:	[ ] May Occur [ X ] May Not Occur

**V. HEALTH HAZARD DATA**

	<u>NTP:</u>	<u>IARC:</u>	<u>OSHA:</u>
Carcinogen or Potential Carcinogen	N/A	N/A	N/A
Health Hazard (Acute or Chronic)			
Skin	:	Not a primary skin irritant per the FHSA.	
Eyes	:	Not an eye irritant per the FHSA.	
Ingestion	:	Human Ingestion Hazard Not known.	
Inhalation	:	Not hazardous under normal use conditions.	
Effect of Over Exposure	:	Central nervous system depression; Likely route-inhalation. Deliberately concentrating and inhaling content can lead to unconsciousness and/or death.	
Medical Conditions Generally Aggravated by Exposure:		Existing pulmonary or dermal condition.	

**Emergency and First Aid Procedures**

Skin	:	Wash with soap and water. Consult physician if irritation occurs and persists.
Eyes	:	Wash with water for at least 15 minutes, holding eye lids open. Consult physician if irritation occurs.
Ingestion	:	Consult physician at once. Do not induce vomiting.
Inhalation	:	Remove victim from exposure. Alert emergency medical personnel. Administer artificial respiration if breathing is stopped.

**VII. PRECAUTIONS FOR SAFE HANDLING AND USE**

Spill or Leak Procedures	:	Handle as flammable liquid and dispose of properly. Ventilate area.
Disposal Recommendations	:	Dispose in accordance with local, state, and federal regulations.
Storage/ Handling Recommendations:	:	Store and transport in closed container. Store in ventilated area. Avoid heat, fire and fumes. Keep away from children.
Other Precautions:	:	

**VIII. CONTROL MEASURES**

Respiratory Protection	:	NIOSH/MSHA approved respirator with organic vapor cartridge if exposure limits are exceeded when handling bulk. None necessary under normal use conditions.
Ventilation	:	
Protective Gloves	:	[ ] Local [ X ] Mechanical [ ] Special [ ] Other
	:	Chemical resistant gloves when handling bulk. None necessary under normal use conditions.
Eye Protection	:	Not required except when handling in bulk.
Other Protection	:	None required.
Equipment/Clothing:	:	Standard good industrial hygiene practice recommended.
Work Hygiene Practice	:	

(Cont'd on Page 3)

**IX. REGULATORY INFORMATION**

California Proposition 65 : This product complies with the labeling requirement of the California Safe Drinking Water and Toxic Enforcement Act of 1986.  
: The components in this product are listed on the TSCA inventory.  
TSCA : This product does not contain chemicals known to deplete the ozone layer.  
Others :

Wite Out Products, Inc. and SGS U.S. Testing Company Inc., the preparer of this MSDS, believe that the information contained herein (including data and statements) is accurate as of the date hereof. NO WARRANTY OF MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, OR ANY OTHER WARRANTY, EXPRESS OR IMPLIED, IS MADE AS CONCERNS THE INFORMATION HEREIN PROVIDED. The information provided herein relates only to the specific product designated and may not be valid where such product is used in combination with any other materials or in any process. Further, since the conditions and methods of use of the product and the information referred to herein are beyond the control of Wite Out Products, Inc. and SGS U.S. Testing Company Inc., the preparer of this MSDS, (references to Wite Out Products, Inc. and SGS U.S. Testing Company Inc., the preparer of this MSDS, including its divisions, affiliates, and subsidiaries), Wite Out Products, Inc. and SGS U.S. Testing Company Inc., the preparer of this MSDS, expressly disclaim any and all liability as to any results obtained or arising from any use of the product Or such information. No statement made herein shall be construed as a permission or recommendation for the use of any product in a manner that might infringe existing patents.