









S A F E T I P S Y

“RIGHT TO KNOW” EMPLOYEE TRAINING PROGRAM



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

8800 GROSSMONT COLLEGE DRIVE
EL CAJON, CA 92020-1799
619-644-7711

MAY CAUSE  EYE INJURY	CHEMICAL SPLASH  GOGGLES	MAY BE HARMFUL  IF INHALED
 APRON	DANGER FLAMMABLE	HALF MASK CARTRIDGE  RESPIRATOR
MAY BE HARMFUL IF ABSORBED  THRU SKIN	 GLOVES	MAY BE HARMFUL  IF SWALLOWED

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December, 2004



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

8800 Grossmont College Drive

El Cajon, CA 92020-1799

TO ALL STAFF MEMBERS . . .

Accident prevention is the responsibility of every Grossmont-Cuyamaca Community College District employee!

To protect yourself, students and other employees, you should report unsafe work conditions promptly to your supervisor.

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SAFETY TIPS

The following Policy Statement was adopted by the Grossmont-Cuyamaca Community College District Governing Board on May 15, 1978 and amended on February 14, 1989:

"It shall be the policy of the Board to provide, publish, and post rules for safety and the prevention of accidents, instruct employees and students in occupational health and safety and accident prevention, provide protective devices where they are required for the occupational health and safety of students and employees, provide suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operation of the colleges, and overall, to carry out the intent of the California Occupational Safety and Health Act."

The Chancellor shall prepare rules governing occupational health and safety and the prevention of accidents and fire which shall include, as a minimum, the requirements of law and the applicable rules and regulations of various departments of State government.

The Vice Chancellor-Human Resources and Administrative Services or Risk Manager shall be the District safety officer to oversee the conditions of District facilities and chair a District safety committee to coordinate the District program.

DISTRICT SAFETY PROGRAM

The District Safety Program was established in order to identify the causes of loss from employee and student injuries; property damaged by vandalism, theft and fire; and damage and injury through unsafe operation of motor vehicles and other equipment; and to provide the means to correct or eliminate the hazards involved. The objective of the District Safety Program is to minimize the number of injuries and illnesses that occur during any school year. Safety committees were established to assist the District in complying with federal, state, and local safety and health regulations. Safety subcommittees shall be formed as needed to assist the District Safety Officer in the administration of the Safety Program. The committees have as their goals the highest level of injury and accident prevention attainable.

The District Safety Program shall conform with the practices of the California Occupational Safety and Health Act of 1990 and California Code of Regulations Title 8 sections 1508 & 3203, and shall include:

1. Identification of one or more people having authority and responsibility for implementing the District Safety Program and the Injury and Illness Prevention Plan (IIPP).
2. Development of a written safety program and safety rules.
3. Development of procedures to ensure employee compliance with safe and healthy work practices.
4. Training all employees in good safety practices.
5. Establishment of a system to communicate with employees regarding safety and health matters.
6. Direction of a program of safety inspection or practices to identify and evaluate work place hazards.
7. Provision of necessary personal protective equipment and instruction for its use and care, and provision of mechanical and physical safe-guards as required.
8. Prompt and thorough investigation of every job-related/college-related injury or occupational illness to determine its cause in an attempt to prevent reoccurrence.
9. Development and utilization of procedures for prompt attention to injuries and medical controls to ensure that no injured employee returns to work unless he/she is fit to perform required duties.
10. Orientation of new employees to the District Safety Program.
11. Establishment of a procedure to correct unsafe conditions and practices.

RESOURCES

The Risk Management Department shall provide the Colleges and District Departments with safety posters, videos, pamphlets, accident data, and other aids which may be used as part of the existing inservice program. Specialized areas such as technology programs and science laboratories require special precautions. The Risk Management Department, in conjunction with other safety professionals, will provide materials for these areas as needed.

The Risk Management Department will use community resources when available. For example, San Diego REBRAC and ROP (Regional Occupational Program) may assist with safety training. Risk Management will maintain information and schedules of safety training classes offered off campus. Those attending off-campus training need to submit a "Request for Attendance at Off-campus Activity" form and backup material for division dean or supervisor's signature for the cost of the training.

INSERVICE TRAINING

This "Safety Tips; Right to Know" booklet is a part of the District's safety training program. Its objective is to meet the minimum requirements of Hazard Communication and safety training before the employee begins his or her job. However, this short booklet cannot cover every topic of every job, that is why, after finishing reading this booklet, the employee is to meet with their supervisor to discuss in more detail safety aspects their particular job presents and additional safety training needs. The "Safety Training Directory" lists many training classes your supervisor and your duties will require you to attend. After that dialogue, your supervisor will sign the acknowledgement page. That will be your opportunity to ask questions about safety and training issues.

Management staff are encouraged to incorporate (and document) safety topics and training sessions as a part of regular employee meetings, and send a copy of training rosters to the Risk Management Department.

Objectives: The general objective of all safety training is to inform or enable the employee to recognize work hazards, be instructed in the procedures to protect themselves from injury and the first aid procedures in the event of injury.

To accomplish this we strive to develop the employees' ability to:

1. Observe actual or potential physical hazards on college property and correct or report those hazards.
2. Demonstrate knowledge of hazardous aspects of materials, equipment and their use in classroom laboratories and maintenance shops.
3. Demonstrate an awareness of unsafe employee practices in the classroom, office, laboratories, physical education facilities, shops and parking lots.
4. Demonstrate exemplary safe behavior to fellow employees and students.
5. Inject concepts of safety into appropriate aspects of the instructional program.

Safety Tips:

General Safety Guidelines

1. Remove from the floor all debris which could cause slipping or tripping.
2. Keep cords (electrical, phone, etc.) out of walkways.
3. Never use chairs or desks for climbing or standing. Use ladders only. Call the maintenance or operation's departments when assistance is needed.
4. Wipe up all spills and water accumulations immediately.
5. Maintain adequate walkways between desks, work tables, etc.
6. Keep file cabinet drawers completely closed when not in use.
7. Do not overload upper file cabinet drawers. Store heavy items in lower drawers. Freestanding file cabinets can topple over if more than one drawer is opened at the same time.
8. Keep all storage areas clean, neat and free of trash.
9. Keep all machinery guards in place whenever in use.
10. Use care in operating electrical office equipment—follow manufacturer's instructions and precautions.
11. Use proper personal protective equipment (gloves, goggles, and respirators) when body protection is needed. Common items are available at Risk Management, specialty items need to be ordered.

Accident/Hazard Reporting Procedures

12. Report ALL injuries immediately to your supervisor.
13. The District's Injury and Illness Prevention Program (IIPP) includes a program of scheduled safety inspections. However, many departments do periodic inspections of their own facilities and evaluate employee practices. These "informal" inspections should be documented and a copy sent to Risk Management so the IIPP procedures, safety communication and central documentation will follow. Even with these efforts, we rely on the eyes of everyone, since many hazards are still reported by alert individuals.
14. Report unsafe conditions (such as broken or cracked glass.) If a condition presents an immediate or serious risk, if you can, barricade or post a warning sign. If you can't, call Public Safety at Ext 7654. Safety hazards should be reported to your supervisor. Correction of a particular safety hazard may be the responsibility of the Maintenance Department, Electronics Maintenance, Risk Management, the Grounds Department, the Operations Department, Information Systems, Instructional media or the department who's area it is in.
15. When you become aware of an unsafe practices or action, you should point this out in a positive, non judgmental way, if you are comfortable doing so. If the practice could cause injury to that person or a bystander, it is your responsibility to point it out immediately. If the practice continues, report it to YOUR supervisor who will follow up. If you can't do that, or the activity continues, you can report it to the Risk Manager or a Safety Committee member.

Electrical Safety

16. Inspect all electrical apparatus in use in each room to ensure good operating condition. Look for frayed cords, broken plugs, exposed wires, and broken or cracked housings.
17. Do not overload electrical circuits.
18. Do not use any electrical equipment with frayed cords, exposed wires, or broken or cracked housings. Flexible cords and cables shall not be used as a permanent wiring. Extension cords shall have a circuit breaker.
19. Know the location of circuit breakers. If a circuit breaker is tripped, do not try resetting it until you have looked for the cause, reduced current use, notified Electronics Maintenance and made sure it is safe to turn back on.
20. Do not attempt to run mechanical equipment or reset a circuit breaker if it has been tagged "OUT OF SERVICE."

Hazardous Materials

Your "Right to Know" about hazardous materials will be discussed in a section to follow, Some common Safety Tips are:

21. Before you purchase a material with a hazardous property or ingredient, read the Material Safety Data Sheet (MSDS) and read the label.
22. Before you use a material with a hazardous property or ingredient, read the MSDS; read, understand and follow the label instructions. Follow storage instructions and monitor shelf life.
23. If the MSDS is not available to you at a local MSDS file, contact Risk Management (the location of the master file.) If it is not available there, the manufacturer or vendor can supply one to you. The manufacturers name and phone number is usually on the product label. The MSDS can usually be FAX'd to you the same day.
24. Before you purchase, if there is a suitable product that is less hazardous, or will not end up a hazardous waste, buy it.
25. Before you purchase, determine how much you really need. Information on the label, some measurements, a little math, and an estimate of how long it will take you to use it (before the expiration date or shelf life runs out) will help you arrive at a realistic quantity. What you have left over to store or pay to dispose of as a hazardous waste will more than offset any "savings" from a quantity price break.
26. All hazardous materials, specifically chemicals, should be purchased through the District Purchasing Department. Shelf life dates of chemicals should be reviewed frequently, stock rotated, and out-of-date chemicals should be disposed of properly. When ordering, you can specify an expiration date consistent with the shelf life.
27. When receiving hazardous materials, put the date and Department abbreviation on the container, but don't obscure important label information.
28. No insecticides or pesticides of any kind (such as ant spray, ant or roach bait, fly spray, etc.) are to be purchased or used on campus. Use of these products will be handled by District staff who have received specialized training for their use.

more . . . Safety Tips:

29. ALL containers must be in good condition, properly labeled, have a closable lid and stored properly. Empty containers must be labeled "empty." Inspect condition of hazardous material containers daily.

30. Avoid storing hazardous materials in offices or classrooms; when necessary store only the smallest quantity needed in a proper container and cabinet.
31. Hazardous wastes incidental to use and SMALL spills may go into the trash or down the sanitary sewer, for example cleaning solutions, but this is never an option for disposal of left over or old hazardous materials. Nothing but rain runoff is allowed to go into storm drains.
32. Waste materials that cannot go to the sewer or landfill, should be collected in a proper container, labeled and listed on a waste inventory sheet from Risk management, and stored for proper disposal.

Food Services Safety:

33. Employees, student groups or clubs organizing food service activities need to take a sanitation class before preparing food for others. The Grossmont College Students Affairs office (Ext. 7600) maintains a schedule of sanitation classes.
34. Wash glassware and dishes separately. Never stack glassware in the sink. Drain sinks prior to attempting to remove broken glasses or dishes.
35. Wash sharp utensils individually—never drop them into the dishwasher.

Maintenance and Grounds Safety:

36. Wear face shield or eye goggles whenever engaged in eye-hazardous operations (chipping, grinding, trimming, etc.).
37. Wear proper ear plugs or muffs while engaged in high noise-level operations (mowing lawns, etc.).
38. Replace all broken and cracked glass immediately.
39. Wipe up all spills immediately. The Risk Management Department must be notified of all hazard materials spills.
40. Do not use any ladders with broken or cracked steps or side rails.
41. Only use ladders with non-skid safety feet.
42. Do not use metal ladders while conducting electrical repairs.
43. When using pesticides and other hazardous materials, carefully read all label directions first. Use approved respiratory protection when required or when there is any doubt.
44. Before using any power equipment, tools, etc. ensure that all belt-drive guards, point-of-operation guards, and all other safety features are properly in place.
45. Stay alert for all unusual hazards in all areas which may expose students, staff, and visitors to injury, dust or vapors.

Transportation Safety:

46. Before driving any vehicle or cart in connection with your employment, you must have a completed Driver Data form on file with the Risk Management Department. There is also a list of cart safety rules.
47. Report ALL injuries and accidents immediately to your supervisor and the Risk Management Department.
48. Refrain from placing articles on the dash of vehicle—hair brushes, books, personal items, etc.
49. Do not drive or operate any machinery while taking medication which may cause drowsiness.
50. A pamphlet describing what to do if you have a vehicle accident can be found in the glove compartment.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

Copies of the Bloodborne Pathogen Exposure Control Plan (BBPECP) are maintained at various offices on each campus. Check with your supervisor for the closest copy. This document has specific information and procedures on the topic, and forms for reporting potential exposure incidents. Reporting requirements include a "First Aid Incident Report" and a Log for all first aid administered to others by non-professional first aiders, with a copy sent to the Risk Manager before the end of the shift on the same day. On that report "Exposure Incident" means: skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious material (OPIM). OPIM includes the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. Professional medical personnel must also comply with the training requirements of the BBPECP.

UNIVERSAL HEALTH PRECAUTIONS: In the college setting, precautions should include hand washing, using gloves, careful trash disposal, using disinfectants, and modification of cardiopulmonary resuscitation (CPR).

HAND WASHING: Hand washing facilities should include soap and running water at a pleasantly warm temperature. The following hand-washing procedures should be followed: wet hands, apply soap and lather well. Wash hands for 15-30 seconds. Use friction, paying particular attention to the areas between the fingers and under nails. Rinse hands well under running water. Dry hands well with paper towel and discard towel immediately. All staff and students should wash their hands before and after toileting, before handling food, before eating or drinking, after contact with body secretions, and after contact with skin or hair of another person.

USING GLOVES: All staff members who may be required to administer first aid involving blood or to handle body fluids that may contain blood should have access to latex gloves. Gloves are placed in all classroom safety kits and are stored in the health office at each college.

TRASH DISPOSAL: Special containers are placed in each health office for disposal of trash containing blood or any body fluids that may contain blood. Trash containing blood or body fluids should be placed in the container. Intact needles and syringes should be placed in "Sharp Containers" located in nurse's offices. Do not bend, break or recap needles before placement in the containers. Suspect medical waste that has been discarded inappropriately should be reported to the Operations Department.

FIRST AID INVOLVING BLOOD AND CPR: Individuals with responsibility for administering first aid should have current instruction and certification. Gloves are a standard component of first aid supplies in the colleges. Devices that prevent back flow of fluids from the mouth of a victim being given CPR are accessible to those persons most likely to be the rescuers in the college setting. These are stored in the health office at each college.

USING DISINFECTANTS: Colleges have appropriate disinfectants for cleaning.

First Aid

All employees are encouraged to take a first aid/CPR class. As a rule of thumb we would like there to be two persons with this training for each location where there is a first aid kit during the daytime shift and one person during the late shift. First Aid training is a specified duty of many employees. Knowing the first aid procedures in case there are accidents on the job is part of your safety training. If you receive a minor injury, you may self treat with first aid materials provided, or have a fellow employee assist. If the injury is more serious you may go to the Student Health Services office, or call for assistance. If Student Health Services is not available, our Public Safety Officers can assist with first aid. For medical emergencies, 911 will be called and transportation arranged or you may be referred to our Occupational Healthcare provider. Always call Public Safety immediately (Ext. 7654 or push the red button on a classroom phone) in the event of a medical emergency. Medical emergencies include: unconsciousness, shock, copious bleeding, compound fractures and sun stroke or heat exhaustion. Also call for help as soon as signs or symptoms of a heart attack are recognized. In addition, whenever cardiac arrest is a possibility, call for or seek out the CLOSEST automatic external defibrillator (AED) after first calling Public Safety. At the Cuyamaca campus public access AED's are located at the Health Services office, the Athletics Trainers' office and in the staff lounge of the F-Building. At the Grossmont campus an AED is in the Health Services office, Athletics Trainers' office, District Annex copy room, and in the custodial North 400 storage room. They are also located in Public Safety vehicles.

Life and Fire Safety

The maintenance of and knowing how to use fire fighting equipment, and making sure means of emergency exits are unhampered at all times is paramount for emergency preparedness. Every person must know the location of and how to use fire fighting equipment. Exit ways must be properly marked, remain unobstructed and no combustibles stored in their path. Common emergency equipment include portable fire extinguishers, fire hoses, exit lights and signs, emergency lights, emergency eye wash and shower; you should check the ones in your area periodically to make sure they will work when needed. To use a fire extinguisher: 1. hold it upright, pull the ring pin breaking the plastic seal, 2. squeeze the lever, sweep side to side, 3. stay back 10 feet, aim at the base of the fire. When empty lay it on its side to let others know it is empty. Stay near exits and make sure the fire does not trap you inside. To use a fire hose 1. pull the hose entirely off the rack, 2. turn the water valve on, 3. adjust the nozzle for the best spray pattern and aim at the base of the fire.

Smoking and Indoor Air Quality

Smoking is not allowed in buildings or within 20 feet of any door, or near flammable gasses or liquids. Special care should be taken to maintain indoor air quality.

1-3



Get a firm footing.



Proper Lifting Procedures

1. Warm up and stretch out before lifting; after driving, walk around the vehicle once before unloading.
2. Think ahead, plan your moves, test the load, get help or use mechanical devices for heavy or repetitive lifting if needed. Clear your path, prepare a place to put the load. Move it the easy way, this is one time when being "lazy" is prudent.
3. Get good footing, balance and grip; grip with the palm, not fingers.
4. Bend your knees; keep the back as nearly vertical as possible.
5. Get the object as close as possible to the supporting column (backbone).
6. Get the center of the weight as high above the ground as possible. (Stand it up if it is a sack. Stand it on a corner if it is a box.)
7. Lift with arms first, and roll the object over your knee.
8. Tighten your stomach muscles and tuck your pelvis to keep your lumbar curved.
9. Pull the object as close to you as possible.
10. Stand up with the load, using the legs, thus placing little or no strain on the back. Lift with your legs.
11. Turn with your feet, don't twist your hips, back or shoulders.
12. Use the same techniques in reverse when putting the object down.

Remind each other to "Bend your knees, NOT your back."

2.

Ask for help.

4.

Bend your knees.

5.

Plan your lift and test the load.

6-7.

Tilt the load up

7-8.

Tighten your stomach muscles.

8-9.

Lift with your legs. Keep lumbar curve.

10.

Keep your back upright.

11.

Keep the load close. Turn with your feet.

RIGHT TO KNOW

WORKING WITH CHEMICALS/HAZARDOUS SUBSTANCES

Life is not as simple today as it used to be. Significant changes occur weekly that have a profound effect over the way we live, how we live, what we eat and the air we breathe.

One of the more profound changes that has been occurring since the end of World War II is the rapid spread and use of chemicals and substances which we term hazardous because they have physical properties such as being flammable, explosive or unstable; or they produce health effects which might damage the skin, lungs, eyes, etc.; or they may cause cancer.



We all use such products at home and at work. Every time we fill up our lawn mower or automobile with gasoline, we are using a substance that is a physical hazard (flammable), a health hazard, and a suspected cancer-causing substance. Everyday chores in which we use bleaches, cleaners, ammonia and pesticides all involve hazardous substances. We also are exposed at work; however, most of us have little or no difficulty in working safely with these hazardous substances.

In California, all employees are required to receive training and information regarding hazardous substances they might use or come in contact within their work. Our District believes it is important for employees to have such information, and has, therefore, put together this booklet to inform you of your rights and what you need to know to work safely.

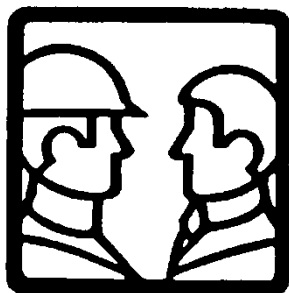
This booklet explains the legal requirements for employees working with hazardous substances, those substances that are *not* covered by the law, what is meant by hazardous, labeling requirements, what a Material Safety Data Sheet (MSDS) is, terms commonly used on MSDS's and training requirements, and comments about the District's written program.



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.
3. You cannot be discharged or discriminated against in any way for exercising these rights.



EMPLOYEE TRAINING

Your supervisor is responsible for informing you of the following:

1. The location and availability of the District's written program.
2. Any operation in your work area where hazardous substances are present.

3. The contents of Material Safety Data Sheets (MSDS's) for substances you work with. 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.

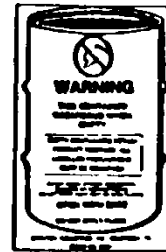


LEGAL REQUIREMENTS

The law requires that employees who may be exposed to a hazardous substance under normal working conditions, or in a reasonable foreseeable emergency, be given training about the hazards associated with that substance, and other generalized information about hazardous substances. The program covers four major areas:



1. Material Safety Data Sheets
2. Container Labeling
3. District Written Program
4. Employee Training



The District has spent a lot of time assembling and organizing MSDS's for every hazardous substance used by employees. This has been a big task and the payoff is when you use them to get information to make your job safer. Anytime you have questions about a substance, refer to the MSDS first. Make this a lifetime habit no matter where you work.

SOME EXCEPTIONS



Certain products are hazardous but are not covered by this regulation. They are:

1. Tobacco or tobacco products.
2. Foods, drugs or cosmetics used personally.
3. Wood or wood products.
4. Any manufactured item or article that may contain a hazardous substance but would not expose you to the substance in normal use. A radio, for example, may contain plastics, resins and metals that will not expose you to them in normal use.
5. Any hazardous waste (covered by other regulations).



6. Pesticides (covered by other, more stringent regulations).
7. Consumer products used by the general public and employees provided that employee exposure is not significantly greater than a consumer's exposure. An example would be "white out" (liquid paper) which may contain toluene. This is a product that can be used by consumers and the use of the product by someone at home is generally the same as someone at work.



WHAT'S HAZARDOUS

A hazardous substance is broadly defined as any substance which is a health hazard, a physical hazard, a carcinogen, irritant or a corrosive.



A health hazard is a substance that may cause acute (short term) or chronic (long term) health effects. An example of an acute health effect would be a skin rash from using a chemical without gloves, or dizziness from using the substance without sufficient ventilation. A chronic health effect would be asbestosis, a lung disease from 20 plus years of exposure to asbestos fibers.

A physical hazard results from a substance being flammable, combustible, a compressed gas, explosive, unstable, etc. Physical hazards are more likely to produce injuries such as burns, as opposed to health problems.



Carcinogens are substances known to produce cancer in people. There are currently more than 150 substances in this category and the number changes every year according to the Safe Drinking Water and Toxic Enforcement Act, 1986.

LABELS



One of the four main components of the "Right to Know" program is container labels. Unlike consumer products, industrial products must meet more stringent requirements regarding labeling. By law, whenever a manufacturer sends or ships a drum, box or other container with a hazardous substance, a label must be on the container and it must contain the following information at a minimum:



1. The name (identity) of the substance (e.g., gasoline, ammonia, etc.).
2. A hazard warning statement (e.g., corrosive, wear rubber gloves and eye protection).
3. The name and address of the manufacturer or importer.

As 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; what it is. Eg: "Clorox Bleach"
2. A hazard warning statement; what it does. Eg.: "Poison"

These container labels are reminders for you when you use hazardous substances. They are a very shortened version of the MSDS in that they are telling you what you need to do to keep yourself safe, as well as reminding you of what's in the container.

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.



BE SURE
you *KNOW* what's
in the cylinder
BEFORE YOU USE IT

MATERIAL SAFETY DATA SHEETS (MSDS)

As you can see, there is a lot of information being generated about hazardous substances. The basic source of information about safety and health is found in the Material Safety Data Sheet (MSDS), and it is an integral part of the District's hazard communication program.



Your work area will have a MSDS on all hazardous products you might use. Check with your supervisor for the exact location. The MSDS is an OSHA form required to be provided by a manufacturer or importer to companies using the substance. The District, in turn, is obligated to make them available to you. Occasionally, the District may have difficulty obtaining a MSDS. If you find that a MSDS is not available, contact your supervisor who will start the ball rolling to obtain the MSDS.

In the pages that follow, we've included a sample of a completed MSDS, followed by an explanation of the terms used in it.

Whenever a new or revised MSDS specific to use in your area is received by the District, your supervisor will review its contents with you within 30 days.



MATERIAL SAFETY DATA SHEET (MSDS)

The Material Safety Data Sheet (MSDS) is an integral part of the District's Hazard Communication Program. It is a form that provides detailed information about a chemical. Your department will have a MSDS on all hazardous products used in your work area.

The MSDS is divided into sections. All of the following data must be included on the MSDS, but the order in which it is given may vary. Please refer to the sample MSDS following this section.

SECTION I: IDENTIFICATION OF PRODUCT

The first section of the MSDS identifies the product by giving the chemical name, trade name, and the manufacturer's name and address. An emergency phone number may be listed.

SECTION II: HAZARDOUS INGREDIENTS

This section lists what is in the product which may harm you, the amount of the chemical(s) by percentage, and the CAS # (Chemical Abstract Service registry number which positively identifies the chemical). Chemicals have been tested to determine safe exposure levels. These exposure limits are usually calculated for average exposure over an 8-hour day. They are listed here as the TLV (Threshold Limit Value) and/or the PEL (Permissible Exposure Limit).

SECTION III: PHYSICAL DATA

This section describes the product's appearance, odor, and other chemical and physical properties.

SECTION IV: FIRE AND EXPLOSION HAZARD DATA

This section describes information necessary if a fire occurs or there is potential for ignition. The flash point will tell you at what temperature the chemical ignites. The correct fire extinguishing media is given such as water, CO₂, foam, or dry chemical. Any special fire fighting procedures or unusual hazards are listed.

WRITTEN PROGRAM

SECTION V: HEALTH HAZARD DATA

This section describes effects of overexposure and emergency and first aid procedures. It gives very practical and important information for users of the product. It may also list any medical conditions that may be aggravated by exposure to the chemical.

SECTION VI: REACTIVITY DATA

This section describes whether a chemical is stable, reacts with other substances or conditions, or decomposes.

SECTION VII: SPILL OR LEAK PROCEDURES

This section describes proper methods for handling spills, leaks, and waste disposal.

SECTION VIII: SPECIAL PROTECTION INFORMATION

This section lists any personal protective equipment (gloves, eye protection, respiratory protection) that is necessary to work with the chemical safely. Requirements for ventilation are given also.

SECTION IX: SPECIAL PRECAUTIONS

The last section provides information regarding special measures for handling and storing the material. Any other precautions are listed here.

The last main component of a "Right to Know" program is the District's written policy or plan regarding how it intends to accomplish the training, labeling and acquisition of MSDS's, including who in the District is responsible for meeting these obligations.



The written program will include, for quick reference, a list of the substances present. It also will spell out how employees doing non-routine tasks will be informed of the hazards, and the hazards associated with substances in unlabeled pipes in your work area. The written program also will describe how contractor employees in District facilities will be informed of hazards generated by the District. The written program is always available to you when you want to review it.



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 more safe.



We can't 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.

NOTICE OF HAZARDOUS MATERIALS

Lead and Asbestos are two substances commonly used in building materials which if handled incorrectly could cause an exposure. Based on reports issued by the Occupational Health and Safety Administration, lead is toxic and asbestos is a known carcinogen. It is not very likely that you would ever be exposed to either of these substances above the threshold limit value (TLV) or airborne concentration which is considered a health risk during an eight hour exposure during your career at Grossmont-Cuyamaca Community College District. It is the employer's responsibility to notify employees of the presence of these substances in the workplace.

ASBESTOS-Prior to 1981 asbestos was commonly used in many building materials like pipe insulation. It is still commonly used in low concentrations in roofing material and floor tile or mastic. Asbestos is only considered a health risk if mineral fibers become airborne and you breath them in sufficient numbers. The asbestos in building materials is either imbedded in a hard solid matrix, like tile; or is in a semi-hard matrix and encapsulated to prevent it from becoming airborne. It is only present in restricted areas, like mechanical rooms and overhead spaces.

These materials are inspected annually to insure they remain encapsulated and are not producing dust. Our Maintenance Department has also been removing asbestos containing building materials and replacing them with non-asbestos materials in ways that prevent dust. On the Grossmont College site asbestos is present in some old floor tile, tile mastic, in some pipe insulation, some air handler expansion joint gaskets, some fire proofing, and in a ceiling tile spline. On the Cuyamaca College campus it is only present in floor tile or mastic and roofing materials. A list of material known to contain asbestos, or tested and known NOT to contain asbestos is kept in the Risk Management Department. None of these materials are any danger to employees.

LEAD-New regulations now cover lead in building materials. Lead, although toxic, is only a health hazard if it becomes airborne in dust and is breathed or ingested. In testing to date painted metal surfaces of metal doors, door frames, and door jambs is nearly exclusively the only lead containing building materials found.

PROTECTIVE MEASURES-For both lead and asbestos, about the only way dust is made is if building materials are sanded, drilled, ground up or pulverized. If friable asbestos-containing-material is disturbed it must be reported. To protect yourself form asbestos and lead you should not drill, sand, grind, etc., any building material unless you are trained in lead and asbestos awareness and have checked to see if the material contains lead or asbestos. If that is unknown, the material must be tested before it can be disturbed.

To see the list of test results for materials containing lead or asbestos, contact Risk Management.

ACKNOWLEDGEMENT OF RECEIPT

SAFETY TIPS AND RIGHT TO KNOW

Employee:

I, the undersigned, hereby certify that I have received and read the booklet, Safety Tips and Right to Know. I further understand that willfully neglecting the safety measures could lead to discipline.

Please check appropriate box:

- Full-Time Academic
- Full-Time Classified
- Part-Time Academic (includes part-time instructors, part-time counselors, librarians, or hourly academic substitutes)
- Part-Time Classified (i.e., work study, student worker, short term, classified substitutes and hire-a-youth)

Department _____

Grossmont Cuyamaca District

Print Name _____ / _____ / _____
 Last **First** **M.I.**

Social Security # _____

Signed _____

Dated _____

**RETURN WITH HIRE PACKET TO THE GROSSMONT-CUYAMACA COMMUNITY
COLLEGE DISTRICT EMPLOYMENT SERVICES DEPARTMENT**

<p>Human Resources Use Only</p> <p><input type="checkbox"/> Transposed to Insight; use LicnCert code "SK" By: _____ (initials) Date: _____</p>
