

## Safety Data Sheets



### What is an SDS?

Labels on materials are an effective way to communicate information about hazardous materials. There will be times when more detailed information is necessary. The most complete and available source of information is the Safety Data Sheet (SDS) or Material Safety Data Sheet (MSDS).

Federal law requires all manufacturers of chemicals to thoroughly evaluate and determine their hazard potential. If a chemical presents hazard, an SDS must be developed to communicate the hazard potential to the users. The SDS must include:

- Chemicals used
- Health and physical hazards associated with the chemicals
- Special handling procedures
- Control measures
- How the chemicals can affect you, whether by breathing them or skin exposure
- Emergency measures to use
- How to contact the manufacturer in an emergency

Employers must ensure that the SDSs are readily accessible to employees for all hazardous chemicals in the workplace. This may be done in many ways. For example, employers may keep the SDSs in a binder or on computers as long as the employees have immediate access to the information without leaving their work area.

## General Office Safety



Most people think the office is a comfortable and hazard-free environment, but there is a variety of risks all around us. The following recommendations can result in elimination or at least minimizing the risk of injury. Routinely inspecting your areas is also a preventative practice to take care of our environment. When you encounter these hazards listed below, notify your supervisor to establish the proper corrective actions.

- ♦ Thoroughly understanding how to use office business machinery prior to use. Supervisors should ensure that employees know how to use equipment. If you are not sure, ask an individual who has experience working with the equipment.
- ♦ In California, bookshelves must be anchored to walls.
- ♦ Do not store heavy items on top of bookshelves and cabinets.
- ♦ Store heavier items on lower shelving and the heaviest items near mid-height to minimize bending and overexertion.
- ♦ Do not block fire extinguishers, exit doors, fire alarms, or sprinkler heads.
- ♦ Do not run extension cords through doorways, walking paths, or under carpets. Take damaged electrical cords, plugs, or receptacles out of service.
- ♦ Promptly clean up spills, especially when they are on tile, hardwood, or sealed concrete.
- ♦ Maintain good housekeeping in the office area. Minimizing storage, clean as you go, and keep aisle ways free from obstructions.
- ♦ Be aware of surroundings and hazards in your area.
- ♦ After use, always close desk and file cabinet drawers to avoid trip or bump hazards.
- ♦ Never open two file cabinet drawers at the same time.
- ♦ Use ladders and stepstools properly as instructed by the manufacturer.
- ♦ Focus on the task and use caution while using a paper cutter.

## New On-Line Training Platform



As a Tuolumne JPA member district, a value added service is the Public School Works online training program.

Public School works ensures that our districts meet all state and federal mandates. Their system automatically delivers, tracks, and documents all employee training requirements, including subs, job changes, recurring training, new-hires, and much more, all without human intervention. Very simply, set it and forget it.



### Top Education Authors

Course authors include school, safety, HR and other qualified experts. Rest assured their courses have been developed mindful that school staff feels the training addresses their unique environment.

### Course Catalogs

700+ online staff training courses needed by a public school system

## Science Lab Chemicals



Science lab curriculum, introduces, challenges and inspires students to learn more about chemistry, biology, and other areas of Science, Technology, Engineering and Math. Implementing and maintaining an effective Chemical Hygiene Plan (CHP) is required by California Code of Regulations, Title 8, Section 5191 and the California Education Code Sections 49340-49341, to create a safe science lab environment for students and staff. The plan facilitates an environment where the lessons being taught and practiced are completed in a planned, organized and approved manner. These regulations outline the school district's responsibilities and regulatory compliance standards for school science labs. By following these regulations, districts will reduce the risks associated with chemical exposure to students and staff, potential liabilities, inefficient use of supplies, and potential fines from regulatory agencies. The following section will provide our member districts with key elements to consider when developing and implementing a Chemical Hygiene Program for your district.

- Review the following documents that provide the specific CHP compliance standards required. Environmental Protection Agency (EPA) [Chemical Management Resource Guide for School Administrators](#) and the California Department of Education's [Science Safety Handbook](#) Districts with additional questions can reach out to their Safety and Loss Control Specialist.
- Ensure science labs meet or exceed the minimum requirements for the standards set. For example, science labs should have available: safety data sheets for all chemicals present, fire extinguisher(s), eye wash station, face and shower drench systems, and lab grade Personal Protective Equipment (PPE).

## **New On-Line Training Platform (continued)**

covering staff and student safety, health, behavioral, and social/emotional well being. Many courses are also available in Spanish and French.

## **LMS & Training Compliance**

Automates the management, notification, tracking and documentation and ensures all staff training is complete.

## **Auto-Reporting System**

Eliminates the need for administration to run reports to track employees who have not met district training expectations as reports are auto-generated and sent to key administrators and supervisors.

## **Scheduler**

Training is scheduled strategically and managed automatically to meet safety and compliance expectations and is hands-off for administrators.

## **24/7 Telephone Helpline**

24/7 training, safety and technical support, plus meets training compliance requirements.

***The material in this newsletter should be part of your Injury & Illness Prevention Plan (IIPP).***

## **Science Lab Chemicals (continued)**

- Minimize all chemical exposures and risks by creating a planned and approved curriculum. Developing an approved lesson plan aids in preventing the substitution of unapproved chemicals or the misuse of incompatible chemicals.
- Chemicals should be properly labeled, stored, and secured. For example, chemicals labeled as organic should be stored away from inorganic chemicals. All chemicals should be stored under lock and key. It is a good practice to store chemicals in alphabetical order.
- Ensure that chemicals are used and disposed of properly. This should include source reduction, reuse and recycling, and chemical treatment. Most districts work with a vendor to assist them with proper chemical disposal that complies with regulations.
- Proper ventilation should be provided in science labs and buildings which house a science lab. There are many chemicals which require that a fume hood be used. These fume hoods are not to be considered a part of the overall science lab ventilation system.



A chemical hygiene plan will set the standard of importance for the district's chemical management. District administration are the key contributors who will be able to effectively promote and usher in a CHP. In addition, district administration has the authority to keep district personnel accountable in following the CHP. The EPA's regulations provided above will cover most of the guidance and regulatory compliance requirements for chemical use and disposal on district sites. SISC encourages member districts to engage in the development and implementation of an effective CHP to continuously promote a healthy school environment for the students, staff and communities they serve.