

## **CHEMICAL HYGIENE PLAN**

### **PURPOSE**

The purpose of this Chemical Hygiene Plan is to protect employees from health hazards associated with chemicals in the laboratory.

### **POLICY**

It is the policy of Escondido Union High School District to implement and maintain a Chemical Hygiene Plan. The following individual is appointed as the Chemical Hygiene Officer: BJ Cain, Risk Manager. The Chemical Hygiene Officer shall be responsible for reviewing this plan annually and making any necessary updates.

### **I. SCHOOL DISTRICT RESPONSIBILITIES**

The Escondido Union High School District Board and Superintendent are responsible to:

- A. Record all employee exposures to hazardous chemicals through the use of the Employee Accident Report form.
- B. Measure chemical concentrations if an employee is routinely exposed to exposure levels above the PEL (Permissible Exposure Limit).
- C. Train employees to understand the chemicals they use in the laboratory.
- D. Train employees to recognize the signs and symptoms associated with overexposure to hazardous chemicals.
- E. Train employees to use PPE (Personal Protective Equipment).
- F. Train employees to use safe procedures as outlined in the Safety Rules and Regulations of the District.
- G. Train employees in the content of this Chemical Hygiene Plan.
- H. Provide access for employees to:
  - 1) SDS (Safety Data Sheets)
  - 2) Previous exposure records, if any
  - 3) Previous medical records, if any

- 4) This Chemical Hygiene Plan
  - 5) PEL's of hazardous chemicals used in the laboratory.
- I. Ensure all employees who work in a science laboratory read and acknowledge their Safety Rules & Regulations, in particular, the section on Laboratory Safety.

## II. TEACHER RESPONSIBILITIES

Teachers are responsible for student safety in the laboratory. For this reason, the safety rules and regulations for the teacher (employee) also must be followed by students. By giving safety a high priority and enforcing safety standards in the lab, student and employee mishaps will be prevented or minimized.

- A. Upon receipt of a chemical, ensure the SDS accompanies it, the label is correct and displays the chemical name and address of the manufacturer. Do not allow unlabeled products to be stored in the lab.
- B. Explain SDS to your students and how they are used in a laboratory setting.
- C. Inspect safety equipment every month to ensure it is operating properly. Teach students how to use the eyewash quickly in case of an emergency.
- D. Know the appropriate procedure in the event of a power failure. Be able to locate master utility controls such as the shut-off valves for gas, electrical and water.
- E. Know and understand your emergency plan. Practice emergency evacuation with your students at least every semester.
- F. Set a good example for students by wearing appropriate eye protection at all times. Make sure students wear appropriate eye protection at all times.
- G. Know how to store all chemicals in their compatible chemical families.
- H. Know proper transportation and disposal procedures for all chemicals.
- I. Teach your students about the importance of spill clean up and the procedure to follow.
- J. Make sure the exits of the lab are never blocked.

### **III. EMPLOYEE TRAINING**

The Escondido Union High School District provides ongoing training for employees. Training includes:

- A. Content and location of this Chemical Hygiene Plan.
- B. Potential hazards involved in using chemicals.
- C. Signs and symptoms of overexposure to chemicals. How to detect potentially harmful exposures before they are harmful.
- D. Location and availability of Material Safety Data Sheets (SDS).
- E. Understanding of the permissible exposure limits (PEL's) used in the lab.
- F. The proper use and location of all PPE and safety equipment.

### **IV. EXPOSURE EVALUATION**

The Escondido Union High School District will investigate all suspected overexposures to chemicals in a prompt and timely fashion.

In the event of overexposure, the district will compile a file which documents the circumstances of the incident and make that file available to employees upon request.

Signs of overexposure may include:

- accidental breakage of a hazardous material container
- a skin rash or irritation occurring because of contact with a chemical
- caustic splash to eyes, face or body
- symptoms such as nausea or dizziness

### **V. MEDICAL EVALUATIONS**

The Escondido Union High School District will make medical consultation and examination available to employees when:

- Any sign or symptom of overexposure to a chemical is present; or
- Monitoring has indicated overexposure has occurred; or
- There has been a spill or uncontrolled release of chemicals

The District will provide the examining physician with information about the chemical used. The District will notify other employees working under the same conditions of the overexposure.

## **VI. MONITORING**

The Escondido Union High School District will monitor for substances regulated by Title 8 only if there is reason to believe that exposure levels for that substance routinely exceed the PEL for that substance. If monitoring is performed and shows no evidence of exposure, the monitoring may be discontinued. If monitoring indicates an exposure, the District will take immediate steps to reduce the exposure to permissible limits. Thereafter, the District will conduct periodic monitoring. All monitoring results and activities will be fully accessible to affected employees.