

Hazardous Materials Management Program

Reference: Title 8, Section 340 et seq.

This procedure is applicable District-wide. It implements the District's commitment to a program to identify and eliminate conditions which could result in injury or illness of employees, students or the public.

The California Occupational Safety and Health Administration (CAL/OSHA) has issued standards and established regulations governing the storage and handling of hazardous materials.

Under the supervision of the Superintendent/President, the Chief Business Officer shall be responsible to:

- assign specific person(s) who will be responsible for compliance with all hazardous material regulations for the areas over which they have direct authority;
- revise position descriptions as appropriate, or communicate in writing the assignment of specific hazardous material management responsibilities to individuals;
- provide assigned personnel with a training handbook specific to the designee(s) area of responsibility;
- identify existing or establish new hazardous material storage areas and post appropriate identification signs;
- provide form to inventory hazardous materials (Attachment A);
- provide form to inventory hazardous materials, emergency equipment, supplies, and protective measures used to reduce exposure (Attachment B); and
- establish emergency communication procedure (Attachment C).

Assigned personnel shall:

- identify and familiarize themselves with all hazardous materials, and control regulations applicable to their area. (Hazard Communication Handbook provided.)
- If appropriate, complete the "Hazardous Materials Inventory Form" (Attachment A) and post in a conspicuous location in materials storage area. Provide copy to the Chief Business Officer.

- Complete “Emergency Equipment, Supplies, and Protective Measures Form” (Attachment B) and post in a conspicuous location in materials storage area(s). Provide copy to the Chief Business Officer.
- Establish and maintain schedule to ensure that emergency supplies/equipment are available and operational.

Forms and References:

- BP/AP 6800 - Safety, and references noted below
- Hazardous Materials Inventory Form (Attachment A)
- Emergency Equipment, Supplies, and Protective Measures Form (Attachment B)
- Emergency Communication Procedure (Attachment C)
- Hazard Communication Training Handbook

The Office of Administrative Services shall have the primary responsibility for Hazardous Materials and all other campus safety matters.

See also Chapter 3 - General Institution

See also BP/AP 6530 - District Vehicles

See also AP 6850-0 – Hazardous Materials Communications Program

See also BP 7340 - Leaves

See also AP 7343 - Industrial Accident and Illness

(Formerly PVC Board Policy 3381.1)

07/26/11 Board Information Item

02/05/14 College Council Approval

06/10/14 Board Information Item

ATTACHMENT A
Palo Verde College District
Hazardous Materials Management Program
Inventory

Department: _____

Supervisor: _____

Date Inventory Taken: _____

	Generic Description/ Chemical Name	Manufacturer's Name, Address	*MSDS on file? Yes or No	Purpose; Where Used?	Qty. Used Daily	QTY. Stored in Area	No. of Employees Using this Chemical
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
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18							
19							
20							

ATTACHMENT B
 Palo Verde Community District
 Hazardous Materials Management Program
 Emergency Equipment, Supplies and Protective Measures

Location	Personnel (1) Protective Equipment	Emergency (2) Response Equipment	Equipment Inspection Frequency	Equipment Inspected by:

Prepared by: _____

- (1) Includes:
 Aprons
 Gloves
 Extinguishers
 Safety Glasses
 Apparatus
 Coats
 First Aid Kits
 Hard Hats

- (2) Includes
 Fire Blankets
 Fire

 Eye Wash

 Safety Showers

ATTACHMENT C
Palo Verde Community College District
Hazardous Materials Management Program
Emergency Communication Procedure

Emergency Reporting

During an emergency, the employee must make immediate assessment of the situation to determine the extent of injury, damage, or potential escalation of the circumstance.

911 should be called in case of emergency. Other agencies that may need to be notified are:

<u>Description</u>	<u>Organization</u>	<u>Phone Number</u>
Injury	Palo Verde Hospital	922-4115
	Ambulance - Police Dept.	922-6111
	Ambulance - C.R.I.T. Air	1-602-669-2168
Fire/Explosion	Fire Department - City	922-6116
Utilities	Water	922-6130
	Gas (Southern California Gas)	1-800-367-2691
	Electric (Southern California Edison)	1-800-442-4950
	Sewer	922-6130

Appropriate college officials should also be notified, day or night, when an emergency occurs.

<u>Position</u>	<u>Off Site Telephone Number</u>
Superintendent/President.....	(760) 623-3949
Vice President of Instruction and Student Services.....	(559) 280-1948
Chief Business Officer.....	(760) 399-6055