

TEXAS HAZARD COMMUNICATIONS ACT

“Your Right to Know”

2004 - 2005 Information and Training Manual

Revised By

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Introduction

In 1985, the Texas legislature passed the TEXAS HAZARD COMMUNICATION ACT to create an awareness of hazardous chemicals in the workplace and the precautions necessary to deal with them. Compliance with the act and similar laws will help diminish the risk of accidents and illness that could result from careless handling of these chemicals.

Because of our diverse operational and curricular needs, Eanes schools use hazardous chemicals in several areas. This manual is designed to assist Eanes ISD in its efforts to comply with both State and Federal mandates to inform students, staff and faculty about working with hazardous chemicals. Under the Hazardous Communication Act (Right-To-Know) Eanes ISD will continue providing students, staff, and faculty with information and annual training on hazardous chemicals to which they may be exposed in their daily routine.

In accordance with Part (A), Section 10, of the Texas Hazard Communication Act, a training record of individuals attending each training session covering the material as outlined in the provisions of the Act must be kept on file at the Administrative Office of Plant Maintenance and Operations for 30 years.

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Section 1

Labels

Definition of Label: Any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals, which includes a common name referenceable to a material safety data sheet and workplace chemical list.

Eanes ISD ensures that each container of hazardous materials kept in the workplace will be labeled, tagged, or marked with the following information:

- 1. Identity of the hazardous chemical, such as chemical name, trade name, synonyms, and hazardous ingredients.**
- 2. Appropriate hazard warnings such as words, pictures, or symbols or any combination thereof, which convey the health and physical hazards of a chemical.**
- 3. Name and address of the chemical manufacturer, or other responsible party.**

Labels must not be removed, displaced or hidden, and if hazardous materials are dispensed into different containers where they will be stored overnight or longer, these containers must also be labeled (identifying the hazardous chemical and identifying appropriate hazard warnings). All unlabeled containers are to be reported to the instructor or supervisor in the work area where unlabeled containers are found.

Students, staff, and faculty using hazardous chemicals are to observe each label and use protective equipment as precautionary measures to ensure personal safety. It is important to pay special attention to procedure instruction for first aid; fire; spills and leaks; handling to storage; and disposal. Never use a hazardous or non-hazardous chemical without first reading the label.

Example:

<p style="text-align: center;">ACETONE CAS NO. 67-64-1</p> <p style="text-align: center;">Physical Hazard: Flammable, Explosive Health Hazard: Irritant, Eye, and Skin and Lung Hazard</p> <p style="text-align: center;">Consult Material Safety Data Sheet before Using</p> <p style="text-align: center;">(Manufacturer's Name and Address)</p>
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Section 2

Material Safety Data Sheets (MSDS)

Definition of Material Safety Data Sheet: Any document containing chemical hazard and safe handling information in accordance with the requirements of the OSHA Standard.

Eanes ISD ensures that students, staff, and faculty have access to the Material Safety Data Sheets (MSDS) of the material they may use or to which they may be exposed.

MSDSs are produced by manufacturers in accordance with Federal Law and shall be obtained upon request from chemical supply companies. MSDSs will provide the following information:

1. Identity of the hazardous chemical such as chemical name, trade name, synonyms, and CAS (chemical abstract system) number.
2. Hazardous components greater than 1%. Information on TLVs (threshold limit values), PELs (permissible exposure limits), hazardous mixtures, and potential hazards.
3. Physical data such as boiling point, freezing point, solubility in water, appearance and odor.
4. Fire and explosion hazard data such as flammable limits and extinguishing agents.
5. Reactivity data such as incompatibility (materials to avoid), conditions to avoid, and hazardous polymerization.
6. Health hazard data such as acute effects to exposure, chronic effects to exposure, signs and symptoms of overexposure, emergency and first aid procedures, and notes to physicians.
7. Precautions for safe handling and use such as spill and leak procedures and waste disposal methods.
8. Control measures (special protection information) such as use of respiratory protection, protective gloves, ventilation, eye protection, and other special equipment.
9. Special precautions relating to storage, handling, and transporting chemicals.

Students, staff and faculty may have access to Material Safety Data Sheets filed in the following areas:

1. Support Services (District Master File)
2. Nurse's Office (Campus Master File)
3. Science Labs
4. Photo Labs
5. Art Rooms
6. Fine Arts
7. Industrial Arts
8. Custodial
9. Maintenance
10. Grounds
11. Transportation

12. Food Service
13. Business Office

For each product, with the exception of cosmetics, food, food additives, beverages, sealed packages sold within five days, Eanes ISD must maintain on file an up to date accurate copy of its MSDS. To ensure that each MSDS is current, those responsible for preparing purchase orders must add a statement requiring inclusion of an MSDS as a condition for purchasing the material. Each person responsible for purchasing products, other than exceptions as mentioned above, must insure that the MSDS is provided and forwarded to EISD Plant, Maintenance and Operations Department for proper filing and distribution.

Section 3

Tier Two Act

Definition of the Tier Two Act: A list of all hazardous chemicals that total more than 55 gallons or 500 pounds in the work place (a building or complex of close lying buildings).

Eanes Independent School District ensures that all hazardous chemicals that total more than 55 gallons or 500 pounds will be included in the Tier Two Act reporting form to the Texas Department of Health. Students, staff, and faculty will have access to the list of materials they may use or to which they may be exposed. The Tier Two Act will provide the following information:

1. Common name (s) used on the MSDS and container label.
2. Chemical name (s) used on the MSDS and container label.
3. Work area (s) where the chemical is stored.
4. The nomenclature used in identifying the chemical name (s).

Section 4

Work Place Chemical Inventory

Definition of the Work Place Chemical Inventory: A complete inventory of all chemicals used at each work place that is accompanied by an MSDS.

All chemicals in the Eanes Independent School District shall have an MSDS and a listing in the respected schools MSDS Master Book, with the exception of the following: cosmetics, food, food additives, beverages, sealed packages sold within five days.

Section 5

Notice to Employees, Students and Faculty

All students, staff and faculty should read the “Notice to Employees” and “Notice to Students and Faculty” outlining the basic requirements of the Texas Hazard Communication Act and the Rights of students, staff and faculty exposed to hazardous materials. Notices are posted in the central information or meeting area on each campus, such as employee bulletin boards, mail box areas, etc.

Section 6

Annual Training

Training will be given to all EISD staff annually through the EISD Plant Maintenance and Operations Department. It is the responsibility of the campus teaching staff to provide the appropriate training to students as needed.

Section 7

Glossary of Terms Related to the Hazard Communication Education Program

Carcinogen

A substance capable of causing cancer or cancerous growth.

Chemical

Any element, chemical compound or mixture of elements and/or compounds.

Chemical Abstracts Service (CAS)

A “finger print” numbering system that identifies chemicals and established the type of nomenclature in use.

Chemical Name

The scientific designation of a chemical in accordance with the nomenclature system developed by Chemical Abstracts Service (CAS), or a name, which will clearly identify the chemical for the purpose of conducting a hazard evaluation.

Common Name

Any designation of identification such as code name, code number, trade name, brand name or generic name used to identify a chemical for the purpose of conducting a hazard evaluation.

Corrosive

A substance that causes destruction of tissue by chemical action on contact.

Distributor

A business, other than a chemical manufacturer, which supplies hazardous chemicals to other distributors or to manufacturing purchasers.

Explosive

Any chemical causing a sudden, almost instantaneous release of pressure, gas and heat when subjected to sudden shock, pressure or high temperature.

Exposure or Exposed

An employee that is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.) and includes potential (e.g., accidental or possible) exposure.

Flashpoint

The minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite.

Hazard Warning

Any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the hazards of the chemical(s) in the container(s).

Hazardous Chemical

Any chemical which is a physical hazard or a health hazard.

Health Hazard

A chemical for which there is statistically significant evidence based on at least one study in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, hepatotoxins, sensitizers, nephrotoxins agents which damage.

Highly Toxic

Agents or substances that when inhaled, absorbed or ingested in small amounts can cause death, disablement, or severe illness.

Identity

Any chemical or common name, which is, indicated on the material safety data sheets (MSDS) for the chemical. The identity used shall permit cross-references to be made among the required list of hazardous chemicals, the label and the MSDSs.

Immediate Use

Use of a hazardous chemical under the control of the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Irritant

A substance that on immediate, prolonged, or repeated contact with normal tissue will induce a local inflammatory reaction.

Label

Any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.

Material Safety Data Sheet (MSDS)

A document containing chemical hazards and safe handling information in accordance with the requirements of OSHA standards.

Milligrams per Cubic Meter (MG/M)

For particulate matter like dust, the value is reported in milligrams per cubic meter of air.

Mixture

Any combination of two or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.

Mutagen

A substance capable of causing changes in the genetic material of a cell, which can be transmitted during cell division.

Nomenclature

A set or system of names as in particular areas such as science or art.

Oxidizer

A chemical other than a blasting agent or explosive that initiates or promotes combustion in other materials thereby causing fire either of itself or through the release of oxygen or other gases.

Parts Per Million (PPM)

Parts of vapor or gas per million parts of air.

Permissible Exposure Limits (PEL)

See Threshold Limit Value.

Physical Hazard

A chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, pyrophoric, unstable (reactive), or water-reactive.

Polymeric

Having the same elements combined in the same proportions by weight, but differing in molecular weight and in chemical properties.

Polymerization

The conversion of one compound into another.

Pyrophoric

A chemical that will ignite spontaneously in air at a temperature of 130 degree F (54.4 C) or below.

Responsible Party

Someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

Specific Chemical Identity

The chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

Threshold Limit Value (TLV), a/k/a, Permissible Exposure Limits (PEL)

Refers to air-borne concentrations of substances and represents conditions under which humans may be repeatedly exposed without adverse effect.

Unstable (reactive)

A chemical which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense or will become self-reactive under the conditions of shocks, pressure or temperature.

Work Area

A room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

Workplace

An establishment at one geographical location containing one or more work areas.

Section 8***Sources Consulted in Preparing the Hazard Communication Education Program***

1. Chemical Catalog Reference Manual. Batavia, IL: Flinn Scientific Inc., 1986.
2. Employer Training Guide. Austin, Texas: Texas Dep. Of Health, March 1987.
3. Guide for Chemical Identification in School Systems. The Engineering Dep. of Employer Insurance of Texas.
4. Environmental Health Hazard Communication. Austin, TX: Texas Association of School Boards and Texas School Services Foundation.
5. School Science Laboratories: A Guide to Some Hazardous Substances. Washington, DC: Council of State Science Supervisors, 1984.

6. **1910.1200 - Hazard Communication. Occupational Safety and Health Standards and Interpretations, Section 806.15-29.**
7. **Texas Hazard Communication Act and Rules. Austin, TX: Texas Dep. of Health, January 1987.**
8. **Consultant: Robert W. Miller, CIH, and CSE.
Aegis Associates, Inc.
Environmental Architects and Engineers**
9. **Film: Your Right to Know, Austin, TX: UT of Texas Safety Office, 1987.**
10. **Original Texas Hazard Communication Program for EISD Developed by David Bolles, 1992.**