



San Diego Parks and Recreation Department - Safety Tailgate
CHEMICAL SPECIFIC TRAINING
SAFETY DATA SHEET (SDS) AND LABEL REVIEW

Use the following materials:

- *Safety Data Sheet (SDS) and Label* for each chemical
- *Supervisor's Chemical Specific Training Guide* (as a reference)
- Chemical Specific Review Quiz
- Recommendation: For new products, cover only one chemical per tailgate. For chemicals in regular use, two to three chemicals per session can be reviewed depending on the retention level of staff.

TRAINING REQUIREMENT: Every chemical used by an employee must be reviewed in a chemical specific training. All new chemicals that an employee will use must be reviewed in a chemical specific training prior to use. **Chemical specific training must be conducted one time a year for every product the employee uses.** Chemical specific training includes an SDS and label review.

CONTENT

1. Cover each item listed on the *Supervisor's Chemical Specific Training Guide* for each chemical.
2. Distribute and review a copy of the SDS and Label for each chemical that the employee uses. (Use the label on the product container if a paper copy is not available.)
3. Emphasize the following: product identification, hazardous ingredients, physical data, fire and explosion hazard, first aid and health hazards, spill and disposal procedures, personal protective equipment, and review the label. Remind staff that they are required to read the label every time they use the product.
4. **QUIZ:** Give each person a copy of the Chemical Specific SDS/Label Quiz. Using the SDS and Label, have the employee complete the quiz (correctly completing at least 7 of the 10 items).

COMPLETION REQUIREMENTS CHECKLIST

- _____ Review all CONTENT listed above with your employees.
- _____ Distribute the required SDS and label (okay to use product container).
- _____ Complete entire sign-in form verifying CONTENT review, SDS distribution, and successfully passing the quiz for each employee.
- _____ **Keep/file the original sign-in form and send one copy to the Department Training Office (MS 33), for each chemical specific training.**

**San Diego Parks and Recreation Department
SUPERVISOR'S CHEMICAL SPECIFIC TRAINING GUIDE**

Objective: Review the basic information noted in each SDS section below for the specific chemical with every employee prior to use in the workplace. Employees must successfully complete the QUIZ in order to use the product.

Note: Underlined words below are terms on an SDS.

SDS CONTENT REVIEW

Section 1, Identification

- Product identifier
- Manufacturer or distributor name
- Address
- Phone number
- Emergency phone number
- Recommended use
- Restrictions on use

Section 2, Hazard(s) identification

- All hazards regarding the chemical
- Required label elements

Section 3, Composition/information on ingredients

- Information on chemical ingredients
- Trade secret claims

Section 4, First-aid measures

- Symptoms
- Effects: acute, delayed
- Required treatment

Section 5, Fire-fighting measures

- Suitable extinguishing techniques and equipment
- Chemical hazards from fire



Section 6, Accidental release measures

- Emergency procedures
- Protective equipment
- Proper methods of containment and cleanup

Section 7, Handling and storage

- Precautions for safe handling and storage
- Incompatible materials

Section 8, Exposure controls/PPE

- Permissible Exposure Limit (PEL)
- Threshold Limit Value (TLV)
- Appropriate engineering controls
- Personal Protective Equipment (PPE)

Section 9, Physical and chemical properties

- Chemical characteristics

Section 10, Stability and reactivity

- Chemical stability
- Possibility of hazardous reactions

Section 11, Toxicological information

- Routes of exposure
- Related symptoms
- Acute and chronic effects
- Numerical measures of toxicity

Section 12, Ecological information

Section 13, Disposal considerations

Section 14, Transport information

Section 15, Regulatory information

Section 16, Other information

- Date of preparation or last revision

LABELS

Review the following items after the SDS review using either a paper label or the actual label on the product container:

6 LABEL ELEMENTS

1. **SIGNAL WORD** – Indicates relative severity of hazard. “Danger” is used for most severe instances while “Warning” is less severe.
2. **SYMBOLS (HAZARD PICTOGRAMS)** – Convey health, physical and environmental hazard information with red diamond pictograms. May use a combination of one to five symbols.
3. **PRODUCT NAME OR IDENTIFIERS**
4. **HAZARD STATEMENTS** – Phrases that describe the nature of hazardous products and associated risks if precautionary action is not taken.
5. **PRECAUTIONARY STATEMENTS** – Phrases associated with each hazard statement, that describe general preventative, response, storage or disposal precautions.
6. **MANUFACTURER INFORMATION** – Company name, address and telephone number.

PRIMARY CONTAINER LABELING

Primary chemical containers are the bags, barrels, bottles, boxes, cans, cylinders and drums that you receive from the manufacturer. These containers should be labeled following the 6 label elements above, including the appropriate hazard pictograms.

When a label is on a container directly from a supplier, this label **cannot** be removed, altered or defaced. If it needs to be replaced, the new label must contain the same information as the original.

SECONDARY CONTAINER LABELING

Secondary containers are usually smaller containers, such as spray bottles, jugs, carboys or jars that chemicals are transferred to from the primary container once within the workplace.

According to OSHA, secondary containers must always comply with labeling requirements.

The only exception is if the secondary container meets the following criteria:

- The material is used within the work shift of the individual who makes the transfer
- The worker who made the transfer is in the work area the entire time during use
- The container stays within the work area and in the possession of the worker who filled the container

For secondary container labeling specifically, employers have the option to create their own workplace labels by either using all of the information that is on the label provided by the chemical manufacturer or using a combination of the product identifier, words, pictures and symbols to provide specific information regarding the hazards of the chemicals.

Rating systems such as National Fire Protection Association (NFPA) diamonds or Hazardous Materials Identification System (HMIS) requirements for workplace labels may be used.

Review PPE requirements with staff (which can be set HIGHER than the recommendation on the SDS). Explain options for the most effective use of the product (e.g., sprayers, squirt lids, using cap for measuring, allowing the product to set or dry, presoaking options, etc.). Note: advise staff NOT to dilute the product unless it specifically recommends on the label that the product is designed to be diluted.

Employees must be told to check the cleaning product's name on the label EVERY TIME they use the cleaning product to ensure they are using the correct product for the job. If dilution is required, the label must be re-read for dilution instructions to ensure the cleaning product is prepared correctly. If employees transfer a product into a new unmarked container, the product name, signal word, and any dilution instructions must be written on the container label or written directly on the container in indelible ink.

Contact the HazMat Program, Risk Management, or the Parks and Recreation Department Training Office if there are any questions regarding a specific chemical, its SDS, or its label.

GHS Pictograms

Carcinogen
Respiratory
Sensitizer
Reproductive
Toxicity
Target Organ
Toxicity
Mutagenicity
Aspiration Hazard



Acute
Toxicity
(severe)



Flammables
Self-Reactive
Pyrophorics
Self-Heating
Emits
Flammable
Gas



Environmental
Toxicity



Irritant
Derma/Skin
Sensitizers
Acute Toxicity
(Harmful)
Transient
Target Organ
Effects (narcotic
or respiratory)



Oxidizers
Organic
Peroxides



Corrosives



Gases
under
Pressure



Explosive
Self-Reactive
Organic
Peroxides



SAMPLE LABEL

CODE _____
Product Name _____ } **Product Identifier**

Company Name _____
Street Address _____
City _____ State _____
Postal Code _____ Country _____
Emergency Phone Number _____ } **Supplier Identification**

Hazard Pictograms



Signal Word
Danger

Highly flammable liquid and vapor.
May cause liver and kidney damage. } **Hazard Statements**

Keep container tightly closed. Store in a cool, well-ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measures against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispose of in accordance with local, regional, national, international regulations as specified.

Precautionary Statements

In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO₂) fire extinguisher to extinguish.

First Aid

If exposed call Poison Center.
If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.

Supplemental Information

Directions for Use

Fill weight: _____ Lot Number: _____
Gross weight: _____ Fill Date: _____
Expiration Date: _____

CHEMICAL SPECIFIC SDS/LABEL QUIZ

Employee Name: _____ Date: _____

EmployeeID: _____ Product Name: _____

Directions: Using the SDS or the chemical label, respond to the following questions.

FILL IN THE BLANK

1. The name of the manufacturer is _____

2. Should this product be stored in a flammables cabinet? (see Flash Point) _____

3. What is the most likely Route of Entry when using this product?

Check one: Skin Inhalation Eyes Puncture

4. In case of accidental skin contact, the First Aid directions state to wash the affected area for how many minutes? _____

5. This product has a Physical Property pH which classifies it as

Check one: Acid Caustic Neutral

6. List the Personal Protective Equipment (PPE) that must be worn when working with this product.

TRUE OR FALSE

7. The Odor and Appearance of this product is odorless and a clear liquid. T F
8. This product is Incompatible with oxidizing materials like bleach. T F
9. Water is a listed Extinguishing Material for this product. T F
10. To clean up a spill of this product, wash it down the storm drain. T F

Directions to Supervisors: Review the QUIZ answers with your staff. Employees successfully complete the SDS/Label review if they correctly respond to 7 out of 10 questions on the QUIZ. Please note on the sign-in form if an employee does not successfully complete the QUIZ and inform the employee that he/she cannot use the product at this time.

**City of San Diego
Parks and Recreation Department
Hazard Communication Program**

1. PURPOSE

Establish Parks and Recreation Department Hazard Communication policy and procedures that comply with Cal/OSHA regulations. Identify roles and responsibilities related to this program for all levels of the organization and establish uniform procedures for fulfilling those responsibilities.

2. AUTHORITY

- Federal OSHA Standard, 29 CFR 1910.1200
- California Code of Regulations (CCR), Title 8, Section 5194
- California Labor Code, Section 6382
- City of San Diego, A.R. 75.65 & 75.75

3. POLICY

The Parks and Recreation Department is committed to the safety and health of all employees. Management recognizes its responsibility to comply with regulations mandating that employers must inform employees of work-related hazards and ensure that employees who may be exposed, under normal conditions of use or in a reasonably foreseeable emergency resulting from workplace operations, are provided information about hazardous substances to which they may be exposed; by means of a written hazard communication program; container labels and other forms of warning; safety data sheets (SDS); as well as pertinent information updates and training.

4. DEFINITIONS

For definitions of other key terms in this regulation, but not listed below, check CCR, Title 8, Section 5194, (c) Definitions.

Exposure or Exposed - Any situations arising from a work operation, where an employee may ingest, inhale, absorb through the skin or eyes, or otherwise come into contact with a hazardous substance.

Director - The Director of Industrial Relations, P.O. Box 420603, San Francisco, CA, 94142, or designee.

Hazardous Substance - Any substance which is a physical hazard, or a health hazard, or is included in the List of Hazardous Substances prepared by the Director, pursuant to Labor Code Section 6382.

Health Hazard - A substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees.

Label - Any written, printed, or graphic material displayed on or affixed to containers of hazardous substances.

Safety Data Sheet (SDS) - Written or printed material concerning a hazardous substance which is prepared in accordance with Cal/OSHA Regulations.

Physical Hazard - A substance for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, pyrophoric, unstable (reactive) or water-reactive.

5. RESPONSIBILITY

Senior Management is responsible for ensuring that the following shall be produced, implemented and maintained at the workplace:

5.1.1 A written hazard communication program which at least describes how the criteria specified in CCR, Title 8, section 5194 (f), (g) and (h) for labels and other forms of warning, safety data sheets, and employee information and training will be met, and which also includes the following:

5.1.1.1 A list of hazardous substances known to be present using an identity referenced on the appropriate SDS (this list may be compiled for the entire workplace or individual work areas);

5.1.1.2 The methods to be used to inform their employees of non-routine work hazards.

5.1.1.3 Since outside contractors or employees from other City Departments, often perform work at Parks and Recreation facilities, the Parks and Recreation Hazard Communication Program shall include methods for informing those workers, or their management, of any hazardous substances to which those employees may be exposed while performing their work and suggestions for appropriate protective measures, including:

- How SDS information will be made available.
- How guest employers will be informed of precautionary measures that need be taken to protect guest employees during normal operating conditions and in foreseeable emergencies.
- Methods that will be used by host employer to inform guest employees of labeling system used in host workplace.

5.1.2 A protocol to make a copy of the written Parks and Recreation Hazard Communication Program available to employees, their designated representatives, as well as Cal/OSHA and NIOSH, in accordance with requirements of Title 8, section 3204(e).

5.2 Supervisors are responsible for ensuring that:

5.2.1 Their employees receive Hazard Communication training, including specific training on substances to which they may be exposed.

5.2.2 SDSs for substances to which their employees may be exposed are readily available.

5.2.3 Instructing employees how to obtain a needed SDS.

5.2.4 Identifying, by occupational category, which employees need which type of Hazcom training: General, Hazmat Handler, Handler Supervisor, etc.

5.2.5 An accurate complete and up-to-date chemical inventory is maintained for their area of responsibility.

5.2.6 Their employees are trained on the hazards of non-routine tasks and the proper precautions to be employed when exposure could occur.

5.3 Employees are responsible for:

5.3.1 Following all written and verbal instruction related to this program.

5.3.2 Attending required training.

5.3.3 Obtaining and using SDSs as needed.

5.3.4 Notifying supervisor if a SDS is not available.

5.3.5 Never commencing a task or activity unless SDS information regarding an unknown or potentially hazardous substance is available.

5.3.6 Wearing appropriate personal protective equipment (PPE).

5.3.7 Ensuring original and secondary chemical containers are properly labeled.

5.4 Safety and Training Section is responsible for:

5.4.1 Ensuring managers and supervisors are advised of changes in the Hazard Communication Program.

5.4.2 Advertising and scheduling Hazard Communication training classes as needed and arranging for Department personnel to attend such classes at the Environmental Services Department.

6. REQUIREMENTS

6.1 An inventory of hazardous substances which Parks and Recreation Department employees handle, or may be exposed to, at work shall be prepared and maintained within each department facility.

6.2 Each container shall be labeled or marked to identify the substance it contains and to provide appropriate hazard warning information.

6.2.1 Labels shall be legible, in English, and prominently displayed on the container.

6.2.2 Portable containers are exempt from the labeling requirements if:

6.2.2.1 The substance is to be used by the employee who performs the transfer, and

6.2.2.2 The substance is intended for immediate use; meaning the quantity in the portable container will be used during a single work shift.

6.3 Each worksite shall maintain an SDS for every hazardous substance at that worksite and ensure all are readily accessible during each work shift.

6.3.1 Where employees' work activities are carried out in more than one geographical location the SDS may be kept at a central location.

6.3.2 Employees may request a personal copy of an SDS by contacting their supervisor.

6.3.3 The facility shall ensure that an SDS has been delivered along with new products.

6.3.4 In the event of an emergency, whenever the SDS is needed by a treating medical service, a copy will be faxed or carried directly to the medical care provider.

6.4 General Hazard Communication training, from the Environmental Services Department, shall be supplemented by facility-specific or job-specific training by supervisors, as appropriate to employees' tasks and assignments.

6.5 Employees shall be provided with information and training on hazardous substances at the time of their initial assignment, and whenever a new hazardous substance is introduced into their work area.

6.5.1 Training shall include the following topics:

6.5.1.1 Requirements of the Cal/OSHA Hazard Communication Regulation.

6.5.1.2 The Parks and Recreation Department Hazard Communication Program.

6.5.1.3 The location and availability of the written Hazard Communication Program, SDSs, and the list of hazardous substances in the workplace.

6.5.1.4 Operations in which hazardous substances may be present.

6.5.1.5 Physical and/or health hazards associated with hazardous substances in the employee's work areas.

6.5.1.6 Measures employees can take to protect themselves from physical and/or health hazards associated with hazardous substances in their work areas.

6.5.1.7 The signs (smells, vapors or physical symptoms, like eye irritation or nausea) that may be used to detect the presence or release of a hazardous substance in the work area.