

CHEMICAL HAZARD PROGRAM

The Chemical Hazard Program will provide employees with information and training on hazardous chemicals in their work area pursuant to WAC 296-800-170. All work sites within the District are included in this program. These procedures will be made available in the main office of each work site for review by any interested employee.

1. CONTAINER LABELING:

It is the responsibility of each work site supervisor to verify that all containers are:

- a. Clearly labeled as to contents
- b. Appropriate hazard warnings noted
- c. Marked with name and address of manufacturer

No containers will be released for use until the above information has been verified.

2. SAFETY DATA SHEETS (MSDS):

- a. The District Safety Officer is responsible for the collection, distribution and maintenance of the SDS master file and related documents.
- b. Supervisors at each work site and the warehouse coordinator will notify the District Safety Officer of all new products suspected of being hazardous without a SDS.
- c. Copies of SDS's will be maintained in the main office of each work site in a binder. Data sheets will be kept alphabetically by trade name and will be indexed by the employee target group.
- d. SDS's will be available for review by any interested employee.

3. EMPLOYEE TRAINING AND INFORMATION:

- a. The District Safety Officer is responsible for monitoring employee training and information.
- b. Prior to starting work each new employee will receive information and training from their work site supervisor on the following:
 1. Hazardous chemicals present in their work site
 2. How to prevent or lessen exposure to these chemicals
 3. Location and availability of written procedures and SDS binder
 4. How to read labels and SDS's to obtain appropriate hazard information
 5. Emergency procedures to follow if exposed to hazardous chemicals

- c. Employees will sign a form stating that they know the location of SDS binder, the program procedures, and have received safety training.
- d. Each employee affected by new products containing chemical hazards will be given appropriate notification and training.

4. LISTING OF HAZARDOUS CHEMICALS:

Enclosed in the SDS binder is an alphabetical listing by trade name of all known products containing hazardous chemicals. The listing designates employee target groups utilizing each product.

5. HAZARDOUS NON-ROUTINE TASKS:

- a. An employee assigned a non-routine task must be informed of:
 - 1. Specific chemical hazards
 - 2. Protective/safety measures the employee can take
 - 3. The measures the company has taken to lessen hazard or exposure
- b. No employee will begin work on a non-routine task without first receiving a safety briefing from the supervisor.

6. INFORMING CONTRACTORS AND PART-TIME PERSONNEL:

- a. It is the responsibility of each work site supervisor to inform all contractors and part-time personnel of:
 - 1. The hazardous chemicals to which they may be exposed while on the job site
 - 2. Measures to take to lessen their exposure
 - 3. Where SDS binder is kept
 - 4. Procedures to follow if they become exposed
- b. It is the responsibility of the work site supervisor to obtain from the contractor a list of hazardous chemicals that may be brought to the work site. A copy of this list will be forwarded to the District Safety Officer.

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