

POLICY 9.3 HAZARD COMMUNICATION PROGRAM

ADOPTED: FEBRUARY 1, 2013

REVISED:

A. APPLICATION

In order to comply with Oregon's Occupational Health and Safety Code, OAR Chapter 437, Division 155, Hazard Communication, the District has established the following Hazard Communication Program. Each department and organizational unit of the District is included in the program.

B. CONTAINER LABELING

The District's purchasing agent and department heads shall be responsible to verify that all containers received for use by the District:

1. Are clearly labeled as to the contents;
2. Display the appropriate hazard warning; and
3. List the name and address of the manufacturer.

It is the policy of the District that no container of any substance or product will be released for use by District personnel until the above data is verified. The supervisor of each section will insure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with a generic label containing the information required under this paragraph.

C. MATERIAL SAFETY DATA SHEETS (MSDS)

Copies of MSDS for all hazardous chemicals to which employees of the District may be exposed shall be kept at each facility, as well as in the District's office. MSDS will be available to all employees of the District in the District's office for review during regular business hours. If an MSDS is not available, or new chemicals in use do not have an MSDS, it shall be the responsibility of any employee noting the absence of an MSDS to report it to his or her supervisor.

D. EMPLOYEE INFORMATION AND TRAINING

Prior to commencing work for the District, each new employee shall attend a health and safety orientation, and shall receive information and training regarding the following:

1. An overview of the requirements contained in the State's Hazard Communication Rules, OAR Chapter 437, Division 155.
2. Chemicals present in the employee's workplace operation.
3. Location and availability of the District's written Hazard Communications program, including the required list of hazardous chemicals, and Material Safety Data Sheets required by OAR 437 Division 155.

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4. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
5. Physical and health effects of the hazardous chemicals encountered in the employee's workplace.
6. Steps which can be taken by the employee to prevent exposure, including actions taken by the District to reduce or prevent exposure to hazardous chemicals through work practices and personal protective equipment.
7. Emergency procedures to be followed if the employee is exposed to hazardous chemicals in the workplace.
8. Familiarization with labels and MSDS to obtain appropriate hazard information.

After the employee or volunteer has attended the health and safety orientation, the employee or volunteer shall be given a copy of the District's Hazard Communication Program, and shall sign a form verifying both the attendance at the health and safety orientation and the receipt of the written materials.

Prior to the introduction of any new hazardous chemical into any District workplace, each employee of the District shall be furnished the information outlined above with respect to the new hazardous chemical. The District's purchasing agent and department heads are responsible for assuring that MSDS are available for each new chemical introduced.

It shall be the responsibility of department heads to provide contractors working on the District's premises with information regarding the hazardous chemicals to which they may be exposed while on the job site, and precautions the contractor or its employees can take to lessen the possibility of exposure to such hazardous chemicals through the use of appropriate protective measures.

E. HAZARDOUS CHEMICALS LIST

The following is a list of all known hazardous chemicals used by the District:

<u>Product Name</u>	<u>Utilization</u>	<u>Location</u>
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[Insert product names, uses and locations here.]

More information on each chemical noted is available by reviewing the MSDS located at each District facility and in the District's office.

F. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees of the District may be called upon to perform hazardous non-routine tasks. Before starting work on any such task, each affected employee will be given information by his or her supervisor regarding the hazardous chemicals to which

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they may be exposed during the activity. This information will include at a minimum the following:

1. Specific chemical hazards;
2. Protective or safety measures employees shall take to avoid hazardous exposure;
and
3. Measures the District has taken to reduce the hazards, including ventilation, the provision of specialized equipment, or the presence of another employee to monitor the hazardous task, etc.