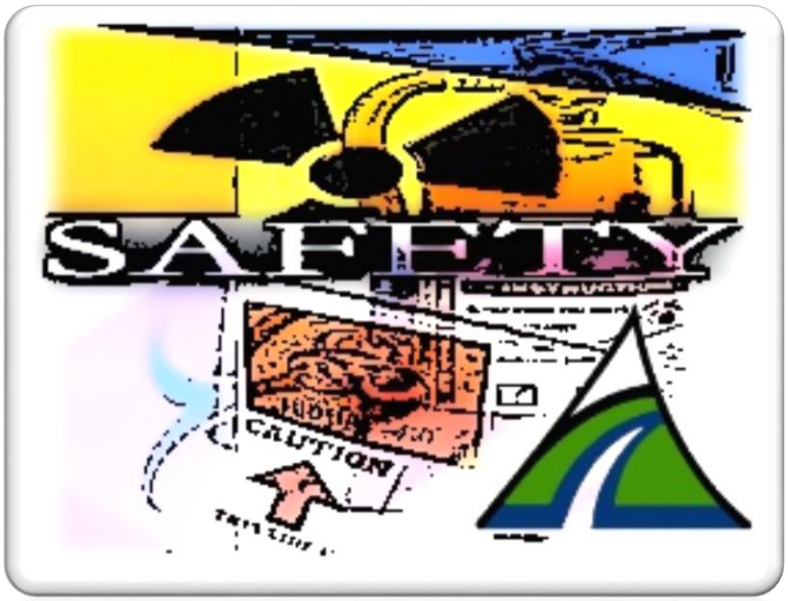
ACCIDENT PREVENTION PROGRAM

Hazard Communication



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Hazard Communication Program

General Policy

The general purpose of this program is to ensure each employee is informed and trained on the Hazard Communication Standard, the location and hazardous properties of the chemicals used in the workplace, and the protective measures required.

The program applies to all locations where employees might be exposed to hazardous chemicals during normal working conditions or an emergency situation. The district safety office has overall responsibility for the program. A copy of this program and the safety data sheets (SDS) will be available in the safety office, the network drive and in the Right to Know Stations located throughout the district for employee review.

Chemical Inventory List

The safety coordinator will maintain a list of the hazardous chemicals used by the district and update the list as necessary. The list will be updated immediately upon receipt of any chemical. The identity of each chemical on the list must match the name on the container label and the name on the SDS. The chemical inventory list is attached as an addendum to this program and is included in the SDS binders.

Sample binder that contains the districts safety data sheets

Any employee who obtains a new chemical must ensure that a SDS is provided to the safety office before using the chemical.

Container Labeling

All primary and secondary containers of hazardous chemicals must be properly labeled.

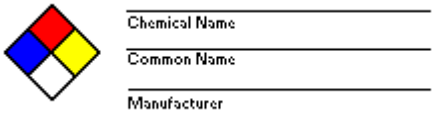
Labels on containers from the manufacturer are to list, at a minimum, the following:

- Identity of the hazardous chemical(s);
- Appropriate hazard warnings including target organs; and
- Name and address of the chemical manufacturer, importer, or other responsible party

Sample manufacturer label

All secondary containers are to be labeled with the following information

- Chemical name
- Common name
- Manufacturer name
- Hazard ratings (0-4)



Sample secondary container label

Hazard Ratings

Health Hazard
4 – Deadly
3 – Extreme Danger
2 – Hazardous
1 – Slightly Hazardous
0 – No Hazard

Fire Hazard – flash point
4 – Below 73°F
3 – Below 100°F
2 – Below 200°F
1 – Above 200°F
0 – Will not burn

Reactivity
4 – May detonate
3 – shock & heat may detonate
2 - Violent chemical change
1 – Unstable if heated
0 – Stable

Specific Hazard
OXY – Oxidizer
ACID – Acid
ALK – Alkali
COR – Corrosive
~~W~~ – Use NO WATER
Radiation Hazard

Obtain appropriate hazard rating from the products safety data sheet and complete the secondary container label and affix to secondary container before use. For labeling assistance see the safety coordinator.

Safety Data Sheets (SDS)

A safety data sheet is a written document describing the identification of the common name(s) of the product, chemical substances, physical and health hazards, entry route(s), permissible exposure limit, and any precautions or controls for safe use. The document also includes emergency first aid procedures; the date the SDS was prepared; and the name, address, and telephone number of the chemical manufacturer or importer.

The procurer of the hazardous chemicals is responsible for obtaining the safety data sheets for that chemical. SDSs are required when new chemicals are procured **AND** before the new chemical is used. SDSs may be obtained by contacting the manufacturer, distributor or supplier, or searching the manufacturer website on the internet. The supervisor or designee reviews incoming SDSs for safety and health information and conveys any new information and training to affected employees.

Guidance for using an online source for obtaining a safety data sheet A worker may use an online search engine to locate a safety data sheet. However, the only acceptable online source for a safety data sheet is the manufacturers' website for the chemical in question. Once the SDS is located and printed the source website URL must be noted with the SDS for future reference.

SDSs are located in several locations throughout the district and are available to all employees for review during each work shift. If SDSs are not available, immediately contact your supervisor.

Safety data sheets are defined as an employee exposure record and therefore must be retained for 30 years. SDSs for chemicals no longer used by the district will be retained and maintained by the district. Refer to the section entitled "Employee Exposure Records" for additional information.

Employee Information and Training

The Safety Coordinator is responsible for conducting and/or coordinating employee Hazardous Communication training. Prior to starting work, employees using, or potentially exposed to, hazardous chemicals receive initial training on the Hazard Communication Standard and the safe use of those chemicals. Additional training will be conducted when a new chemical hazard is introduced into the workplace. Training will be conducted before any chemical is used. Employee training is to be documented by recording the employee names, and the date and content of the training.

The following training and information is provided to each employee covered by this program:

- A summary of the standard and the purpose, location and availability of the written program, the list of hazardous chemicals, and associated safety data sheets. A summary of the standard is at the end of this program.
- Informing employees of any operations in their work area where hazardous chemicals are present.

- How to read chemical labels and review SDSs to obtain appropriate hazard information. The glossary at the end of this program lists some common SDS terms.
- The physical and health hazards of the chemicals in the work area, including the likely symptoms or effects of overexposure. The glossary at the end of this program lists some common physical and health hazard terms.
- The methods and observation techniques used to determine the presence of a hazardous chemical release. Detection methods may include monitoring devices, visual appearances or odor.
- The measures the district has implemented to minimize employee exposure to hazardous chemicals. These measures may include engineering controls, the use of personal protective equipment, and specific work practices employees must follow to minimize chemical exposure.
- The emergency procedures to initiate in the event an employee is exposed to a hazardous chemical.

If an employee has been exposed to a hazardous chemical refer to the "Chemical Exposure Incident Procedure" section of this program for instruction.

Chemical Spills

Employees can clean-up chemical spills ONLY when all of the following conditions are met:

- The chemical spill can be cleaned-up in ten minutes or less.
- The chemical is not on the list of chemicals that cannot be cleaned-up by employees.
- Written standard clean-up procedures have been developed.
- Employees are trained to safely clean-up chemical spills.
- Employees wear appropriate personal protective equipment.
- Appropriate clean-up supplies are readily accessible.

If any of the above conditions cannot be met, then immediately call 911 and qualified emergency response personnel will respond to clean-up the spill.

Personal Protective Equipment (PPE)

Supervisors or designees are to perform hazard assessments of each work task to determine if hazards, including chemical hazards, are present, or are likely to be present, requiring the use of PPE.

Supervisors evaluate chemical hazards and select suitable PPE using information from the SDSs, container labeling, and other resources as necessary. Employees will be trained to use properly fitted PPE. Employee PPE training can be documented using the form provided in the guidelines.

On-Site Contractors

Contractors may work within and around the district's facilities.

The safety coordinator will inform contractors of any hazardous chemicals present in the workplace, the availability of the district's SDSs and any required protective measures.

Hazardous Non-Routine Tasks

Periodically, employees may be required to perform non-routine tasks involving hazardous chemicals. Prior to starting work on any non-routine task the supervisor or designee will conduct a PPE hazard assessment and provide affected employees with the following information and training:

- The specific hazards related to the non-routine tasks
- Protective measures required
- Steps the district is taking to reduce chemical hazards
- Emergency procedures

Chemical Exposure Incident Procedure

In the event an employee may have been overexposed (inhalation, ingestion or physical contact) to a hazardous chemical, after the necessary medical care has been provided, the supervisor must complete an "Incident Report" form. The following information should be included on the form: the specific chemical(s), the duration of the exposure, the type of exposure (inhalation, ingestion, skin contact), and personal protective equipment used. Safety retains this form for 30 years as an employee exposure record.

A copy of the applicable SDS shall be included with the incident report.

Employee Exposure Records

The Washington Administrative Code (WAC 296-800-180, 296-802) defines SDSs as an employee exposure record, which must be preserved for 30 years. The SDSs for chemicals no longer used by the district will be retained and maintained.

Chemical Hazard Communication Standard Summary

The Hazard Communication Standard is based on a simple concept - that employees have both the need and right to know the identities and hazards of the chemicals they are potentially exposed to when working. They also need to know what protective measures are required. This knowledge should reduce work-related injuries and illnesses caused by chemical exposure.

The Hazard Communication Standard establishes uniform requirements to assure that the hazards of all chemicals imported, produced or used in U.S. workplaces are evaluated. The hazard information and associated protective measures are to be transmitted to affected employers and potentially exposed employees.

Chemical manufacturers and importers must convey the hazard information they learn from the evaluations to employers by labels on containers, safety data sheets (SDSs). All covered employers must have a hazard communication program to convey this information to their employees through container labeling, SDSs and training.

Glossary

Carcinogen: A substance or agent capable of causing or producing cancer.

Combustible Liquid: any liquid having a flash point at or above 100ºF (37.8ºC).

Corrosive: A chemical that causes visible destruction of, or irreversible alterations in, living tissue by chemical action at the site of contact.

Flammable Liquid: any liquid having a flash point below 100ºF (37.8ºC)

Flash point: the minimum temperature at which a liquid gives off vapor within a test vessel in sufficient concentration to form an ignitable mixture with air near the surface of the liquid. The flash point is normally an indication of susceptibility to ignition.

Hazardous Chemical: means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

Health Hazard: means a chemical which is classified as posing one of the following hazardous effects: Acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard.

Irritant: A chemical, which is not corrosive, that causes a reversible inflammatory effect on living tissue by a chemical action at the site of contact.

LEL, or LFL: Lower Explosive Limit, or Lower Flammable Limit, of a vapor or gas; the lowest concentration that will produce a flash of fire when an ignition source is present.

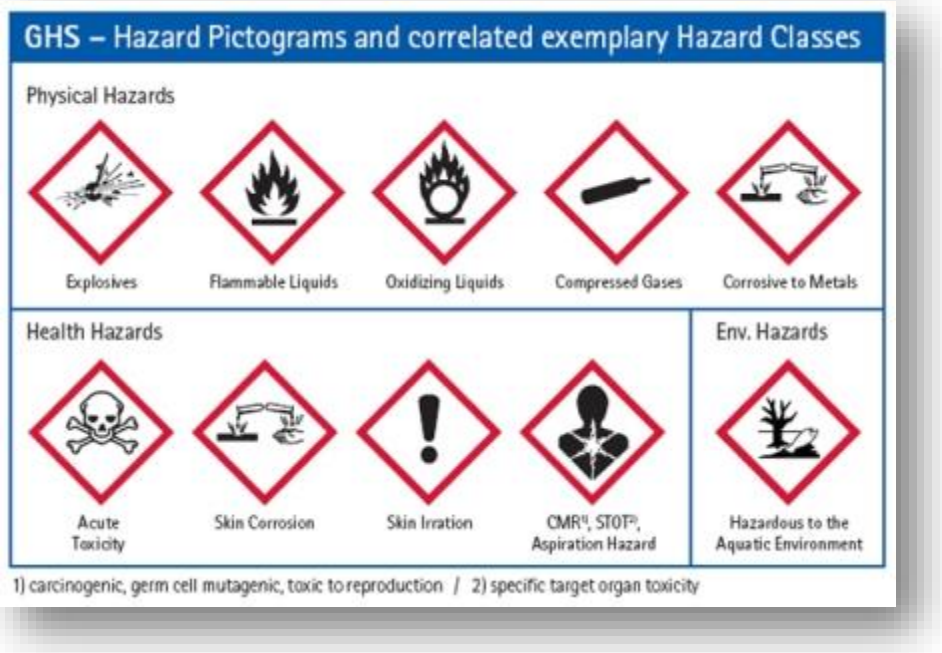
Mutagen: A substance or agent capable of altering the genetic material in a living cell.

Oxidizer: A chemical that initiates or promotes combustion in other materials, causing fire either by itself or through the release of oxygen or other gases.

PEL: Permissible Exposure Limit. The permissible exposure limit (PEL or OSHA PEL) is a legal limit in the United States for exposure of an employee to a chemical substance or physical agent.

Physical Hazard: means a chemical that is classified as posing one of the following hazardous effects: Explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas.

Pictogram: means a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category (The Environmental Hazards pictogram are not part of the Washington Standard, however they may be present on SDS's provided to the district.).



ppm: Parts per million is the concentration of a gas or vapor in air - parts (by volume) of the gas or vapor in a million parts of air.

Pyrophoric: A chemical that can ignite spontaneously in air

Secondary container: a container used for hazardous chemicals that is not the original container provided by the manufacturer. An example, a worker is assigned to paint and pours a small amount of paint into a small container for the work to be done. The small paint container is the secondary container.

Sensitizer: A chemical that causes a substantial proportion of exposed people or animals to develop an allergic reaction in normal tissue after repeated exposure to the chemical.

Specific Gravity: A chemical that is weighed against the weight of an equal volume of water. If a material cannot be dissolved and floats on water it has a specific gravity less than one. If the number is greater than one it will sink.

STEL: Short Term Exposure Limit

Teratogen: A substance or agent which can cause malformations in the fetus.

TLV: Threshold Limit Value

TWA: Time Weighted Average

UEL, or UFL: Upper Explosive Limit, or Upper Flammable Limit of a vapor or gas; the highest concentration that will produce a flash fire when an ignition source is present.

Vapor Density: The weight of a vapor or gas compared to the weight of an equal volume of air. Materials lighter than air have vapor densities less than 1.0. Materials heavier than air have vapor densities greater than 1.0.

Water-Reactive: A chemical that will react to water to release a gas that is either flammable or presents a health hazard.