

POLICY NO. 3500
Adopted: 10-22-86

CHEMICAL HAZARD COMMUNICATION

POLICY:

The Lake Stevens School District No. 4 actively supports the principles of sound chemical handling established by the Washington State Hazard Communication Standard (HAZCOM) and as specified by WAC 296-62-054 through WAC 296-62-05425. It shall be the responsibility of each supervisor and employee to comply with provisions of this standard and the Department's Chemical Hazard Communication Handbook.

CHEMICAL HAZARD COMMUNICATION

PROCEDURES:

The following procedures shall be followed:

1. Written Program. This policy, together with the Chemical Hazard Communication Handbook, constitutes the Lake Stevens School District's written Hazard Communication Program. Copies shall be maintained in the District Office and the offices of each of the schools. It shall be made available to employees or their representatives upon request.
2. Program Management. It shall be the responsibility of the Director of Operations as the District's Hazard Communication Program Manager, to ensure the provisions of this policy/procedure and the Hazard Communication Standard are implemented and maintained.
3. Chemical List. Master lists for each school and maintenance area shall be constructed, updated on a regular basis, and maintained with each facility. This list shall be kept on file in each facility's office readily accessible to employees or their designated representatives upon request. The responsibility for updating these lists rests with the Hazard Program Manager or his/her designee.
4. Material Safety Data Sheets (MSDS). Material Safety Data Sheets must be ordered for all hazardous or suspected hazardous chemicals by the HAZCOM Program Manager or his/her designee. All supervisors are to ensure that affected employees are trained on the use of Material Safety Data Sheets for chemicals to which they are exposed or to which they could be exposed during a foreseeable emergency. Requirements for protective clothing and equipment shall be explicitly followed. MSDS shall be kept readily available to all employees or their designated representatives. A Master MSDS file shall be kept in the office of each school and maintenance area.
5. Labels and Posters. Written notice regarding each employee's HAZCOM rights shall be maintained on a bulletin board in each of the District's facilities. All supervisors are responsible for ensuring that all containers of hazardous chemicals are properly labeled with hazard warnings and emergency instructions to users. Posters informing employees of proper

protective equipment and clothing to use shall be posted in work sites where the chemicals are routinely used.

6. Education and Training. The Hazard Communication Program Manager or his/her designee is responsible for ensuring that all affected employees receive the general HAZCOM training as specified in the HAZCOM Standard and the Chemical Hazard Communication Handbook.
7. Informing Contractors. The HAZCOM Program Manager is responsible for ensuring that proper coordination with contractors is effected prior to work in accordance with the HAZCOM Standard and the Chemical Hazard Communication Handbook.
8. Inspections. The HAZCOM Program Manager and the affected school superintendent shall be notified any time a Department of Labor and Industries inspector arrives for an official WISHA or HAZCOM inspection. Regular self inspections will be made at each facility by the HAZCOM Program Manager or his/her designee to ensure a constant state of HAZCOM Program compliance and inspection readiness.
9. Emergency Response. The HAZCOM Program Manager shall designate the District's Emergency Response Coordinator. As such, he/she shall ensure that coordination with emergency responders is effected and monitored in accordance with the HAZCOM Standard and the Chemical Hazard Communication Handbook.