

HAZARD COMMUNICATION

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Staff Review

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1.0 PURPOSE

The Casitas Municipal Water District (CMWD) is complying with the requirements of the California Occupational Safety and Health Administration's (Cal/OSHA) Hazard Communication Standard by compiling a list of hazardous chemicals, using safety data sheets (SDS) to inform staff of chemical hazards, and providing training to worksite employees. In addition, we share information with other employers involved in a specific project so they may keep their employees informed.

2.0 APPLICABILITY

This program applies to all work operations at CMWD where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. Under this program, our employees will be informed of the contents of the Hazardous Communication Standard, the hazards of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals, among other training elements.

3.0 DEFINITIONS

- 3.1 **Employees** - full-time, part-time and temporary employees, volunteers, and contract workers under CMWD direct supervision.
- 3.2 **Global Harmonized System of Classification and Labeling of Chemicals (GHS)** – a United Nations (UN) adopted system for communicating information regarding chemicals, including chemical labeling and SDS formatting and content standards.
- 3.3 **Hazardous substance** - Any substance that presents a physical or health hazard as determined by scientific evidence.
- 3.4 **Primary container** - Original container product was sold or delivered in.
- 3.5 **Safety Data Sheet (SDS)** - form containing data regarding the specific information/properties of a particular substance.
- 3.6 **Secondary container** - Portable container to which substance has been moved from primary container for temporary use.

4.0 ROLES AND RESPONSIBILITIES

- 4.1 Program Coordinator
 - 4.1.1 Safety Officer is the designated Program Coordinator.
 - 4.1.2 Responsible for preparation and maintenance of a centrally located, District-wide "Hazardous Substance Inventory List" and SDS binders.
 - 4.1.3 Responsible for providing training materials to Supervisors/Managers on how to understand an SDS.
 - 4.1.4 Responsible for an annual review or update of Hazardous Communications Program.
 - 4.1.5 Maintains written copies of programs available to all employees in
 - 4.1.5.1 The Google Drive/Shared Drives/Districtwide/SAFETY/Adopted Policies
 - 4.1.5.2 Employee website
 - 4.1.6 Create policies and procedures compliant with the DTSC, Cal-

- OSHA and the County of Ventura including:
 - 4.1.6.1 Hazardous Waste Management;
 - 4.1.6.2 Emergency Response/Contingency Plan;
 - 4.1.6.3 Hazardous Materials Training Plan;
 - 4.1.6.4 Hazard Communication Program.
 - 4.1.7 Maintains training records in Vector Solutions.
 - 4.2 Managers/Supervisors
 - 4.2.1 Responsible for preparing and keeping current a "Hazardous Substance Inventory List" of all known hazardous substances present in their workplace.
 - 4.2.2 Responsible for obtaining SDSs and
 - 4.2.2.1 Reviewing them for completeness
 - 4.2.2.2 Providing Program Coordinator with a copy for placement in the inventory
 - 4.2.3 Responsible for immediately passing on new and significant health/safety information to affected employees by additional training sessions, posting of memos, e-mail, or other means of communication.
 - 4.2.4 Responsible for communicating information regarding chemical hazards to or from Contractors (see Section 11).
 - 4.2.5 Responsible for documentation of any training conducted on-site.
 - 4.2.5.1 Provide copies to Program Coordinator
 - 4.2.6 Responsible for ensuring staff complies with requirements described in this policy.
 - 4.3 Employees
 - 4.3.1 Responsible for attending training sessions and reading source material provided to them regarding SDSs.
 - 4.3.2 Responsible for requesting new information if SDS is unavailable or illegible.
 - 4.3.3 Responsible for asking questions of their supervisor when there is a concern about an unknown or hazardous material.
 - 4.3.4 Responsible for following all requirements described in this policy

5.0 CRITERIA FOR HAZARDOUS CHEMICALS

Specific information on each noted hazardous substance can be obtained by reviewing the SDSs. CMWD will consider any chemical to be hazardous if it:

- 5.1 Requires a Safety Data Sheet (SDS) (California Labor Code, Section 3630); or,
- 5.2 Is a substance listed pursuant to Title 49 of the Code of Federal Regulations; or,
- 5.3 Is a substance listed in Section 339 of Title 8 of the California Code of Regulations (CCR); or,
- 5.4 Is a hazardous waste (California Health and Safety Code, Chapter 6.5)

6.0 SAFETY DATA SHEET (SDS)

- 6.1 Every supervisor/manager will ensure all known hazardous substances present in their workplace are listed in the chemical inventory.
 - 6.1.1 Each supervisor/manager will oversee this list and inform the Program Coordinator of any changes to the inventory, who will prepare and maintain a library of SDSs in Google Drive;
 - 6.1.2 In the review of incoming SDSs, if new and significant health/safety information becomes available, this new information is passed on immediately by the manager/supervisor to affected employees by additional training sessions, posting of memos, e-mail, or other means of communication.
- 6.2 Legible SDS copies for all hazardous substances to which employees of CMWD may be exposed are kept in the following locations:
 - 6.2.1 Google Drive/Shared drives/District Wide/SDS Library
- 6.3 SDSs are readily accessible to all employees through Google Drive via their desktop or mobile phones.
 - 6.3.1 Departments with employee without access to computers or mobile devices, should allow employee access to CMWD owned device or contact Program Coordinator.
- 6.4 If SDSs are missing or new hazardous substance(s) in use do not have SDSs, or if an SDS is obviously incomplete, please contact the manager/supervisor or Program Coordinator immediately and a new SDS will be requested from the manufacturer. If Casitas is unable to obtain the SDS from the vendor within 25 calendar days of the request, Casitas will either call the local Cal/OSHA compliance office or write to:
 - 6.3.1 Division of Occupational Safety and Health Deputy Chief of Health and Engineering Services: P.O. Box 420603, San Francisco, CA 94142
- 6.5 Employees must be familiar with the various sections of the SDS including:
 - 6.5.1 Identification
 - 6.5.2 Hazardous Identification
 - 6.5.3 Composition/Information on Ingredients
 - 6.5.4 First-Aid Measures
 - 6.5.5 Fire-Fighting Measures
 - 6.5.6 Accidental Release Measures
 - 6.5.7 Handling and Storage
 - 6.5.8 Exposures Controls/Personal Protection
 - 6.5.9 Physical and Chemical Properties
 - 6.5.10 Stability and Reactivity
 - 6.5.11 Toxicological Information
 - 6.5.12 Ecological Information
 - 6.5.13 Disposal Considerations
 - 6.5.14 Transport Information
 - 6.5.15 Regulatory Information
 - 6.5.16 Other Information

7.0 LABELS AND OTHER FORMS OF WARNING

Before hazardous substance containers are released to the work area, it is the policy

of CMWD each manager/supervisor will verify all primary and secondary containers are labeled as follows:

- 7.1 Primary (original) containers must be labeled with the following information:
 - 7.1.1 Product identifier
 - 7.1.2 Supplier identification
 - 7.1.3 Hazard pictograms
 - 7.1.4 Signal word
 - 7.1.5 Precautionary statements
 - 7.1.6 Hazard statements
 - 7.1.7 Supplemental information
- 7.2 If, during the course of work, hazardous substances are transferred from the original container to a secondary portable container, the secondary container must be labeled with the following information or combination thereof, which provides employees with specific information regarding the hazards of the chemicals:
 - 7.2.1 Product identifier and words; or,
 - 7.2.2 Pictures; or,
 - 7.2.3 Symbols; or,
 - 7.2.4 Combination thereof.
 - 7.2.5 NOTE: Portable containers for immediate use during a single shift by a single employee who performs the transfer him/herself are exempt from the labeling requirement under California's Hazardous Communication standards.
- 7.3 On individual stationary process containers - such as mixing tanks - supervisors/managers can use signs, placards, and other options in lieu of labels, as long as the required information listed above is included.
- 7.4 Supervisors/managers must ensure containers are relabeled whenever labels are damaged, defaced, or no longer legible.

8.0 EMPLOYEE INFORMATION AND TRAINING

Employees are to attend a health and safety training session set up by the manager/supervisor prior to starting work.

- 8.1 The training session will provide information on the following:
 - 8.1.1 The requirements of the hazard communication regulation
 - 8.1.2 Operations within their work area where hazardous chemicals are present
 - 8.1.3 Location and availability of hazard communication program, including the list(s) of hazardous chemicals and SDSs
 - 8.1.4 Methods and observations to be used to detect the presence or release of a hazardous chemical in the work area
 - 8.1.5 All hazards of the chemicals in the work area and measures they can take to protect themselves from those hazards
 - 8.1.6 Details of the hazard communication program developed by CMWD, including how to obtain and use appropriate hazard information
 - 8.1.7 Inform employees of their rights
 - 8.1.7.1 To personally receive information regarding

- 8.1.7.2 hazardous chemicals to which they are exposed
 - 8.1.7.2 For their physician or collective bargaining agent to receive information on chemicals employee was potentially exposed to
 - 8.1.7.3 Against discharge or other discrimination due to their exercise of existing rights
- 8.2 Employees will receive initial training and additional training will be provided when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another employer's worksite.

9.0 HAZARDOUS NON-ROUTINE TASKS

- 9.1 Periodically, our employees are required to perform hazardous, non-routine tasks. Prior to starting work on such projects, affected employees will be given information by their supervisor/manager on hazards to which they may be exposed during such an activity. This information will cover:
 - 9.1.1 Specific hazards
 - 9.1.2 Measures Casitas has taken to reduce the risk of these hazards
 - 9.1.3 Required protective/safety measures
- 9.2 Examples of non-routine tasks performed by employees of CMWD:
 - 9.2.1 Sample non-routine task - sealing jet valve
 - 9.2.2 Hazardous substance - petroleum distillates

10.0 LABELED/UNLABELED PIPES

- 10.1 Above-ground pipes transporting hazardous substances (gases, vapors, liquids, semi-liquids, or plastics) shall be identified in accordance with T8 CCR, Section 3321, "Identification of Piping".
- 10.2 Other above-ground pipes that do not contain hazardous substances, but may have associated hazards if disturbed or cut (e.g., steam lines, oxygen lines) shall be addressed as follows:
 - 10.2.1 Before employees enter the area and initiate work, managers/supervisors will inform them of:
 - 10.2.1.1 The location of the pipe or piping system or other known safety hazard.
 - 10.2.1.2 The substance in the pipe
 - 10.2.1.3 Potential hazards
 - 10.2.1.4 Safety precautions

11.0 INFORMING CONTRACTORS

- 11.1 To ensure outside contractors work safely in our plant and to protect our employees from chemicals used by outside contractors, managers/supervisors are responsible for giving and receiving the following information to and from contractors:
 - 11.1.1 Hazardous substances, to which they may be exposed while on the job site, as well as substances they will be bringing into the workplace. To this end, we will provide contractors with information on our labeling system and access to SDSs.
 - 11.1.2 Precautions and protective measures the employees may take to

- minimize the possibility of exposure.
- 11.1.3 Location and availability of SDSs.

12.0 COMPLIANCE

- 12.1 Employees failing to follow the requirements of the CMWD Hazard Communication Program are subject to disciplinary action in accordance with the CMWD Injury and Illness Prevention Program.
- 12.2 If anyone has questions about this plan, please contact the Program Coordinator. Our plan will be maintained by the Program Coordinator to ensure the policies are carried out and the plan is effective.

13.0 AUTHORITY

- 13.1 Hazard Communication Regulation (TS CCR 5194)
- 13.2 Proposition 65 (T22 CCR)