

COSTA WATER DISTRICT
HAZARD COMMUNICATION PROGRAM

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Appendix A - Hazardous Material Inventory Form

1.0 INTRODUCTION

Contra Costa Water District (District) is firmly committed to providing each of its employees a safe and healthy work environment. In order to improve communication and training associated with hazardous substances, the District Hazard Communication Program has been established.

1.1 Purpose

The purpose of this program is to set forth the guidelines to maintain a healthy work environment, to increase employee awareness of workplace chemicals and their potential health effects, to establish safe work practices, and to provide chemical spill response procedures.

1.2 Scope

This program applies to all District personnel and contractors, and complies with the California Code of Regulations, Title 8, General Industry Safety Order, Section 5194 “Hazard Communication” and the Code of Federal Regulations 1910.1200 “Hazard Communication”.

1.3 Other Applicable Standards

- California Code of Regulations, Title 8, §5155 "Airborne Contaminants"
- California Code of Regulations, Title 8, §3204 “Access to Employee Exposure and Medical Records”
- Threshold Limit Values for Chemical Substances in the Work Environment, American Conference of Governmental Industrial Hygienists (ACGIH)
- National Toxicology Program (NTP), Sixth Annual Report on Carcinogens, 1991
- International Agency for Research on Cancer (IARC), IARC Monographs on the Evaluation of the Carcinogenic Risk of Chemicals to Man, Vols. 1 - 53, and Supplements 1 - 8, World Health Organization
- 29 CFR Part 1910, Subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration

2.0 RESPONSIBILITIES

2.1 Management

Department Heads/Superintendents/Supervisors are responsible for implementing this program and for ensuring departmental compliance. This includes informing and training employees of the hazards associated with chemicals to which they may potentially be exposed.

Specific responsibilities:

- Appoint person(s) who will be responsible for the coordination of the department's (1) Hazardous Materials Inventory; (2) MSDS file; and (3) container labeling program. This person shall interact with the District Safety Officer.
- Conduct annual inventory of hazardous materials used in the department's operation(s). Those materials no longer in use shall be disposed of in accordance with the Environmental Compliance Plan. Those materials in use shall be compiled on a list of "Hazardous Materials" and forwarded to the District Safety Officer.
- Obtain Material Safety Data Sheets (MSDS) for each material indicated on the Hazardous Materials Inventory. A copy of each hazardous material's MSDS shall be accessible to employees in the work area. Copies of each MSDS shall be forwarded to District Safety Officer and to be kept on file for thirty (30) years.
- Ensure that hazardous materials may not be used without a MSDS and employee training on that material being conducted first. Products may be received by the District but may not be put into use prior to receipt of the Material Safety Data Sheets.
- Provide information to their employees on any new or revised MSDS(s), within 30 days of receipt, for new or existing chemicals. This information may indicate any increased risks to health and safety or measures necessary for employees to protect themselves as compared to those stated on the previous sheets.

2.2 Employee

All employees are responsible for taking the initiative to utilize the information sources within the District Hazard Communication Program, MSDS(s) and to practice safe chemical handling.

2.2 Safety Officer

The Safety Officer is responsible for assuring District compliance with the Hazardous Substances Information and Training Act (Hazard Communication Standard).

Specific responsibilities:

- Assure departmental compliance with the Hazard Communication Program.
- Assist departments in identifying chemicals that may be hazardous within the workplace.
- Maintain master MSDS file and assist departments in obtaining MSDS(s).
- Provide for Hazard Communication Program Training.
- Conduct exposure monitoring for hazardous materials suspected to be above permissible exposure limits (PEL) or at employee request.

2.4 Environmental Compliance Officer

The Environmental Compliance Officer is responsible for assuring District compliance with environmental and hazardous waste regulations.

Specific responsibilities:

- Assure the completion of the Hazardous Material Business Plan (HMBP).
- Assist departments in hazardous material spill clean-ups.
- Arrange for the disposal of hazardous waste.
- Report hazardous material releases to appropriate regulatory agencies.

3.0 ACCESS TO EMPLOYEE RECORDS

The District, upon request, shall provide to all employee, or their designated representatives, access the following records:

- Personal medical records and records of exposure to toxic substances or harmful physical agents.
- Records of exposure to toxic substances or harmful physical agents of other employees with similar work conditions.
- Material Safety Data Sheets (MSDS) or other information that exist for chemicals or substances used in the workplace, or to which employees may be exposed.

When an employee or designated representative requests access to a record, the District shall provide access in a reasonable time, place, and manner, but in no event later that fifteen (15) days after the request for access is submitted. MSDS(s), however, shall be made readily accessible during each work shift to employees when they are in their work area(s).

The request for medical or exposure records shall be sent to the Human Resources Department, be in writing and contain the following information:

- The name and signature of the employee authorizing the release of medical information;
- The date of the written authorization;
- The name of the individual or organization that is authorized to release the medical information;
- The name of the designated representative (individual or organization) that is authorized to receive the released information;
- A general description of the medical information that is authorized to be released;
- A general description of the purpose for release of the medical information; and
- A date or condition upon which the written authorization will expire (if less than one year).

A copy of the medical or exposure records will be provided without cost to the employee or designated representative. In the case of original X-ray(s) or similar materials, on-site examination or suitable arrangements for temporary loan can be arranged.

4.0 HAZARD RECOGNITION/DETERMINATION

The District shall accept in good faith the Material Safety Data Sheet(s) prepared by the manufacturer of the hazardous material. In this manner, the chemical manufacturers and distributors are responsible for the hazard evaluation/determination for their chemical products.

- For purposes of this policy, the term "hazardous material" shall mean those chemicals that are identified by the Material Safety Data Sheet as hazardous or containing hazardous components. Any substance listed in Section 1.3 "Other Applicable Standards", will be considered a health or physical hazard, and therefore, hazardous. In addition, any other substances which presents a personal hazard as determined by scientific evidence shall also be considered hazardous.
- Every hazardous substance known to be present in the workplace must be listed on the "Hazardous Material Inventory." A copy of the inventory will be sent to the District Safety Officer. The Safety Officer is responsible for coordinating and maintaining this list. Inventory lists will also be located in each supervisor's office and in the District Safety Officer Office.
- The identity of the material appearing on the Hazardous Material Inventory will correspond to the same name that is indicated on the manufacturer's label, the in-house label, and the Material Safety Data Sheet (MSDS) for that material. In this manner, the Hazardous Material Inventory will serve as the index to the MSDS files.
- Any consumer product or hazardous substance, as defined in the Consumer Product Safety Act and Federal Hazardous Substance Act respectively, where the employer can demonstrate it is used in the workplace in the same manner as normal consumer use, and which use results in a duration and frequency of exposure which is not greater than exposures experienced by consumers, shall be exempt from the provisions of this section. (See CFR 31878 #vii.)

5.0 MATERIAL SAFETY DATA SHEETS

A Material Safety Data Sheet (MSDS) containing the information required by the Hazard Communication Standard will be kept for each hazardous substance listed on our "Hazardous Material Inventory." The most current MSDS supplied by the chemical manufacturer or distributor shall be kept on file.

Supervisors must provide information to their employees on any new or revised MSDS(s), within 30 days of receipt, for new or existing chemicals. This information may indicate any increased risks to health and safety or measures necessary for employees to protect themselves as compared to those stated on the previous sheets.

Upon receipt of an MSDS by a department, division or purchasing division personnel, a copy of the MSDS document shall be forwarded to the Safety Officer. The Safety Officer is responsible for providing a copy of the MSDS form to the appropriate department/division MSDS coordinator upon request.

The Safety Officer will be notified if a complete MSDS is not obtainable from a manufacturer or distributor. If the manufacturer or distributor fails to provide the MSDS, they should be reported to Safety Officer. Their product will no longer be used or purchased until a MSDS has been received. Safety Officer will forward a complaint to Cal/OSHA concerning the manufacturer or distributor not providing the requested MSDS.

6.0 CONTAINER LABELING

It is District policy that all original and/or secondary containers of hazardous substances be properly labeled. Each supervisor is responsible for ensuring that containers have either the original manufacturer's label or a generic label which includes the following:

- a. The identity of the hazardous chemical;
- b. The appropriate hazard warning (physical and/ or health);
- c. The name and address of the chemical manufacturer, importer, or distributor responsible for the chemical product.

No label shall be defaced or removed when material is received or in use. Employees should ensure that all containers are labeled and reported to their supervisors all deficiencies.

Labels are not required on portable containers intended for immediate use, in which hazardous materials are transferred from a labeled container (e.g., measuring cups, mixing jugs, transfer containers, etc.) provided that 1) the employee using the unlabeled container is the same employee who filled the container 2) the unlabeled container is never left unattended during it's use.

7.0 EMPLOYEE INFORMATION AND TRAINING

The Safety Officer and/or supervisors shall provide employees with information and training on hazardous substances in their work area within 30 days of their initial assignment or reassignment, and whenever a new substance is introduced into the work area. This includes temporary employees and contractors.

This training and information will include:

- a. Identification/recognition of any departmental operation where hazardous substances are present.
- b. Description of the Hazard Communication Regulation, including the notification that the employees have the right to receive or have their personal physician or collective bargaining agent receive information contained in MSDS(s), and that no discriminatory action or discharge may be taken against them if they exercise their rights under the act.
- c. Explanation of the purpose and contents of an MSDS, interpretation of the hazard information contained within, and description of the location of the departmental MSDS documents.
- d. Methods to detect the presence of hazardous substances in the workplace (alarms, odors, etc.)
- e. Methods to minimize exposure to hazardous substances in the workplace, including proper hygiene practices, personal protective equipment (PPE), and emergency procedures.
- f. Specific hazard information covering non-routine work assignments as periodically performed by employees.
- g. Information regarding the location and availability of the department's and the District's written Hazard Communication Programs, and how employees can apply them to their job situations.
- h. On-the-job training (OJT) for the specific chemicals used in their work areas. OJT will be given within 30 days of the date when new or revised MSDS(s) are received, or when new chemicals are introduced into the work area.
- i. Employees shall be informed of the right:
 - To personally receive information regarding hazardous substances to which they may be exposed, according to the provisions of this section;
 - For their physician or collective bargaining agent to receive information regarding hazardous substances to which the employee may be exposed according to provisions of this section;
 - Against discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substances Information and Training Act

Copies of this District Hazard Communication Program are available on the shared server G:\Safety\Safety Manual\Hazcom. Material Safety Data Sheets are available on the internet: <http://www.contracosta.msds.com/> and in binders each location. The login is: *contracosta*, and the password is: *ccwdmsds*.

8.0 INFORMING CONTRACTORS/CONTRACT WORKERS

Contractors shall be provided with all applicable information concerning the potential hazards of the materials present at the District's worksite which may result in exposure and the appropriate protective measures required to minimize exposure to their employees.

Department heads/superintendents/supervisors shall be responsible for providing contractor(s), whenever feasible, a list of hazardous materials and the MSDS(s) pertaining to the materials present at the District worksite that contract employees may come into contact with while performing work for the District.

Department heads/superintendents/supervisors shall request a list of hazardous chemicals and the corresponding MSDS(s) for those chemicals that the contractor will be using in the event District employees may be exposed to those chemicals while performing their usual job tasks.

9.0 HAZARDOUS NON-ROUTINE TASKS

Periodically, employees may be required to perform hazardous non-routine tasks. Prior to starting work on such projects, affected employees are to contact their supervisors for the following information:

- a. Specific hazards.
- b. Protective/safety measures which must be used.
- c. Measures taken to lessen the hazards including ventilation, PPE, buddy systems, and/or specific emergency procedures.

The Safety Officer is available at 688-8185 to assist supervisors in determining the precautions for non-routine tasks.

10.0 HAZARDOUS SUBSTANCE IN UNLABELED PIPES

To ensure that employees who work on unlabeled pipes have been informed as to the hazardous substances contained within, the following policy has been established.

Prior to starting work, employees are to contact their supervisor for the following information:

- a. Hazardous substance(s) in the pipe
- b. Potential hazards
- c. Safety precautions to be taken

Safety Officer is available at 688-8185 to assist supervisors in hazard determination and PPE selection.

11.0 EMERGENCY SPILL PROCEDURES

The range and quantity of hazardous substances used at the District requires pre-planning to respond safely to chemical spills. The clean-up of a small chemical spill should only be done by a knowledgeable and experienced personnel that is familiar with the chemical hazards and the PPE needed. A small spill is defined as requiring only one experienced person less than one hour to safely clean up the spill. All other chemical spills are to be considered large. The clean-up of a large spill will require contacting the Environmental Compliance Officer (688-8023) or the local Fire Department (9-911 or 911) if life threatening. Once the large spill is contained and the area involved is deemed to be safe, experienced personnel from the area may be asked to assist in the clean-up.

All wastes generated from a spill must be properly labeled and disposed of as hazardous waste. The Environmental Compliance Officer can be reached at 688-8023.

