

**HAZARDOUS SUBSTANCE PROGRAM**

**Inventory**

An inventory will be taken and a complete list of all hazardous substances will be compiled. Material Safety Data Sheets will be requested from the manufacturers and for vendors of these substances. The master inventory of hazardous substances will be kept current and maintained by the building maintenance person in the maintenance building. The inventory list will be posted in a conspicuous place in the maintenance building, along with storage and disposal guidelines.

**Material Safety Data Sheets**

Material Safety Data Sheets will be obtained and kept in a notebook in the maintenance building. Any supplies received without the appropriate Material Safety Data Sheet requires a follow-up by the purchasing agent to the vendor. Follow-up and receipt of the appropriate Material Safety data Sheet should be accomplished within 25 days of receipt of the hazardous substance.

**Employee Training**

Employee training will be provided on the hazardous substances to which an employee is exposed or for which there is potential exposure. Current employees will receive training from a variety of sources, including seminars, workshops, inservice training of the site, inservice training through the Murrieta Fire Protection District personnel, or through viewing of selected videotapes selected by the JPA Risk Management Committee of the Workers Compensation JPA.

The training program will be ongoing, with additional training given for new substances utilized by the District or retraining if the Material Safety Data Sheets for substances in present use are revised significantly. A significant revision entails receipt of new information indicating increased risks in the use of the substances and/or changes in the measures necessary to protect the employees from exposure as compared in the prior Material Safety Data Sheets. Retraining will be provided for all employees utilizing or having exposure to the substances. All newly hired employees will receive training as soon as practical after starting employment with the District. All training sessions will be thoroughly documented as to the trainers, content and attendees. Records of these sessions will be kept on file at the District office.

**HAZARDOUS SUBSTANCE PROGRAM** (continued)

The employee hazardous substance training program shall include the following:

1. An explanation of what a Material Safety Data Sheet is, its intended purpose and how to read and interpret the information provided on the Material Safety Data Sheets.
2. An explanation of the information provided on the Material Safety Data Sheets:
  - a. The health hazards associated with the use and/or exposure to the substance.
  - b. Proper handling for safety to reduce the exposure.
  - c. Personal protective equipment which is necessary or recommended during handling or use of the substance.
  - d. Emergency procedures for spills, fires, first aid and disposal.
  - e. Other safety precautions necessary to prevent or minimize exposure to the substance.
3. An explanation of the information on the container labels.
4. An explanation of the right of the employee to obtain a copy of the Material Safety Data Sheets from the District and the procedure to be followed.
5. An explanation of the right for the Collective Bargaining Agent or a treating physician to receive a Material Safety Data Sheet from the District and the procedure to be followed.
6. Specific safety training of non-routine tasks as determined by the Superintendent or designee prior to employees undertaking these tasks.

Contracts with vendors shall state that their employees will be properly trained by the contractor before beginning work at the District.

## **HAZARDOUS SUBSTANCE PROGRAM (continued)**

### **Containers**

All containers holding hazardous substances will be labeled with the following information:

1. Complete identity of the substance
2. Appropriate hazard warnings and safety precautions
3. Name and address of the manufacturer or other responsible party

Hazardous substances shall not be transferred from the original container to another container without the permission and direction of the Superintendent or designee. It is the responsibility of the designated person to be certain the new container has the proper label and information and the label is securely attached to the container.

Substances which do not have the proper label and/or cannot be identified are not to be used, handled or stored. The Superintendent or designee must be notified immediately. The substance will then be identified and properly labeled or removed under the direction of the Superintendent or designee.

### **Housing**

Materials classified as hazardous substances should be stored in a separate building with proper clearances from other buildings. They should be stored on a cement floor with curbing around the floor to hold a minimum of three-fourths percent more than the total volume you would expect to store at any one time.

### **Disciplinary Procedures**

Employees will comply with all safety rules and regulations implemented by the District for the purchasing, storing, handling and/or using of hazardous substances.