



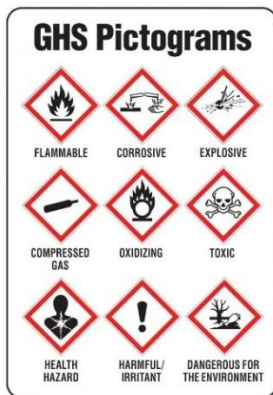
Lead, Serve, Support

March 13, 2019

HAZARD COMMUNICATION PROGRAM REQUIREMENTS

In order to be in compliance with state law, WAC 296-901-14010, all school districts are required to have a Hazard Communication Program in place to assist staff in identifying chemical hazards and preventing hazardous exposures. The following is a brief outline of the requirements, please review the law and update your policies and procedures as needed. Remember your NCESD Safety Services representative is here to help.

- A. Container Labeling- District must have a policy on how and who is responsible to label containers when chemicals are transferred out of their original containers.
- B. Safety Data Sheets- part of the Hazard Communication process is the requirement to keep Safety Data Sheets (SDS) of all chemicals the district has in inventory. Districts need to ensure SDS are made available to all employees who work with or have access to chemicals.
- C. Employee Training- An overview of the requirements contained in the Hazard Communication Standard.
 - Hazardous chemicals present at his or her work places.
 - Physical and health risks of the hazardous chemical.
 - The symptoms of overexposure.
 - How to determine the presence or release of hazardous chemicals in his or her work area. How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
 - Procedures to follow if employees are overexposed to hazardous chemicals.
 - How to read labels and review SDSs to obtain hazard information.
 - Location of the SDS file and written hazard communication program.
- E. List of Hazardous Chemicals- Keep an inventory of hazardous chemicals the district has on hand.



Your hazard communication program is required to provide needed information for employees to know the chemical hazards they face while at work. Remember all staff members could be exposed to chemicals in the work place so make sure all employees are trained. You can send your employees to our training partner for a course on Hazard Communication Training.



SAFETY MATTERS