

1.0 REGULATORY AUTHORITY

Title 8, California Code of Regulations (CCR) §5194, Hazard Communication

2.0 POLICY

It is the policy of the Los Angeles Department of Water and Power (Department) to provide and maintain a safe and healthful work environment for all its employees. The Department recognizes the importance of proper training and work practices for dealing with hazardous materials as part of its overall health and safety effort. The Department will ensure that affected employees are provided proper equipment and are appropriately trained according to the requirements as established by CAL OSHA.

This document, the Compliance Standard, incorporates by reference the requirements of the Hazard Communication Regulation, 8CCR § 5194 and includes the Global Harmonized System of labeling and classification. The Compliance Standard establishes the minimum compliance for all Divisions.

Whenever work related exposure to hazardous material(s) is reasonably expected, each effected Division shall develop and implement written Documented Practices (DP) to conform to this Compliance Standard.

The Compliance Standard and the Division's DP comprise the Hazard Communication Program. (Program)

3.0 PURPOSE

This document is designed to:

- Establish minimum requirements for Department Divisions to maintain compliance with 8 CCR §5194.
- Ensure that the Department provides employees with the training and tools/programs necessary for the safe completion of their job responsibilities.

4.0 APPLICABILITY

This document applies to all personnel under the direct supervision of the Department (i.e., Temporary Employees, Part time Employees, Full time Employees). All personnel shall comply with the provisions outlined in this document.

5.0 RESPONSIBILITIES

5.1. General Responsibilities

The ultimate authority and responsibility for the Health and Safety Program (Program) at the Department of Water and Power rests with the General Manager. The Director of Corporate Health and Safety (CHSS) is assigned the responsibility of administrating the Program. All levels of Division management and supervision share equally in the responsibility for the development, implementation, and maintenance of the written program

5.2. General Manager

The General Manager of the Department of Water and Power has the responsibility to:

1. Approve written program for Department of Water and Power
2. Authorize the allocation of physical and financial resources necessary to maintain an effective Program
3. Delegate responsibilities for the maintenance of the Program

5.3. Corporate Health and Safety Services (CHSS)

CHSS has the responsibility to:

1. Provide management with information necessary to assist them in meeting their obligation of providing a safe and healthful work environment for all Department employees.
2. Conduct legislative/regulatory review and develop Department Standards that are in compliance with all applicable Federal, State, and Local regulations.
3. Provide guidance and support to the Divisions in the development, implementation and maintenance of Documented Practices that are in compliance with Department Standards.
4. Evaluate the content and effectiveness of Division Documented Practices.
5. Provide consultation services regarding health and safety related issues,
6. Assist Divisions in conducting Job Hazard Assessments,
7. Assist Divisions in documenting employee exposure to job related hazardous chemical or physical stressors,
8. Assist Divisions in developing and implementing health and safety training.

5.4. Division

Each Division has the responsibility to:

1. Request physical and financial resources necessary to maintain compliance with applicable Department Standards,
2. Through discussion with supervisors, evaluate the effectiveness of the Program and provide to their Division Safety Coordinator and/or CHSS, recommendations for improvement,
3. Actively support the system implemented for communicating with employees on matters relating to employee health and safety, and

4. Assist supervisors in pursuing disciplinary action against employees who violate health and safety rules.

5.5. Supervisor and Section Heads

Supervisors and section heads retain responsibility for the Program as listed below:

1. Implement Documented Practices and insure employee compliance,
2. Request the assistance of Division Safety Coordinators and/or CHSS as needed to implement Division Documented Practices,
3. Develop Job Hazard Assessments for all tasks performed by employees under their direct supervision,
4. Identify employees to attend Hazard Communications training,
5. Provide and insure proper use of personal protective equipment,
6. Pursue disciplinary action against employees who violate health and safety rules.

5.6. Safety Coordinators

Safety Coordinators have the responsibility for the following:

1. Develop Division Documented Practices that comply with Department Standards
2. Assist Supervision in implementation of Documented Practices,
3. Assist supervision in the development of Job Hazard Assessments for all tasks performed by Division personnel,
4. Develop and provide applicable health and safety training,
5. Assist supervision in obtaining assistance of CHSS when necessary,
6. Coordinate and schedule Division employees to attend training provided by CHSS and/or Water System Safety

5.7. Employees

Employees have the responsibility to:

1. Report all hazardous materials related problems to and seek assistance from their immediate supervisor, or their Safety Coordinator in an effort to reduce hazardous exposures.
2. Learn and use proper personal protective equipment as presented in the Hazard Communication Training Program.
3. Familiarize themselves with the hazards of the material by reading the MSDS before using the material.

5.8. Medical Services

Medical Services has the following responsibilities:

1. Medical surveillance of all employees who may have been exposed to a hazardous substance or chemicals
2. Notify CHSS and Division Safety Coordinator

6.0 HAZARD COMMUNICATION PROGRAM ELEMENTS

6.1 Written Hazard Communication program

- 6.1.1** Safety Data Sheets (SDSs) are usually available in hardcopy format in the warehouse or tool room. Training is conducted annually to cover this program, chemical inventory, and safety data sheets.
- 6.1.2** An inventory of materials used will be available in the laboratory at all times in the lobby area and is available online at www.3eonline.com,
- 6.1.3** Safety meetings and tailgate meetings will be used to convey information regarding hazards associated with the use of products or chemicals.
- 6.1.4** A contractor will be notified of any hazards associated with the laboratory's products or chemicals prior to work through correspondence, contract details and safety and tailgate meetings.
- 6.1.5** Hazard Communications training will cover label information for products. Temporary labels are available through Stores

6.1.6 This Hazard Communication program is available to employees, their representatives, OSHA, and NIOSH upon request.

6.2 Labels And Other Forms Of Warning

The Department shall ensure that each container of hazardous substances in their workplace is labeled with appropriate warning signs and the identity of the hazardous material contained therein.

6.3 Safety Data Sheets (SDS)

Division shall ensure that a SDS is available for each hazardous substance in their work place. The Department currently has a contract provided database that includes the current inventory and related material safety data sheets. If a new product is purchased, the organization requesting the product shall ensure that a copy of the SDS is forwarded to the contract administrator, CHSS.

6.4 Employee Information And Training

Each Division shall provide their employees information and training on the materials, at the time of the employees' initial assignment, and whenever a new material is introduced into the work area. The information and training shall consist of the following.

- 6.4.1 The requirements of the Cal OSHA §5194 Hazard Communication
- 6.4.2 Information on any operations in the employee's work area where hazardous substances are present
- 6.4.3 The location and availability of the written program
- 6.4.4 Information on the methods and observations that may be used detect the presence or release of hazardous substances
- 6.4.5 The physical and health hazards associated with the hazardous material
- 6.4.6 The measures that can be used to protect against the hazards
- 6.4.7 An explanation of the labeling system used and SDS
- 6.4.8 Employees shall be informed of their right:
 - 6.4.8.1 To personally receive information regarding hazardous substances to which they may be exposed
 - 6.4.8.2 For their physician or collective bargaining agent to receive information regarding

- 6.4.8.3 hazardous substances to which employees may be exposed
Against discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to this Standard

8.0 PROGRAM EVALUATION

Division shall evaluate the completeness and effectiveness of their Hazard Communication Program annually. All deficiencies shall be noted and corrected in a timely manner.

9.0 CONSEQUENCE OF NON-COMPLIANCE

9.1 Employees

Non-compliance with the requirements of this standard may result in injury or illness to employees or their co-workers or supervisor. To document improper practices or behavior, Administrative Policy, 50-04, A Guide to Employee Discipline shall be followed.

9.2 Management

Failure to implement and maintain the applicable elements of 8CCR § 5194, may subject the Department to fines and penalties. Egregious violations and/or willful behavior may subject individuals to civil and/or criminal liability.

10.0 CONTRACTOR REQUIREMENTS

Whenever a contractor is working on a Department site the Department and the contractor shall share information as to the hazardous substances that they will be using. Information regarding the labeling system used shall also be shared.

All contract work that involves the handling or use of hazardous materials shall include specifications within the contract that the contractor shall be in compliance with 8CCR § 5194.

The bidder submittal documents shall include a list of the hazardous materials to be used during the contract work.

Questionable work practices observed at Department worksites shall be referred to the contract administrator. The contract administrator shall notify the contractor's representative responsible for health and safety matters.

The contract administrator may notify Corporate Health and Safety to determine if the situation presents adequate risk to terminate the contract should the improper work practices continue.

11.0 REFERENCES

Title 8 CCR § 339, The Hazardous Substances List

Title 8 CCR § 5161, Definitions

Title 8 CCR § 5155, Airborne Contaminants