



ADMINISTRATIVE MANUAL

Section

HAZARDOUS SUBSTANCES

Subject

Hazard Communication Program

The Los Angeles Department of Water and Power (LADWP) is committed to providing a safe and healthful work environment and to eliminating or minimizing hazards that may exist in the workplace. In addition, California regulations require employers to notify employees of hazardous substances present in their work place. Additional information, including the LADWP's Written Hazard Communication Program, may be accessed from the Corporate Health and Safety Services home page on the intranet.

References:

California Safe Drinking Water and Toxic Enforcement Act
 Section 3204(e), "Access to Employee Exposure and Medical Records."
 Hazard Communication Standard, Title 8, California Code of Regulations, Section 5194
 LADWP's Hazardous Materials and Hazardous Waste Procedures, Appendix 4.2.6
 LADWP's Hazardous Communication Program, December 1990
 General Manager's Bulletin No. 85-30, Hazard Communications Act, November 7, 1985
 Safety Administrator's Globally Harmonized System (GHS) Memo October 1, 2013

ABBREVIATIONS

CHSS – Corporate Health and Safety Services

OSHA - Occupational Safety and Health Administration

Cal/OSHA – California Occupational Safety and Health Administration

SDS – Safety Data Sheet - Written or printed material concerning a hazardous substance which is prepared in accordance with OSHA guidelines (formerly called Material Safety Data Sheet (MSDS)).

SCOPE

This Hazard Communication Program (Program) applies to LADWP work environments where hazardous chemicals are known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a reasonably foreseeable emergency resulting from workplace operations.



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RESPONSIBILITIES

CHSS

- Maintain information related to acquiring SDSs.
- Maintain and update this Program.
- Develop and provide training as needed related to this Program.
- Respond to requests from regulatory agencies and medical personnel.
- Approve all chemical purchases that are new to the workplace.

MANAGEMENT AND SUPERVISION

- Ensure that employees comply with the requirements of this Program.
- Ensure that employees receive the appropriate training.
- Ensure SDS accessibility during each work shift.

PROJECT MANAGERS

- Inform contract staff of chemical hazards that they may encounter as a part of their work, and ensure contractual compliance.
- Provide contractors with a copy of chemical SDSs where required.

ENVIRONMENTAL AFFAIRS

- Provide training on proper labeling of hazardous materials.
- Update and distribute the Hazardous Materials Field Guide, which includes instructions on how to fill out labels for materials transferred to secondary containers.

EMPLOYEES

- Participate in training and all associated Program elements.
- Ensure that labels (including secondary container labels) are maintained as required on all hazardous chemical containers.
- Ensure that newly purchased chemicals are approved by CHSS and are checked for appropriate labels and label information prior to use.



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- Review SDSs associated with chemicals used, and implement the appropriate work practices, controls and PPE as prescribed.
- Contact supervisors regarding chemical exposure concerns.
- Send any new/updated SDSs to CHSS.

MEANS OF COMMUNICATING HAZARD INFORMATION

The LADWP uses the following means of communicating information regarding hazardous substances to employees:

WRITTEN HAZARD COMMUNICATION PROGRAM

CHSS maintains a written program accessible on the CHSS webpage which includes a description of how the LADWP:

- A. Maintains lists of chemical inventories.
- B. Communicates and makes accessible hazard related information to employees and emergency responders through
 - Labels and other forms of warning;
 - SDSs; and
 - Information and training - including informing employees of the hazards of non-routine tasks.
- C. Protects employees from hazardous substances brought into the workplace by a contractor's employees.
- D. Informs other employers sharing the same work area of
 - The hazardous substances to which the contractor's employees may be exposed while performing their work.
 - Precautionary measures needed to protect employees during normal work as well as emergency conditions.
 - Access to SDS's during the normal operating conditions and in foreseeable emergencies.
- E. Implements the requirements of the California Safe Drinking Water and Toxic Enforcement Act.
- F. Performs periodic (e.g., annual) program evaluation to update the program and determine its effectiveness.



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Note: The written Program is available upon request to employees, their representatives, Cal/OSHA representatives, and others in accordance with The California Safe Drinking Water and Toxic Enforcement Act, Section 3204(e), "Access to Employee Exposure and Medical Records."

WARNING LABELS

All containers of hazardous substances must be labeled, tagged, or marked with the identity of the chemical and the appropriate hazard warnings.

Labels must be prominently displayed, legible, in English and readily available in the work area throughout each work shift.

Employees are to ensure that existing labels are not removed or intentionally defaced on incoming containers of hazardous substances, unless the container is immediately marked with the required information.

TRAINING PROGRAMS

Employees who work with hazardous substances must be knowledgeable of the hazards and the necessary personal protective measures.

Hazard Communication training is required upon the initial assignment of a job, and whenever a new physical or health hazard is introduced into the work area and employees have not yet been trained.

Hazardous substance information is also provided at New Hire Orientation, through New Hire Orientation Forms, Hazard Specific Training classes, tailgate meetings, and Job Hazard Assessment (JHA)s.

SAFETY DATA SHEETS (SDS)

Provide detailed information about a specific product or substance and are organized to consistently provide the following information regarding the identified chemical:

1. Identification
2. Hazard(s) identification



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3. Composition/information on ingredients
4. First-aid measures
5. Fire-fighting measures
6. Accidental release measures
7. Handling and storage
8. PPE
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Ecological Information
13. Disposal considerations
14. Transport information
15. Regulatory information, and
16. Other information including date of preparation or last revision.

The LADWP maintains SDSs that are received with incoming shipments of hazardous chemicals. SDSs for hazardous substances used in each work place are available at various locations throughout the LADWP and CHSS maintains a contract to provide electronic access through the CHSS website.

The SDS Library may be searched by:

- Product Name
- Manufacturer Part Number
- Manufacturer Name

Note: The SDS is not required for consumer products when the products are used in the workplace in the same manner that a consumer would use them.

EMPLOYEE RIGHTS

The following rights are provided under the Program:

- Employees have the right to access their medical and exposure monitoring records.
- Employees, their physician or representative, have the right to receive information regarding hazardous substances to which the employee may be exposed.



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- Employees shall not be retaliated against based solely on their exercise of these rights.