

SANTIAM WATER CONTROL DISTRICT

Hazard Communication Program

Santiam Water Control District's (SWCD) Hazard Communication Program will be available at each location for all employees to review. All employees will be responsible for maintaining this program.

MATERIAL SAFETY DATA SHEETS (MSDS)

All employees at each SWCD location will be responsible for maintaining an up-to-date list of all chemicals in the workplace.

Any employee purchasing or obtaining hazardous chemicals through SWCD are responsible for ensuring a current MSDS sheet is on file for the chemical. Copies of all MSDS sheets will be kept with this written program and will be available for employees review at all time.

CONTAINER LABELING

All employees purchasing or obtaining material for SWCD will be responsible for ensuring that all containers of chemicals are properly labeled.

- a. All material should be kept in the manufacturer's container with the manufacturer's label wherever possible.
- b. Secondary containers not having a manufacturer's label must be durably and clearly labeled with;

The identity of the material as it appears on the MSDS (common name).

Appropriate hazard warning, including target organs if applicable.

The manufacturer's name and address.

Any container found unlabeled will be reported to the manager and proper labeling or disposal should take place immediately.

TRAINING

All employees that use hazardous chemicals will receive training on those chemicals they use or may come in contact with while performing their duties. The following information will be provided to those employees:

- a. The hazard associated with them.
- b. How to lessen or prevent exposure to these hazardous materials. (Information on MSDS) (Safety equipment required).

- c. Procedures to follow if over exposed to the hazardous materials. (Information on MSDS).
- d. Location of written hazard communication program and MSDS.
- e. Each employee trained will sign a form stating he/she received training as outlined above.

When new hazardous materials are introduced into the workplace, new training will be provided on this material in the same manner as above.

NONROUTINE TASK

No employee will begin work on any non-routine task that involves exposure or the potential of exposure to hazardous materials, before being trained as outlined in the training section of this program.

OUTSIDE CONTRACTORS

When outside contractors are working in any SWCD location, the District Manager will be responsible for providing them and their employees with the following information:

- a. A list of the hazardous materials to which they may be exposed.
- b. Measures they must take to reduce or eliminate exposure.
- c. The location and method for accessing the MSDS sheets.

District Manager is responsible for obtaining copies of MSDS sheets on any hazardous materials the contractor plans to introduce into the workplace. He is then responsible to for informing all employees in the area of the information provided.

As a water delivery entity, delivery of uncontaminated water to SWCD customers is of great importance. Use of chemicals is a routine task around our waterways and the utmost care should be taken when dispensing chemicals around the SWCD system.

I have read and understand the above Hazard Communication Program, been trained in the use of chemicals I may come in contract with during my duties and know the location of the posted Material Safety Data Sheets (MSDS).

Employee Signature

Date

ADOPTED BY BOARD OF DIRECTORS THIS 13TH DAY OF FEBRUARY, 2012.

David Dalk

President, Board of Directors

ATTEST:

B. A. D.

Secretary, Board of Directors