

TEXAS HAZARD COMMUNICATION ACT AND RULES

Sec. 502.010: EMPLOYEE EDUCATION PROGRAM

- (a) An employer shall provide at least once a year, an education and training program for employees.

INTRODUCTION

The Texas Hazard Communication Act (THCA) was enacted by the 69th Texas Legislature in 1985 and became a State Law in Texas, effective January 1, 1986 with a revision in 1986. This act was created for the purpose of improving the health and safety environment of persons who may come in contact with hazardous chemicals. The THCA is enforced by the Texas Department of State Health Services. www.dshs.state.tx.us.

The THCA requires public employers to provide employees with specific information on the hazards of chemicals to which employees may be exposed in the workplace and provide them with information and training.

Katy ISD will train its employees upon hiring and will provide a refresher course each year to selected individuals.

Katy Independent School District is firmly committed to providing each of its employees a safe and healthy work environment. It is recognized that workplace processes and other essential procedures frequently require the use of chemicals which have potential hazardous properties. When using these substances, it is important that our employees are aware of the identity and toxicity or other hazardous properties of the chemical. Since an informed employee is more likely to be a careful employee, a written Hazard Communication Program has been established.

Content of the Written Program

The written Hazard Communication Program contains the details of our hazardous chemical container labeling policy, material safety data sheets for hazardous chemicals and the specific information and training curriculum that has been established for Katy ISD. The written program also contains a list of the hazardous chemicals used on Katy ISD property and the means the district will use to inform employees of the hazards of non-routine tasks, the hazards associated with chemicals in unlabeled pipes and the way we will inform contractors of the hazards to which their employees may be exposed.

Access to the Written Program

The written Hazard Communication Program is available to employees of Katy Independent School District, their designated representative(s), the Assistant Secretary of Labor for Occupational Safety and Health Administration (OSHA), and the Director of the National Institute for Occupational Safety and Health (NIOSH).

Employee Responsibility

The success of the district's Hazard Communication Program depends to a great extent upon the cooperation of every Katy ISD employee. Employees should be alert to the potential hazards of all the materials in their work area, consult the material safety data sheets (MSDS) for the specifics concerning the hazardous chemicals with which they work, and follow the appropriate work practices that have been established to protect their health and safety. Active employee participation in the district's Hazard Communication Program will result in the continued reduction of the incidents of chemical-related illnesses and injuries at Katy ISD.

List of Hazardous Chemicals

The District will maintain a Master Inventory of all hazardous chemicals used in routine operations and will revise and update this list as necessary. The hazardous chemicals Master Inventory will be updated based on data provided by individual campuses and/or facilities at the time additional chemicals supplies are received. This list shall be provided and updated by the Environmental Director. Each campus and/or department administrator shall have a copy of the District Hazard Communications Plan document. The list of MSDS can be found on any district computer. Click on the HazCom icon on any computer and follow the instructions to locate any products used at Katy ISD.

NOTICE TO KATY ISD EMPLOYEES

The Texas Hazard Communication Act of 1985, Texas Civil Statutes, Article 5182b required certain employers to provide employees, local fire departments, the Texas Department of State Health Services and other interested persons with specific information on the hazards of chemicals in use. As required by law, your employer must provide you with certain information and training, starting January 1, 1986. A brief summary of the law follows:

1. **Employers must develop a list of hazardous chemicals used or stored in the work place each in excess of fifty five (55) gallons or five hundred (500) pounds. Smaller quantities may be reported. This list shall be updated by the employers as necessary, but at least annually. This list must be sent to the Texas Department of State Health Services at least annually and be made available to the general public on request.**
 - **Employees who may be exposed to hazardous chemicals shall be informed of the exposure by the employers and shall have ready access to the work place chemical list and to the most current Material Safety Data Sheet (MSDS) which details physical and health hazards and other pertinent information. The list must state which chemicals are present in each work place and/or location.**
 - **Employees, who will be exposed to hazardous chemicals, shall receive training by the employer on the hazards of the chemicals and on measures they can take to protect themselves from those hazards and shall be provided with appropriate personal protective equipment. The training shall be provided at least annually and must be reported by the employer to the Texas Department of Health within thirty (30) days of completion.**
2. **Employees shall not be required to work with hazardous chemicals from unlabeled containers, except portable containers for immediate use, the contents of which are known to the user.**
3. **Employers must provide the names and telephone numbers of knowledgeable company representatives to the local fire department as well as other information if the fire department requests it.**
 - **The following chemicals are exempted from coverage by this act: Articles that do not normally release hazardous chemicals: food, cosmetics, pesticides for use (but not pesticide formulation), hazardous waste and some other materials. Most of these are covered by other Acts. Manufacturers are exempt from some provisions of the State Law since they are covered under similar rules adopted by the Federal Occupational Safety and Health Act (OSHA).**

- **Employees may file complaints with the Texas Department of Health and may not be discharged or discriminated against in any manner for the exercise of any rights provided by this Act. Employees and citizens may make written requests to the Texas Department of Health to require listings of small quantities of certain highly hazardous chemicals.**

CHEMICAL SAFETY

- 1. When handling powdered chemicals that cause skin, nose and throat irritation upon contact or inhalation, wear proper personal protective equipment. Keep clothing buttoned. Do not wipe your face with your hands. Do not dump material in a manner that raises a cloud of dust. Wash hands thoroughly.**
- 2. Chemical splashes will be washed immediately with water and medical care obtained as soon as possible.**
- 3. Storage and disposal of excess chemicals and empty containers must be accomplished in accordance with the manufacturer's label instructions and state and/or federal law.**
- 4. Have a MSDS (Material Safety Data Sheet) in or near the area where chemicals are to be used. The District has MSDSs on the district web site and in hard copy form. You must have a MSDS on hand before the chemical is used.**
- 5. Chemical containers will not be used to store materials of any nature other than the original contents.**
- 6. Always wear personal protective equipment when working with chemicals.**
- 7. When diluting chemicals, fill the bucket with water first and then pour the correct amount of chemical using a designated measuring container. Remember the acronym of AAA. Always add acid. To help avoid splashing, submerge the entire container instead of pouring the chemical into the water. Make certain you are wearing protective gloves when this is done.**
- 8. Neutralize acid or other chemical spills before attempting to clean them up. If the spilled material is unknown, clearly mark the area and leave the spill until the material is identified.**
- 9. If it is a large spill, contact the Maintenance Department, and the Safety Manager who in turn will contact the appropriate HAZMAT (Hazardous Material) team.**