



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: CHEMICAL SAFETY COORDINATORS

NUMBER: REF-1563

ISSUER: Office of Environmental Health and Safety

DATE: February 8, 2005

PURPOSE: The purpose of this Reference Guide is to provide information on the appointment of a Chemical Safety Coordinator (CSC).

MAJOR CHANGES: This Reference Guide replaces *Memorandum No. Q-5, Establishment of a Chemical Safety Coordinator, Environmental Health and Safety Branch, October 16, 2000.*

INSTRUCTIONS: I. SELECTION OF CHEMICAL SAFETY COORDINATORS (CSC)

Site Administrators at secondary schools with science or chemistry laboratories are required to appoint a CSC from certificated staff. Responsibilities of the CSC include assisting the Site Administrator with complying with hazardous materials management, employee training and establishing laboratory safety protocol. The CSC shall receive a supplemental assignment differential, as indicated in Section IV below.

The Site Administrator must select a CSC who is a certificated professional staff member, preferably a science teacher or faculty member with a background in chemistry. The CSC should also have the ability to train and effectively communicate with staff on the hazardous properties of chemicals used at the school.

The Site Administrator and designated CSC must complete and return *Attachment A, "Chemical Safety Coordinator Appointment"* to OEHS by September 30 of each year and *Attachment B, "Chemical Safety Coordinator Assignment Health and Safety Activity Checklist"* to OEHS by June 30 of each year.

II. DUTIES OF CHEMICAL SAFETY COORDINATORS (CSC)

In order to maintain a safe environment for students and staff, and ensure compliance with applicable regulatory requirements, the CSC is required to:

- Attend three training meetings conducted by the Office of Environmental Health and Safety during the school year on the subject of chemical safety.

ROUTING

All Secondary Schools
All Regional Occupational
All Skills Centers



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- Provide training on the *Hazard Communication Standard* to all school staff, and on the *Chemical Hygiene and Safety Plan* to Science Department staff.
- Inspect chemical storage rooms, provide an *Annual Chemical Inventory* of hazardous substances at the school site and arrange for removal and proper disposition of outdated chemicals.
- Assist in responding to emergencies as detailed in *Safe School Plan, Volume 2 – Emergency Procedures*, for a release or threatened release of hazardous materials at or near the school.
- Inspect other areas of the campus where hazardous waste materials or waste may be stored.
- Maintain required documents and training records.

III. TRAINING OF CHEMICAL SAFETY COORDINATORS (CSC)

The Office of Environmental Health and Safety (OEHS) will provide training and information to CSCs. Three mandatory training sessions will be held during the school year at various locations throughout the District. CSCs are required to attend all three sessions, which will be held from 3:30 p.m. to 5:30 p.m. CSCs and Site Administrators will be notified throughout the year of scheduled training dates and locations. If a CSC is unable to attend a session, prior notification must be made to OEHS.

IV. PAYMENTS TO CHEMICAL SAFETY COORDINATORS (CSC)

The CSC will be compensated with a supplemental assignment differential of \$589 per semester. Multi-track schools are authorized a 20 percent additional payment for 12 month coverage and payments may be proportioned for one or more CSCs, if applicable. For general guidelines and requirements regarding payments to CSCs, refer to *Reference Guide No. DB-5 (Rev.), Time-Reporting Instructions for Lump Sum Payments of Differentials, Office of the Superintendent, November 25, 1996.*

Class Code	Title Certificate Employee	Rate	Fund / Program
0902	(Adult) Coordinator, Chem. Safety	\$589/sem.	1/0402
0909	(Secondary) Coord., Chem. Safety	\$589/sem.	1/0156



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RELATED RESOURCES: Information on the CSC program may be downloaded from the OEHS website at <http://www.lausd.oehs.org>

Applicable legislation includes:

- *Education Code, Section 49340 et seq, Hazardous Materials Education:* Recognizes the need for educators to increase the awareness of persons dealing with hazardous materials to minimize dangers.
- *Education Code, Section 49411, Removal of Chemicals:* Requires periodic removal and disposal of all chemicals whose estimated shelf life has elapsed.
- *California Code of Regulations, Title 8, General Industry Safety Orders, Section 5191, Occupational Exposure to Hazardous Chemicals in Laboratories; Chemical Hygiene Plan:* Requires employers to minimize employee exposure to hazardous chemicals, by means of a chemical hygiene plan.
- *California Code of Regulations, Title 8, General Industry Safety Orders, Section 5194, Hazard Communication; Material Safety Data Sheets:* Requires the maintenance of a hazard communication program to provide information to employees on the hazardous substances to which they may be exposed.
- *Health and Safety Code, Chapter 6.95, Section 25500 et seq, Hazardous Materials Release Response Plans and Inventory:* Requires an annual inventory of chemicals and a business plan for release or threatened release of hazardous materials.

ASSISTANCE: For assistance or further information, please contact the Office of Environmental Health and Safety (213) 241-3199.

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ATTACHMENT A

CHEMICAL SAFETY COORDINATOR APPOINTMENT

Each school with a science or chemistry laboratory is required to have a trained member of the professional staff designated as Chemical Safety Coordinator (CSC). The CSC is responsible for the safe use, storage, and disposal of chemicals, the maintenance of an annual chemical inventory, and the training of school staff on the subject of chemical safety.

Please complete this form and return to the Office of Environmental Health and Safety by **September 30 of each year**.

School Name: _____ Date: _____

The Chemical Safety Coordinator appointed for the fiscal year beginning July 1 and ending June 30 of the following year is:

The Chemical Safety Coordinator's telephone number is: _____

The Chemical Safety Coordinator's e-mail address is: _____

Site Administrator

Mail to: Jeff Siegel
Office of Environmental Health and Safety
333 South Beaudry Avenue, 20th Floor
Los Angeles, CA 90017

E-mail to: jeff.siegel@lausd.net

Fax to: (213) 241-6816

If you have any questions regarding this matter, please contact Jeff Siegel at (213) 241-3199.

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ATTACHMENT B

CHEMICAL SAFETY COORDINATOR ACTIVITY CHECKLIST

REQUIRED ACTIVITIES FOR THE FISCAL YEAR	DATE DUE	DATE COMPLETED
Inspect storage rooms, submit chemical inventories to OEHS and arrange for removal of outdated chemicals. Time Spent Inventorying Science Chemicals: _____ Hours Time Spent Arranging for Science Chemical Removals/Pick-ups: _____ Hours	May	
Inspect hazardous waste storage areas for housekeeping, chemical storage compatibility and request chemical waste pick-up (e.g. for auto shop, graphic arts and photography).	Monthly	
Provide Hazard Communication Training to staff on site.	March	
Provide training on the Chemical Hygiene Plan to science department staff.	April	
Attend three OEHS Chemical Safety meetings each year and share information with Site Administrator and staff.	October February May	

CERTIFICATION: I hereby certify that I have completed all of the above activities in fulfillment of my responsibilities as the Chemical Safety Coordinator (CSC) for my school.

CSC (Print Name)

CSC Signature

Employee #

School

Date

Site Administrator Signature

Please complete and return this form to OEHS, 333 S. Beaudry Avenue, 20th Floor, Los Angeles, CA 90017, by June 30 of each year.