

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Environmental Health and Safety

Reference Guide No. REF-1563.4

ATTACHMENT B

CHEMICAL SAFETY COORDINATOR ACTIVITY CHECKLIST

REQUIRED ACTIVITIES FOR THE FISCAL YEAR	DATE DUE	DATE COMPLETED
Inspect chemical storage rooms, submit annual chemical inventory list to OEHS and arrange for pick-up of outdated chemicals. Time Spent Inventorying Science Chemicals: _____ Hours Time Spent Arranging for Science Chemical Removals/Pick-ups: _____ Hours	April	
Conduct monthly inspection of chemical/hazardous waste storage areas for housekeeping, chemical storage compatibility and request chemical waste pick-up (e.g. auto shop, graphic arts and photography). Submit <i>“Monthly Check List for Safe Handling and Storage of Chemicals”</i> to OEHS.	Monthly (Aug-May)	
Provide Hazard Communication Training to staff on site.	March	
Provide training on the Chemical Hygiene and Safety Plan to science department staff.	March	
Attend two OEHS Chemical Safety meetings each year and share information with Site Administrator and staff. Submit, <i>“Health and Safety Training Form”</i> to OEHS.	October March	

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, 21st Floor, Los Angeles, CA 90017, by May 31st of each year.