

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Environmental Health and Safety

Reference Guide No. REF-1563.5

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Inspect chemical storage rooms, submit annual chemical inventory list to OEHS and arrange for pick-up of outdated chemicals.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 30 th	
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 all staff on site.	March 31 st	
Provide training on the Chemical Hygiene and Safety Plan to Science Department staff.	March 31 st	
Attend two mandatory OEHS Chemical Safety Coordinator meetings (one each semester) and share information with Site Administrator and staff.	March	
	October	

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 #

Date

School Name

Location Code

Site Administrator (Print Name)

Site Administrator (Signature)

Please complete, scan, and email to CSC@lausd-OEHS.org by May 31st of each year.