

Hazard Communications

Hazard Communication Program

RS 001-4

Purpose

This program has been developed to ensure that all employees receive adequate information relevant to the possible hazards that may be involved with the various substances used in the agency's operations and processes.

The following program outlines how we will accomplish this objective. This policy, along with its associated documents, covers all identified potential workplace exposures involving hazardous substances as defined by federal, state and local regulations.

List of Hazardous Materials

The Risk and Safety Department will maintain a list of all hazardous chemicals used by the agency and update the list as necessary. The supervisor of the department receiving the hazardous chemicals will notify risk and safety and provide the appropriate SDS. The hazardous chemical list will be updated upon receipt of this information. The list of hazardous chemicals is maintained in the Risk and Safety office but the books with the SDS sheets can be found throughout our facility. The Master List of hazardous chemicals can be found as an attachment to this policy (attachment A) and in the bay by the ready line.

Hazard Determination

The agency does not intend to evaluate any of the hazardous substances purchased from suppliers and/or manufactures but have chosen to rely upon the evaluation performed by the suppliers or by the manufacturers of the substances to satisfy the requirements for hazard determination.

Container Labeling

Each department is responsible for ensuring that all hazardous chemicals at post 100, outlying post, and in vehicles are properly labeled.

- No container or hazardous substances will be released for use unless the container is correctly labeled and the label is legible.
- All chemicals in bags, drums, barrels, bottles, boxes, cans, cylinders, storage tanks, or the like will be checked by the receiving department to ensure the manufacturer's label is intact, is legible and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be quarantined until a new label has been installed.
- The label must contain the chemical name of the contents, the appropriate hazard warnings, and the name and address of the manufacturer, and any other information required.
- All secondary containers shall be labeled. The information must include details of all the chemicals that are in the referenced container. The user will refer to the corresponding SDS to verify label information.
- Immediate use containers, small containers in which materials are poured for use on that shift by the employee drawing the material, do not require labeling.

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Safety Data Sheets (SDS)

The Safety Data Sheet binders are available to all employees, at all times in various locations. The Master List will be included as part of the Hazard Communication Program.

All new procurements for the facility must be cleared by the Risk and Safety Department. The Risk and Safety Department will review all incoming SDS's. Whenever possible, the least hazardous substance will be procured. SDS's that meet the requirements must be fully completed and received at the facility either prior to or at the time of receipt of the first shipment of any potentially hazardous chemicals purchased from a vendor.

New materials will not be introduced into the work area until an SDS has been received. The purchasing department will make it an ongoing part of its function to obtain SDS's for all new materials when they are first ordered.

Non-Routine Tasks

Infrequently, employees may be required to perform non-routine tasks that involve the use of hazardous substances. Prior to starting work on such projects, each involved employee will be given information by his/her supervisor about hazards to which they may be exposed to during the activity. This information will include:

- The specific hazards.
- Protective/safety measures that must be utilized.
- The measures the company has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, and emergency procedures.

Training

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the safe use of those chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. The individual department supervisor, or the Risk and Safety Department (if requested) will conduct hazardous chemical training. The training will emphasize these elements:

- A summary of the standard and this written program.
- Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals.
- Physical and health hazards associated with potential exposure to workplace chemicals.
- Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures.
- Hazardous chemical spill and leak procedures.
- Where SDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information.

Each department will monitor and maintain records of employee training and will reach out to risk and safety for support when needed.

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Contractors and Other “Outside” Employers

Each department, upon notification from management, will advise outside contractors of any chemical hazards which could be encountered in the normal course of their work on the premises. Likewise, contractors and other outside employers will be required to provide information to the management team regarding any hazardous materials they will introduce into our facility. This information may be conveyed by providing SDS's to the appropriate personnel.

Non-Routine Tasks

Supervisors contemplating a non-routine task will consult with the Risk and Safety Department when needed, and will ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures.

Additional information

Further information on this written program, the Hazard Communication Standard, and applicable SDS's are available by contacting the Risk and Safety Department.

Plan Administration

This Hazard Communication Program will be monitored by the Risk and Safety Department. Questions regarding this program should be directed to the Risk and Safety Department.