

# Hazard Communication Program

## Purpose

The purpose of the Hazard Communication Program is to inform and educate employees of \_\_\_\_\_ County (hereby referred to as “the county”) regarding safe handling and storage procedures for hazardous chemicals that employees of the county may encounter during the course of their duties. The county desires to establish a workplace free of hazards, and is committed to the safety and security of its employees.

Additionally, this program will establish the person or people responsible for maintaining Safety Data Sheets (SDSs) and training requirements for employees of the county.

This program is intended to comply with the Occupational Safety and Health Act standard 29 CFR 1910.1200.

## Scope

This Hazard Communications Program applies to all departments within the county, all full-time, part-time employees, and volunteers. For the purpose of this Program, “volunteers” shall also include trustee inmates of the county jail who perform work tasks while incarcerated.

## Distribution and Review

The Hazard Communication Program shall be included with the county’s employee handbook, and shall be reviewed with all new full-time and part-time employees prior to their potential exposure to hazardous chemicals. Volunteers not receiving an employee handbook shall be given a copy of this Hazard Communication Program, and it shall be reviewed with them prior to their potential exposure to hazardous chemicals.

It shall be the responsibility of the employee’s department head to ensure that the employee has received this document, and has reviewed it with the employee. The employee or volunteer shall sign and date this document, the department head shall place the original in the employee’s file and a copy shall be distributed to the employee or volunteer.

Outside contractors working at county facilities shall be given a copy of this program and notified of the location of Safety Data Sheets at the facility in which they will be working. This will be the responsibility of the department head for the facility in which the contractors will be working.

## Primary Recordkeeper

The Board of County Commissioners have named the Emergency Manager for the county to be the primary recordkeeper for the Hazard Communication Program. The Emergency Manager will be responsible for maintaining the master list of all hazardous chemicals used within all county departments. This list shall include an alphabetical index of all chemicals present at all county departments, followed by a Safety Data Sheet for each chemical. This list shall be posted in a yellow binder, inside a yellow and red wire rack, attached to the wall outside of the Emergency Manager’s

office, where employees have immediate access to it. A photograph of this binder is at the end of this section. The Emergency Manager’s contact information is:

*Name*

*Office Address*

*City, State Zip*

*Office Phone*

*Cellular Phone*

*Email Address*



## Secondary Recordkeepers

One person at each county facility has been designated by the Board of County Commissioners to be a secondary recordkeeper.

The duties of the secondary recordkeepers are identical to those of the primary recordkeeper, except:

- The secondary recordkeepers only keep the index of hazardous chemicals and Safety Data Sheets that are present at their facility.
- When a new chemical is added to their list, or one is no longer present, they are required to inform the primary recordkeeper of the change and provide the primary recordkeeper with a Safety Data Sheet when a new chemical is present.
- Secondary recordkeepers are also charged with determining which chemicals at their facility are considered hazardous, and to obtain a Safety Data Sheet for that chemical. For assistance with this, see the “Hazard Determination” section below.
- The secondary recordkeepers are responsible for ensuring that all containers of hazardous chemicals are properly labeled at their facility. For assistance with this requirement, see the section below titled “Container Labeling”.

Those designated by the Board of County Commissioners to be secondary recordkeepers are as follows:

County Courthouse:	Head Custodian
Law Enforcement Center:	Undersheriff
Noxious Weed:	Noxious Weed Director
Road and Bridge:	Road and Bridge Secretary

Health Department:	Health Department Secretary
EMS:	EMS Director
Solid Waste:	Solid Waste Director
Recycling:	Solid Waste Director

## Hazard Determination

It shall be the responsibility of the secondary recordkeepers to determine what chemicals exist at their facility that meet the requirements of this section as being a hazardous chemical.

*Hazardous chemical* means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

*Health hazard* means a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard.

*Physical hazard* means a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas.

*Pyrophoric gas* means a chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

*Simple asphyxiant* means a substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

**IF** the secondary recordkeeper determines that a chemical at their facility meets the definition of a hazardous chemical, **AND** there is a quantity of the chemical present that exceeds what a normal household would have, **THEN** they are required to add that chemical to their index and obtain a Safety Data Sheet.

## Container Labeling

It is the responsibility of the secondary recordkeeper to ensure that all containers of hazardous chemicals at their facility are properly labeled. Labels shall include:

- The name of the chemical.
- All potential hazards associated with the chemical.
- The chemical manufacturer's name, address and contact info.

Additionally, secondary recordkeepers shall ensure that all containers of non-hazardous chemicals are labeled with their contents only. For example, "distilled water".

## Temporary Containers

At times, it is necessary for an employee to take a small amount of a chemical from a large container of that chemical to use for a short period of time. When this is the case, the employee is not required to label the smaller container with the contents *if the smaller container is in that employee's immediate control for the entire time the chemical is in the temporary container*. Otherwise, the temporary container shall be labeled with the contents.

## Off-Site Work

The Board of County Commissioners recognizes that most work involving chemicals occurs at a specific facility where the index of hazardous chemicals and the Safety Data Sheets are kept. However, some work activities may involve chemicals being used off-site. The most obvious example of this is the Noxious Weed Department, who sprays chemicals from county vehicles. For any off-site work involving hazardous chemicals, the employee(s) using those chemicals off-site shall be supplied a Safety Data sheet for those chemicals they are using for that task.

## Training

It shall be the responsibility of the primary recordkeeper to provide all training regarding this Hazard Communications Program.

Training shall be provided to all full-time employees, part-time employees, and volunteers.

Training shall be provided to new employees and volunteers prior to their potential exposure to hazardous chemicals, at least annually to all employees and volunteers, and to specific employees when a new hazardous chemical is introduced to their assigned task.

Training shall cover, at a minimum, the following topics:

- A review of this Hazard Communication Program.
- A review of 29 CFR 1910.1200.
- Methods of detecting hazardous chemicals, including a description of the hazards' chemical and physical properties.
- Health hazards and signs or symptoms of exposure.
- Proper work practices for working with a hazardous substance.
- PPE selection.
- Emergency procedures and first aid for spills and other exposures.
- Locations of SDSs and the written program.
- How to read a SDS.
- Container labeling.

All employees attending periodic training shall be required to sign an attendance sheet. The attendance sheet shall be maintained with other employment records by the Human Resources Director.

## Discipline

Violations of this policy shall be dealt with according to the county's progressive discipline policy. It shall be the responsibility of the employee's department head to apply these disciplinary procedures.

## Record Retention

The Primary Recordkeeper shall retain all training documentation relating to this program, and all annual review documentation of this program, for the period of ten years.

Department heads shall retain the employee signature page of this document in the employee's file for a period of ten years.

## Document Review

This Hazard Communication Program shall be reviewed at least annually by the primary recordkeeper and the Board of County Commissioners. If changes are made to this program, it will be re-distributed to all employees and volunteers by their department head and reviewed with the employee or volunteer. The employee or volunteer shall sign and date this document, the original shall be placed in the employee's file and a copy distributed to the employee or volunteer.

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Employee Signature

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Date