

2018

HAZARD COMMUNICATION

Pottawattamie County

Safety & Health Program

Section B 6

It is the policy of Pottawattamie County to provide a safe and healthful workplace for employees. It is the intent of this policy to comply with OSHA requirements listed in 29 CFR 1910.1200; all local, state, and federal laws.



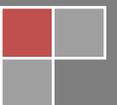
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Approved by the Board of Supervisors
October 30, 2018



HAZARDOUS COMMUNICATIONS PROGRAM

TABLE OF CONTENTS

I.	Objective.....	2
II.	Scope & Accountability.....	2
III.	Authority & Responsibility.....	2
	A. Risk Management.....	2
	B. Department & Supervisors.....	3
	C. Employees.....	4
IV.	Program Elements.....	4
	A. Container Labeling.....	4
	B. Chemical Inventory.....	5
	C. Safety Data Sheets.....	6
	D. Unlabeled Pipes.....	6
	E. Outside Contractors.....	6
V.	Employee Information & Training.....	7

MODEL FORMS

- Appendix A: Hazardous Chemicals Inventory
- Appendix B: Program Audit Form

I. Objective

This program was created to ensure the safety and health of our employees while handling hazardous chemicals. All procedures and policies were prepared in accordance with OSHA regulation Section 1910.1200 and 1926.59 Hazardous Communications.

II. Scope and Applicability

When working with hazardous chemicals, this procedure applies to all employees or any contractor and/or subcontractor hired to perform work for Pottawattamie County.

Copies of this program will be located at each site where chemicals are used. If a chemical is used off-site, a copy of this program and the applicable safety data sheets (SDS) will be placed in the truck or trailer that transports the chemical.

III. Authority & Responsibility

A. Risk Management is responsible for:

Risk Management has the primary responsibility and authority for the implementation and enforcement of the Hazard Communication Program and is responsible for:

1. Reviewing and revising the Hazard Communication Program annually to ensure compliance.
2. Providing general information and training relating to hazard communication for affected employees.
3. Providing a source for Safety Data Sheets (SDS).
4. Identifying appropriate personal protective equipment (PPE).
5. Assisting supervisors in identifying hazardous substances present in the work area and evaluating potential hazards of operations.
6. Assisting departmental Program Administrators with chemical inventory and SDS sheets.
7. Recommending appropriate engineering controls, administrative controls and personal protective equipment.
8. Conduct audits of departmental chemical inventory and SDS manual.

B. Department and Supervisors are responsible for:

The Department and Supervisors are responsible for providing the necessary direction and support to ensure the effective implementation of the Hazard Communication Program for their work locations and are responsible for:

1. Identifying a "Program Administrator" for their department whose responsibility is to maintain and update chemical inventory and SDS and forward to affected work areas.
2. Notifying all employees of the purpose and intent of the Hazard Communication Program.
3. Identifying hazardous chemicals in their work area that may pose a potential health or physical risk to employees.
4. Ensuring that affected employees are trained in general hazard communication.
5. Providing department specific information and training relating to hazard communication for affected employees.
6. Maintaining a list of hazardous chemicals and updating the list on an annual basis.
7. Ensuring Safety Data Sheets (SDS) for all hazardous materials in their work area are readily available for employees.
8. Ensuring that all containers of hazardous materials are properly labeled with the chemical or trade name.
9. Ensuring that employees follow established safety procedures.
10. Adequately informing any non-county personnel sharing the same work area of the hazardous substances to which their employees may be exposed while performing their work.
11. Providing personal protective equipment.

C. Employees are responsible for:

Affected Employees are responsible for:

1. Complying with the Hazard Communication Program procedures.
2. Participating in the County's general Hazard Communication training session and department specific training sessions.
3. Understanding how to read chemical labels and safety data sheets.
4. Knowing the location and use the information provided on the SDS.
5. Understanding and taking necessary precautions when handling hazardous chemicals.
6. Ensuring proper labeling of hazardous chemicals.
7. Using personal protective equipment.

IV. Program Elements

A. Container Labeling

1. All containers of hazardous chemicals shall be labeled. All chemicals purchased for use by Pottawattamie County employees shall meet the following standards before use or transport to other facilities:
 - a. contents must be clearly labeled by manufacturer
 - b. container labels must have appropriate hazard warnings
 - c. container labels must list name, phone number and address of manufacturer
2. Employees shall not use chemicals if the container does not meet labeling standards. Chemicals in containers that do not meet these standards shall be properly disposed of or shall be secured against use until label standards are met.
3. If the chemical label on the original container becomes damaged, is not legible, or is inadvertently removed from a container, it shall be replaced immediately by the department supervisor or designee. The replacement label must include the same information that was initially provided by the manufacturer or distributor.

4. Secondary Container Labels

Chemicals which are transferred from the original container into a secondary container shall be identified by a label on the secondary container. Labels should include name of the chemical and appropriate hazard warnings. Containers missing original labels should also be re-labeled.

5. Portable Containers for Immediate Use

Portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended for immediate use of the employee who performed the transfer are not required to be labeled.

6. Stationary Process Container Labels

For stationary process containers (55 gallon drums, 33 gallon drums, 5 gallon carboy) alternate identification methods may be used if the hazards of the chemical (as specified in 29 CFR 1910.1200 (f) (4)) are effectively conveyed to the employee.

7. Alternative methods of labeling are:

- a. Signs, placards, batch tickets (tags). A numbering or lettering system may be an acceptable form of identification on the above types of labels. However, all employees must understand this method of identification and know where to find the SDSs in their work areas during each work shift.
- b. Containers that are used for carrying daily use and/or storing chemicals (i.e. safety cans, plastic bottles, etc.) will be labeled with the trade and/or chemical name. Hazard warnings do not have to be included if the primary container or SDS is located in the same area as the carrying, storing, or daily use containers, and if the primary container is identified with the appropriate hazard warnings (health, reactivity, flammability, PPE).

B. Chemical Inventory

1. Each department is responsible for compiling and maintaining a workplace chemical inventory list. All chemicals that are physical or health hazards must be included in the inventory for each department. Physical or health risks are noted on the container or on a safety data sheet (SDS) provided by the manufacturer or retailer. Each department shall keep the inventory as an appendix to the Hazard Communication program for that department.
2. The chemical inventory shall be updated every time a new chemical is introduced into or removed from the workplace. The chemical inventory list must contain the following information for each hazardous chemical or product normally present in the workplace or temporary workplace:
 - a. The identity of the chemical as specified on the container label or SDS sheet.
 - b. The location that the chemical is used and/or stored
 - c. The quantity of the chemical generally kept at the location

3. Each department supervisor shall forward a copy of their chemical inventory to the department's Program Administrator to be maintained in a master list. See hazardous materials/chemical inventory lists form. Safety Data Sheets

C. Safety Data Sheets

1. A Safety Data Sheet (SDS) is written or printed materials that identify the safety and health risks of a chemical and the routes of exposure and precautions to use when handling the chemical. The vendor or manufacturer provides a SDS upon purchase and request. SDS are also available online and/or by contacting the Risk Manager.
2. Each chemical in the chemical inventory shall have a corresponding SDS. The sheets shall be organized in a manner that the SDS for a chemical appears in the same order as it appears on the inventory. The person designated to maintain the chemical inventory for the department shall also maintain the SDS.
3. When a chemical is removed from use and from the chemical inventory, the SDS must also be removed. Retired SDS must be retained and stored for 30 years from the date of removal from service. Date of removal must be noted on the upper right hand corner of the SDS.
4. Safety data sheets are readily available upon request by contacting the manufacturer, online resources or by contacting Risk Management.

D. Unlabeled Pipes

Employees may be required to work in areas where chemicals are contained in unlabeled pipes. When labeling is not feasible, employees shall be informed of the contents of the pipes (e.g. Chlorine) and the hazards associated with the chemicals. Employees should also be instructed on the proper measures to reduce or eliminate exposures.

E. Outside Contractors

The program administrator per site must inform all contractors of the elements of this program. Contractors must also make copies of their hazardous communications program and all SDS for chemicals brought on site available to the program administrator. Contractors who fail to follow the program requirements will be asked to leave the premises. Contractors with an insufficient program will not be allowed to begin work until their program meets or exceeds the requirements of this program.

V. Employee Information and Training

Employees shall receive information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard to the employees have not previously been trained about is introduced into their work area. General training may take the form of individual instruction, group seminars, audiovisual presentations, handout material, or any combination of the above.

Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical specific information shall always be available through labels and safety data sheets.

A. General Overview-Training:

Risk Management shall provide general hazard communication training. This general training program shall provide an introduction to the following:

1. The requirements of the Hazard Communication Standard;
2. The location and availability of the written Hazard Communication Program;
3. The details of the Hazard Communication Program including an explanation of the labeling system and the safety data sheet and how employees can obtain and use the appropriate hazard information;
4. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
5. The physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;
6. The measures employees can take to protect themselves from these hazards, including work practice controls, emergency procedures and personal protective equipment.

B. Department Training:

Department specific training shall be conducted upon employment, and whenever a new hazard (e.g., new class of chemical hazards, a change in assignment or a new process which may be hazardous) is introduced into an employee's work area. Departmental Supervisors (or designee) shall be responsible for providing department specific training to covered employees. Records of departmental training shall be kept by the department and forwarded to Risk Management.

**Pottawattamie County – HAZARD COMMUNICATION
Safety & Health Program Section B 6**

Department specific hazard communication training shall include information on:

1. Any operations in their work area where hazardous chemicals are present;
2. Specific chemical hazards found in the work area;
3. Location of the Hazard Communication Program within the department;
4. Specific location and availability of the department's Safety Data Sheets (SDS);
5. A review of what a SDS is and how to read the SDS (i.e. what each section contains and where to look for specific information), where the SDSs are kept in each work area, and how to obtain copies of SDSs as required;
6. The labeling system to ensure that all containers of hazardous chemicals are labeled with the product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemical;
7. Available personal protective equipment and appropriate emergency procedures for chemicals found within the work area as outlined by the Safety Data Sheets;
8. Location and availability of appropriate chemical labels.

MODEL FORMS

Model forms for this program are located on the following pages.
Departments may modify or develop their own forms based on
the specific needs of their department.

Modified forms are subject to
review and approval of Risk Management