

County of Knox

# Hazard Communication Program



County Administrative Offices  
62 Union Street  
Rockland, Maine 04841

Amended 2006  
Revised 2011  
Revised 2013  
Reviewed March 17, 2016  
Revised May 19, 2016  
Revised May 17, 2018

# HAZARD COMMUNICATION PROGRAM

## Purpose

The purpose of this plan is to establish a program and procedures for hazardous chemical substances.

This program supports compliance with the Occupational Safety and Health Administration Hazard Communication Standard as found in 29 CFR 1910.1200. This program applies to all county employees.

## Definitions

**Exposure:** Coming into contact with a hazardous chemical through inhalation, ingestion, skin contact or absorption.

**Health Hazard:** Immediate or long-term harm to the body, such as an illness or disease, caused by exposure to hazardous materials.

**Physical Hazard:** Negative effects to the employee's physical surroundings as well as the employee's health, caused by exposure to hazardous materials.

**Hazardous Chemical:** Any chemical, which is a physical, or health hazard. Manufacturers of hazardous and potentially hazardous chemicals are legally required to provide a Safety Data Sheet (SDS).

**Hazard Statement:** A labeling element describing the nature of the hazard(s) of a chemical, including the degree of hazard.

**Global Harmonization System (GHS):** The system provides a worldwide standard for classification and labeling of chemicals. This system was incorporated into the OSHA Hazard Communication Standard effective May 25, 2012.

**Pictogram:** a labeling component that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical.

**Precautionary Statement:** A phrase that describes actions that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

**Safety data sheet (SDS):** Written or printed material concerning a hazardous chemical that is prepared in accordance with the OSHA Hazard Communication Standard .

**Signal word:** A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used are "Danger" and "Warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

## Responsibilities

The Program Coordinator is the Courthouse Building Supervisor. This Program Coordinator is responsible for:

- Issuing and administering this program and making sure that the program satisfies the requirements of all applicable federal, state or local hazard communication requirements.
- Reviewing the safe use of new chemical products brought into Knox County government workplaces.
- Informing outside contractors who are performing work on County property about the potential hazards.
- Maintaining a master file of Safety Data Sheets (SDS) and index of workplace chemicals(considered a part of this plan) in the following location:

Court House Maintenance Office  
62 Union Street  
Rockland, Maine 04841

County Administrator or Designee is responsible for

- Providing initial hire and annual training of employees on this hazard communication program.
- Maintaining the training records of all employees included in training sessions.

Department Purchasing Agents are responsible for:

- Contacting vendors to obtain Safety Data Sheets on chemical products.
- The Purchasing Agents are:
  - Courthouse Building Supervisor
  - Airport Maintenance Supervisor
  - Jail Administrator

The Receiving Department for each facility [Courthouse – Airport – Law Enforcement] is responsible for:

- Reviewing incoming chemical materials to verify correct labeling
- Holding chemical materials in the receiving area until receipt of the SDS for the product
- Issuing chemical products and the SDS to requesting departments upon receipt of the SDS

Department Managers and Supervisors are responsible for:

- Immediately responding to any employee concerns and requests for information.
- Identifying, assessing and minimizing where possible the risks and hazards of substances used in routine and non-routine tasks and providing training to employees on the safe use and storage of chemicals.
- Making sure that the work space SDS inventories are consistent, complete, up to date and readily accessible to employees. An index of hazardous products shall be maintained with each departments SDS file(s) to facilitate quick access to a given SDS.
- Providing training on newly introduced potentially hazardous substances to current employees. Providing updated department or work space SDS copies to the Program Coordinator.
- Provide and document initial and ongoing Hazard Communication training for all employees.

## **Program Activities**

### *General*

- The work environment will be kept clean and safe from recognized health hazards to protect the health and personal safety of employees.
- Knox County will strive to minimize employee exposure to hazardous chemicals.
- Employees will be trained to recognize health hazards, use appropriate engineering controls and wear personal protective equipment.
- Efforts will be made to minimize the use of hazardous chemicals in the workplace. If the use of hazardous chemicals creates an imminent danger situation, the operation will be discontinued.

### *Discrimination*

- There will be no discharge or discrimination against an employee who files a safety or health complaint.

### *Training*

- Training will be provided for all employees at the time of their initial assignment or hiring and when new chemical hazards are introduced to the work area.
- Training will cover the names of the hazardous chemicals used in the work area, the appearance or odor of hazardous chemicals when released in the work area, the physical hazards and health effects, and the measures employees can take to protect themselves.

- Employees will be trained on the availability of this Hazard Communication Program and details of and where SDS's are kept within their departments including how to obtain and use the safety information provided on the SDS. This training must include information on standard labeling, signal words, hazard statements, pictograms and use of the SDS.
- Employees will be trained on good work practices and procedures to minimize exposures.

#### *Information System*

- Knox County will maintain an information system on all chemical products used in the workplace.
- Knox County departments ordering chemicals will determine if the chemical is hazardous and requires a SDS.
- When ordering chemical products, the purchaser will request a Safety Data Sheet from the vendor. Manufacturers are required to provide a SDS upon request. A copy of this SDS will be provided to the Program Coordinator.
- The Program Coordinator will maintain a master file of all original SDS's and provide hard copies to departments.
- Supervisors whose departments use hazardous chemicals are responsible for obtaining copies of the Safety Data Sheets for products used in their areas and making them available to their employees.

#### *Labeling Of Chemical Containers*

- Original chemical product containers or packaging containing hazardous chemicals will be labeled with manufacturer labeling.
- Containers which are repackaged from original manufacturer supplied containers (IE: Spray bottles from bulk) shall be compatible with the chemical and shall carry the same or similar labeling, pictograms and Signal Words" (*Danger or Warning*) assigned to the chemical by its manufacturer on the original container.

#### **Attachments**

- OSHA "Quick Cards" for Safety Data Sheets, Standard Labeling and Pictograms
- Index of Chemicals (included by reference to master and departmental files)

# OSHA QUICK CARD

OSHA 3493-02 2012

## Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

<p><b>Section 1, Identification</b> includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.</p> <p><b>Section 2, Hazard(s) identification</b> includes all hazards regarding the chemical; required label elements.</p> <p><b>Section 3, Composition/information on ingredients</b> includes information on chemical ingredients; trade secret claims.</p> <p><b>Section 4, First-aid measures</b> includes important symptoms/effects, acute, delayed; required treatment.</p> <p><b>Section 5, Fire-fighting measures</b> lists suitable extinguishing techniques, equipment; chemical hazards from fire.</p> <p><b>Section 6, Accidental release measures</b> lists emergency procedures; protective equipment; proper methods of containment and cleanup.</p> <p><b>Section 7, Handling and storage</b> lists precautions for safe handling and storage, including incompatibilities.</p> <p><b>Section 8, Exposure controls/personal protection</b> lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).</p>	<p><b>Section 9, Physical and chemical properties</b> lists the chemical's characteristics.</p> <p><b>Section 10, Stability and reactivity</b> lists chemical stability and possibility of hazardous reactions.</p> <p><b>Section 11, Toxicological information</b> includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.</p> <p><b>Section 12, Ecological information*</b></p> <p><b>Section 13, Disposal considerations*</b></p> <p><b>Section 14, Transport information*</b></p> <p><b>Section 15, Regulatory information*</b></p> <p><b>Section 16, Other information</b>, includes the date of preparation or last revision.</p> <p>*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 (29 CFR 1910.1200(g)(2)).</p> <p><b>Employers must ensure that SDSs are readily accessible to employees.</b> See Appendix D of 29 CFR 1910.1200 for a detailed description of SDS contents.</p>
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For more information: U.S. Department of Labor [www.osha.gov](http://www.osha.gov) (800) 321-OSHA (6742)



Skull & Crossbones



Corrosive



Health Hazard



Exclamation Mark



Exploding Bomb



Flame



Oxidizer



Gas Cylinder



Environment

# OSHA QUICK CARD

OSHA 3493-02 2012

## Hazard Communication Standard Labels

OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown below. Supplemental information can also be provided on the label as needed.

For more information:

(800) 321-OSHA (6742)

[www.osha.gov](http://www.osha.gov)

### SAMPLE LABEL:

SAMPLE LABEL	
<p>CODE _____ Product Name _____</p> <p>Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____</p>	<p>Product Identifier</p> <p>Supplier Identification</p>
<p>Keep container tightly closed. Store in a cool, well-ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measures against static discharge Ground and bond container and receiving equipment. Do not breathe vapors. Wear protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p>In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO2) fire extinguisher to extinguish.</p> <p>First Aid If exposed call Poison Center. If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	<p>Hazard Pictograms</p>  <p>Signal Word Danger</p> <p>Precautionary Statements</p> <p>Highly flammable liquid and vapor. May cause liver and kidney damage.</p> <p>Hazard Statements</p> <p>Supplemental Information Directions for Use</p> <p>_____ _____ _____</p> <p>Fill weight: _____ Lot Number: _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____</p>