



#13: Hazard Communication Program

I. PURPOSE

This document meets the requirements outlined in OSHA 29 CFR 1910.1200 (Hazard Communication Standard [HCS], including the updated Globally Harmonized System of Classification and Labeling of Chemicals (GHS)), and Title 26 MRSA Chapter 22 (Employee Right-to-Know [RTK]), for the development, implementation and maintenance of a written hazard communication program.

The purpose of the HazCom program is to provide information to the employees of Cumberland County regarding the identification of potential chemical and physical hazards in their workplace, the protective measures to be taken to prevent adverse effects, and their right of access to occupational health records.

II. SCOPE

The HazCom program applies to all employees of Cumberland County (including part-time employees, temporary employees, and subcontractors working onsite) who handle or use hazardous materials in the course of their work.

III. PROGRAM COMPONENTS

A. Assignment of Responsibility

Each department or group will designate a ~~Hazmat~~ Hazard Communication Coordinator to oversee the implementation of the HazCom program for their particular operations, specifically:

1. Obtaining Safety Data Sheets (SDS) from the manufacturer or vendor for all hazardous materials being used, handled or stored;
2. Confirming proper labeling of containers;
3. Maintaining the Chemical Inventory and the associated SDS;
4. Providing initial and annual training to employees;
5. Maintaining a HazCom Station in the workplace, for ready access to information. The station will consist of a clearly visible sign, the SDS binder for that work area, site-specific safety information (including emergency and evacuation procedures), and employee right-to-know information.

B. Chemical Inventory

All departments or groups utilizing hazardous materials must maintain an inventory of those materials, consisting of at a minimum:

1. Name and manufacturer of each material;
2. Designated area(s) of use, handling or storage;
3. Hazard determination, based on manufacturer's or vendor's information;



4. Verification of current SDS on file.

This inventory is typically in the form of an index in the front of the SDS binder. This inventory will be reviewed at least annually by the Coordinator to confirm accuracy, and to address any out-of-date information. SDS must be retained on-file for materials no longer in use for at least 30 years.

Copies of current SDS are centralized in the Facilities office for emergency reference; in the event of a release or chemically-related injury, a copy of the appropriate SDS must accompany the employee to the medical facility.

Subcontractors working onsite must provide copies of SDS for all hazardous materials they are storing, handling or using, and comply either with the provisions of this HazCom program or their own equivalent plan.

C. Container Labeling

All hazardous materials containers will be properly labeled with the following:

1. Material name;
2. Manufacturer's name and address;
3. Physical, chemical, and health hazards of the specific material.

Original labeling from the manufacturer must contain this information, and should be used whenever possible. Properly formatted labels may also be used as replacements for unreadable original labels, and/or for secondary containers. Additional container requirements include the following:

1. All hazardous materials will be stored in the original or approved secondary container, with the label clearly visible.
2. Secondary containers include vessels being used to dispense small quantities for immediate use in the work area; unused materials must either be returned to the primary storage vessel, or disposed of as hazardous waste.
3. Secondary containers need not be separately labeled, if: (1) it is for the exclusive use of one employee; (2) no other person will have access to it; and (3) it will not be left unattended.
4. No unmarked containers may be left unattended in the work area; unmarked containers so found must be reported to the supervisor and/or Coordinator immediately, and either properly labeled, returned to its original container, or disposed of as hazardous waste.

D. Employee Training and Information

Prior to starting work, each new employee of Cumberland County will attend a safety and health orientation and will receive information and training specific to their work areas, including at least the following:

1. The provisions of the Hazard Communication Standard (HCS) and Employee Right-to-Know (RTK);
2. The location and availability of the written HazCom plan, Chemical Inventory, and SDS (HazCom station);
3. General physical, chemical and health hazards to be considered, including routes of exposure;



4. Protective measures to be taken to lessen and/or prevent adverse effects, including the use of personal protective equipment (PPE), engineering controls, and good work practices;
5. Methods and observation techniques used to determine the presence and release of hazardous chemicals in the work area.
6. Steps the County of Cumberland has taken to lessen or prevent exposure to hazardous chemicals.
7. Safety, emergency and evacuation procedures to follow if they are exposed to hazardous chemicals.
8. How to read labels and SDS; to obtain appropriate hazard information.
9. The right to access their occupational health records. A notice to this effect must be posted with the HazCom Station (example attached).
 - a) After receiving training, each employee will sign a form to verify that they have received training, received written material, and understood the County policies on hazard communication.
 - b) Prior to a new hazardous material being introduced into any operation, each employee will be given information as outlined above. Department Heads, in consultation with the Safety Coordinator, will ensure that SDS are available on all new chemicals.

E. Informing Contractors

It is the responsibility of the Facilities Manager or Safety Coordinator to provide contractors the information on hazardous chemicals to which they may be exposed while on the job site and precautions the employees may take to lessen the possibilities of exposure by using appropriate protective measures.

F. Distribution of SDS

The Facilities Manager or Safety Coordinator shall provide the appropriate departments with SDS when received. It is the responsibility of Department Heads to forward SDS to the Facilities Manager if received directly without being processed through Facilities.

IV. PROGRAM REVIEW

The HazCom program will be reviewed annually by the Safety Coordinator, Director of Facilities, /, and the Cumberland County Executive Safety Committee and updated as needed to maintain regulatory compliance and meet the perceived needs of the County's workplaces, at least annually.



V. ATTACHMENTS

Appendix C1: *Guidelines for Hazardous Materials and Waste Handling*

Appendix C2: *Access to Occupational Health Records Posting*

Appendix C3: *Global Harmonization Addendum*

Appendix C4: *Pictograms and Hazard Communication Standards Labels*

EFFECTIVE:

James H. Gailey, County Manager

Date