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# SHERIDAN COUNTY HAZARD COMMUNICATION PROGRAM

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Sheridan County Commissioner,

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Attest: \_\_\_\_\_, Clerk and Recorder

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## **HAZARD COMMUNICATION PLAN**

### **29 CFR 1910.1200**

#### **General**

The following written Hazard Communication Program has been established for Sheridan County. A copy of the Hazard Communication Program, and the OSHA Hazard Communication Standard, Title 29 CFR 1910.1200 will be available in all departments, and at all departmental on-site locations that deal with hazardous chemicals in the workplace.

The purpose of this notice is to inform you that Sheridan County is complying with the Hazard Communication Standard, Title 29 CFR 1910.1200, by compiling hazardous chemical inventory lists, supplying updated versions of safety data sheets, insuring that containers are labeled and providing employees with required training.

The standard also uses the Globally Harmonized System (GHS). This is an international approach to hazard communication, providing agreed criteria for classification of chemical hazards, and a standardized approach to label elements and safety data sheets.

The Sheridan County Safety Coordinator will review and update the program as necessary. The Safety Department will coordinate the Hazard Communication Program and maintain a master Hazardous Chemical List for all departments and Safety Data Sheet library.

The Hazard Communication Program consists of four major components. Under this program you will be informed of the contents of the Hazard Communication Standard, the hazardous properties of the chemicals with which employees work, safe handling procedures, hazard material labeling, and measures to be taken to protect employees from these chemicals.

#### **Identification, Inventory, and Chemical List**

Department Heads and Elected Officials of departments included in the program are responsible for providing identification and inventory of all hazardous chemicals present in their respective departments. From that information a Hazardous Chemical List will be established. A current chemical list will be maintained at all times. New chemicals will be added as they are received and chemicals no longer inventoried will be removed from the list as they are discarded. A formal inventory and updating of the list will be

done annually, and a copy forwarded to the Safety Coordinator. Each hazardous chemical must be cross-referenced to an appropriate Safety Data Sheet (SDS).

### **Safety Data Sheets (SDS)**

Department Heads and Elected Officials of departments included in the program are responsible for acquiring and updating corresponding Safety Data Sheets (SDS). Contact with suppliers will be made if additional research is necessary or if an SDS has not been supplied with an initial shipment or purchase of a chemical. SDSs provide specific information on the chemicals used by employees. An SDS Binder with the Hazardous Chemical List, a corresponding SDS for every chemical used at that site, Hazardous Communication Program, and Hazard Communication Standard will be included and maintained in each department and departmental on-site locations. SDSs will be available for review to all employees during each work shift and at each location. Copies will be available upon request.

### **Container Labeling**

Department Heads and Elected Officials of departments included in the program will verify that all containers received for use by their departments are clearly labeled. All new procurements of hazardous chemicals should be evaluated and, whenever possible, the least hazardous substance will be purchased. Orders for hazardous chemicals should include a request for a current SDS. Hazardous chemicals should not be incorporated into any work process until an SDS has been received and reviewed by employees exposed to the chemical.

Containers of hazardous chemicals will be properly labeled with at least the following information:

1. Chemical manufacturers and importers will be required to provide a label that includes a harmonized signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements must also be provided.
  - a. **Pictogram:** 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. Each pictogram consists of a different symbol on a white background within a **red square frame** set on a point (i.e. a red diamond). There are nine pictograms under the GHS. However, only eight pictograms are required under the Hazard Communication Standard. (See attachment)

- b. **Signal words:** a single word used to indicate the relative level of severity of the 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 less severe hazards.
  - c. **Hazard Statement:** a statement assigned to a hazard class and category that describes the nature of the hazard (s) of a chemical, including, where appropriate, the degree of hazard.
  - d. **Precautionary Statement:** a phrase that describes recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling of a hazardous chemical.
3. Identification of the hazardous chemical
  2. Appropriate hazards and warnings (including target organ effect)
  3. Name and address of the manufacturer

The employer is not required to label portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer. Secondary containers used by several employees will be labeled with a semi-permanent label with the following information:

- Identity of the hazardous chemical
- Appropriate hazards and warnings (including target organ effect)
- Name and address of the chemical manufacturer

The secondary container will be used only for the chemical identified on the label. The secondary container will be emptied and washed as needed. The label will not be removed, but will remain in place for future uses.

Alternate methods of labeling (signs, placards, batch tickets, process sheets and like written materials) may be used on individual stationary containers in lieu of affixed labels, provided the alternative method identifies the containers to which it applies and conveys the required information and is readily accessible to employees in their work area throughout the shift.

### **Training and Communication**

Employees who work with or may be exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of hazardous chemicals by their Department Head/Elected Official or the Safety Coordinator.

That training may include one on one orientation, on-site training, audio visuals, classroom instruction and evaluation. Whenever a new hazard is introduced, additional training will be provided.

The training plan for Hazard Communication will include:

- A summary of the Hazard Communication Standard and Hazard Communication 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 of the chemicals in the work area (including signs and symptoms of exposure) and any medical conditions known to be aggravated by exposure to the chemical.
- Procedures to protect against hazards, including: Personal Protective Equipment (PPE) required and its proper use and maintenance; work practices or methods to assure proper use and handling of chemicals; and emergency response procedures.
- Work procedures followed to assure protection when cleaning hazardous chemicals and leaks.
- Location of SDSs, interpretation of their contents and labeling information, as well as instructions for employees in how to obtain and use appropriate hazard information
- Explanation of the labeling system and instructions for preparing secondary container labels.

Employee training will be documented and monitored for use in identifying training needs. Retraining is required when a chemical hazard changes or when a new hazard is introduced into the workplace.

**Non-Routine Tasks**

If an employee is required to perform hazardous non-routine tasks (e.g., cleaning tanks, entering confined spaces, etc.) a special training session will be conducted to inform them of the hazardous chemicals they may be exposed to and precautions that should be used to protect themselves.

**Contractor Employees**

Outside contractors will be advised in person of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken and the safe handling procedures to be used. In addition, these individuals will be notified of the location and availability of SDS.

Contractors bringing chemicals on-site must provide departments with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.