

**COUNTY OF HERTFORD
HAZARD COMMUNICATION PROGRAM**

1.0 PURPOSE

To outline the procedures which the County of Hertford has established in compliance with the Federal and State Laws designed to reduce the incidence of chemical source illnesses and injuries.

2.0 ORGANIZATIONS AFFECTED

All County of Hertford Departments.

3.0 REFERENCES

OSHA Hazard Communication Standard (29 CFR 1910.1200), North Carolina Occupational Safety and Health Communication Standard (13 NCAC 7C.0101) (a) (99), and the Hazardous Chemicals Right to Know Act (NCGS 95-173 - 95-218). These are commonly referred to as Worker or Employee Right-to-Know Laws.

4.0 POLICY

It shall be the policy of the County of Hertford to identify hazardous chemicals in the work place and to implement a Hazard Communication Program for all employees which complies with the OSHA standards.

5.0 RESPONSIBILITIES

5.1 EMPLOYEES

5.1.1 Employees shall attend the Hazard Communication training provided by the County.

5.1.2 Employees shall comply with all aspects of the County's Hazard Communication Program while performing any and all tasks regulated by the program.

5.1.3 Employees shall immediately report to their supervisor and their departmental Hazard Communication

Coordinator any exposure incident.

5.2 DEPARTMENT HEADS

5.2.1 Department Heads shall ensure that all employees within their department participate in the County's Hazard Communication Program and comply with all aspects of the program.

5.2.2 Department Heads shall act as the Hazard Communication Coordinator for their department.

5.2.3 Department Heads shall make available to employees all necessary safety equipment needed to protect employees from exposure to hazardous chemicals in the work place.

5.2.4 Department Heads shall train and/or provide training to all affected employees in the proper use of, and the hazards associated with, all chemicals in the work place before the employee's initial job assignment requiring the employee to work with the chemical.

5.2.5 Department Heads shall notify the County Hazard Communication Coordinator / Safety Director whenever hazardous materials are added to and/or deleted from their inventory or work site.

5.3 DEPARTMENTAL HAZARD COMMUNICATION COORDINATOR

5.3.1 Departmental Hazard Communication Coordinators will be designated as responsible for the implementation, *administration* and monitoring of the County's Hazard Communication Program within their department.

5.4 COUNTY HAZARD COMMUNICATION COORDINATOR/ SAFETY DIRECTOR

5.4.1 The County Hazard Communication Coordinator / Safety Director shall provide training and technical assistance to all departmental Hazard Communication Coordinators and their departments.

5.4.2 The County Hazard Communication Coordinator / Safety Director shall be responsible for the administration of the County's Hazard Communication Program.

6.0 DEFINITIONS

6.1 Chemical-Any element, chemical compound or mixture of elements and/or compounds.

6.2 Container-Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like.

6.3 Hazard Warning-Any words, pictures, symbols, or **combination** thereof appearing on a label or other appropriate form of warning which conveys the hazards of the chemical(s) in the container(s).

6.4 Hazardous Chemical-Any chemical which is a physical or health hazard.

6.5 Hazardous Substance List-A list of hazardous chemicals used, produced or stored in the work place.

6.6 Health Hazard-Any material that is an irritant, corrosive, a sensitizer, a carcinogen, or harmful to target organs, including: cutaneous hazards (most solvents), eye hazards, reproductive hazards, agents harmful to the liver, kidneys, lungs, and agents which act on the blood.

6.7 Immediate Use-The hazardous chemical will be under the control of, and used only by the person(s) who transfer(s) it from a labeled container and only within the work shift in which it is transferred.

6.8 Label-Any written, printed or graphic material displayed on or affixed to containers of hazardous materials.

6.9 Material Safety Data Sheet (MSDS)-Written or printed material concerning a hazardous chemical which is prepared to give detailed information about the chemical.

6.10 Physical Hazard-Hazard associated with any of the following material characteristics: flammable, combustible, explosive, reactive, or under pressure.

7.0 HAZARDOUS MATERIALS LIST

7.1 All known hazardous materials used by County of Hertford employees and stored on County property will be identified and placed on inventory in the Hazardous Materials Notebooks. Materials will be listed by chemical name and trade name. The quantity normally kept on hand and the storage location will be listed. A copy of the latest **Material Safety Data Sheets** will be included in the notebooks.

7.2 Notebooks will be kept in a conspicuous place accessible to all employees at the location where the materials are stored and/or used.

7.3 The Hazardous Materials Inventory Notebooks should not include any materials which are exempt under either the Federal or State Standards.

7.4 The notebooks will be reviewed and, if necessary, updated on an annual basis or when hazardous materials are added or removed from the work place. Each supervisor is responsible for notifying the departmental Hazard Communication Coordinator whenever hazardous materials are added to or deleted from their inventory or work site.

8.0 CONTAINER LABELING

8.1 Each container of hazardous materials shall be properly labeled, tagged, or marked with the following information:

8.1.1 The identity of the contents.

8.1.2 Appropriate hazard warnings.

8.1.3 The name and address of the manufacturer.

8.2 If improperly labeled hazardous materials are in stock prior to the adoption of this policy, the departmental

Hazard Communication Coordinator shall immediately contact the County Hazard Communication Coordinator / Safety Director for assistance in obtaining labels when necessary.

8.3 If improperly labeled hazardous materials are received after the adoption of this policy, authorization for payment to the vendor will be denied until the appropriate labels are provided.

8.4 No existing labels shall be removed or defaced on containers of hazardous materials unless the containers are immediately remarked with the required information.

8.5 As provided in the Federal and State Standards, the following labeling exemptions can be followed:

8.5.1 Signs or placards may be posted if there are a number of stationary containers within the work area which have similar contents and hazards, as long as the signs or placards contain the required information.

8.5.2 No labeling shall be required for portable containers, into which hazardous materials are transferred from labeled containers, as long as they are intended for the immediate use of the employee who makes the transfer.

9.0 BUILDING AND FACILITY IDENTIFICATION

9.1 All buildings and other facilities that contain hazardous chemicals shall be identified, labeled and placarded in the manner required by the County Fire Marshal.

10.0 MATERIAL SAFETY DATA SHEETS

10.1 Each work site shall have a Material Safety Data Sheet (hereinafter referred to as MSDS) on file for each hazardous material within the work area at all times.

10.1.1 The MSDS shall be readily accessible to all employees in the work area at all times.

10.1.2 Copies of each MSDS shall be forwarded to and kept on file in the offices of the Safety Director/ County Hazard Communication Coordinator.

10.2 If any hazardous material without an MSDS is in stock prior to the adoption of this policy. The departmental Hazard Communication Coordinator shall contact the County Hazard -Communication Coordinator / Safety Director to assist in obtaining a MSDS when necessary.

10.3 After the adoption of this policy, payment for any hazardous material which is received without an MSDS shall not be authorized until the MSDS is obtained.

11.0 EMPLOYEE TRAINING

11.1 All employees using or having in their work area a hazardous material shall receive the following basic training:

11.1.1 Methods and observations that may be used to detect the presence or release of a hazardous material in the work area, i.e. monitoring devices, visual appearance or odor of hazardous chemicals when being released.

11.1.2 The physical and health hazards of the hazardous materials in the work area.

11.1.3 The measures employees should take to protect themselves from these hazards such as appropriate work practices, emergency procedures and personal protective equipment to be used.

11.1.4 How to read and interpret labels and Material Safety Data Sheets.

11.2 In addition to the above training, it shall be the responsibility of each supervisor to ensure that their employees receive thorough training in the specific hazards to which they are exposed on the job. Supervisors shall provide additional training whenever:

11.2.1 New hazardous materials are introduced into the

work place; and

11.2.2 A new employee enters the work place.

11.3 Written documentation of each training session listing employees attending, subjects covered and date shall be filed with the departmental Hazard Communication Coordinator and the Safety Director / County Hazard Communication Coordinator.

11.4 At the conclusion of the training, all students must be able to answer "yes" to the following questions:

11.4.1 Are you aware of the Hazard Communication Standard?

11.4.2 Have you received training on the "Hazardous Chemicals Right to Know Act" and the "North Carolina Occupational Safety and Health Hazard Communication Standard"?

11.4.3 Do you know where to locate the Material Safety Data Sheets in your work area?

11.4.4 Are you generally familiar with the hazardous properties of the chemicals in your work area and with the protective measures to take when in contact with the chemicals?

12.0 HAZARDOUS NON-ROUTINE TASKS

12.1 Employees may occasionally be required to perform hazardous tasks for which they are not responsible on a regular basis. Prior to beginning such projects, the supervisor shall provide the employees with information about the hazardous materials to which they may be exposed. This information shall include, but not be limited to:

12.1.1 Specific chemical hazards.

12.1.2 Specific physical hazards.

12.1.3 Protective safety measures the employees can

use.

12.1.4 Measures taken to lessen the hazards, including ventilation, presence of another employee and emergency procedures.

13.0 OUTSIDE CONTRACTORS

13.1 It shall be the responsibility of the departmental Hazard Communication Coordinator to provide the following information to outside contractors whose employees are working on County of Hertford premises:

13.1.1 Hazardous chemicals to which they may be exposed while on the job site.

13.1.2 Precautions which should be taken to lessen the possibility of exposure.

13.2 The departmental Hazard Communication Coordinator shall also be responsible for contacting each outside contractor prior to the beginning of work to gather and disseminate information concerning chemical and physical hazards the contractor is bringing onto County of Hertford premises and to which County of Hertford employees may be exposed while on the Job.

14.0 AVAILABILITY OF THE HAZARD COMMUNICATION PROGRAM

14.1 In compliance with Federal and State Regulations, this Policy and/or the Hazardous Materials Inventory Notebooks shall be available upon request to:

14.1.1 Employees and their designated representatives.

14.1.2 North Carolina Commissioner of Labor and his/her designated representatives.

14.1.3 Director of the National Institute for Occupational Safety and Health and his/her designated representatives.

14.1.4 The Fire Department having jurisdiction over the facility.

14.2 In addition to the above, any person in North Carolina may request a list of chemicals used by the County of Hertford. This list is available by:

14.2.1 Making the request to the Safety Director/ County Hazard Communication Coordinator.

14.2.2 Requests must be in writing and include the name and address of the requester as well as a statement of purpose for the request.