

# C. A. S. H.

## County of Alameda Safety and Health

### HAZARD COMMUNICATION PROGRAM

SAMPLE

#### INTRODUCTION

The goal of this program is to prevent the incidence of chemical source illnesses and injuries to the employees of the General Services Agency Messenger Services. The purpose of this program is to ensure that the hazards of all chemicals used at the stations are evaluated and that this information is transmitted to and understood by the employees. This program is in compliance with CalOSHA Standard §5194, Hazard Communication.

The following skills are necessary for all of our employees:

1. Ability to identify and read labels on containers
2. Ability to read and understand Material Safety Data Sheets
3. Understanding subject material in safety and instructional meetings
4. Knowledge of the Safety Program

#### RESPONSIBILITY

The Safety Coordinator is the Hazard Communication Program Administrator and is responsible for:

1. Administering, maintaining, and evaluating the overall program on a periodic basis
2. Maintaining records

#### LABELS AND OTHER FORMS OF WARNING

The Supervisor must ensure that containers (drums, boxes, bags, etc) being received and placed in any of the department buildings must be labeled, tagged or marked with

1. Appropriate hazard warnings
2. Name and address of the manufacturer or other responsible party
3. All information prominently displayed and legible

## MATERIAL SAFETY DATA SHEETS

When any hazardous substance is received, the receiving personnel check to see that a Material Safety Data Sheet on that specific hazardous substance has been provided. The MSDS will be verified with the label on the container.

Each MSDS will be explained to affected employees in a group or on an individual basis. Copies of the MSDS will be kept on sight. The MSDS will be made readily available to any employee working within the area of the hazardous substance during each work shift.

If there is no MSDS on the hazardous substance available, the Supervisor will contact the vendor for the MSDS information before the substance is received into the facility. If the MSDS cannot be obtained from the manufacturer or supplier, we will not accept the materials.

The MSDS will contain and meet the following guidelines to include:

1. Written in English
2. Information regarding the specific chemical identity of the hazardous chemical(s) involved
3. Common names of the chemicals
4. Physical and chemical characteristics of the hazardous chemical
5. Known acute and chronic health effects and related health information
6. Exposure Limits
7. If the chemical is considered to be a carcinogen
8. Precautionary measures for handling the product
9. Emergency and first-aid procedures to be followed in case of a spill
10. Identification of the organizations responsible for preparing the MSDS

NOTE: General Services Agency Messenger Services has chosen to rely upon the information contained in the Material Safety Data Sheets and will not perform any independent hazard determinations.

The Standard list of Material Safety Data Sheets includes:

- Kimberly Clark- Professional Instant Hand Sanitizer
- Krylon Spray Paint
- 3M Super 77 Multi Purpose Adhesive

- Granular Deodorant

## EMPLOYEE INFORMATION AND TRAINING

Employees are to complete a health and safety orientation prior to exposure to hazardous substances. The orientation will include information and training on the following:

1. How the safety program is implemented
2. How to read and interpret an MSDS
3. Where and how this information can be obtained
4. The hazards of the chemicals in the work area
5. Measures employees can take to protect themselves
6. Methods and observation techniques used to determine the presence or release of hazardous substances in the work area
7. Physical and health effects of the hazardous substances
8. Location and availability of the written Hazard Communication Program
9. Steps that we have taken to lessen or prevent exposure to these substances
10. Employee Rights

Employees may obtain information on the hazardous and extremely hazardous chemicals by contacting their Supervisor, or the Agency/Department Safety Coordinator.

In addition, Messenger Services employees will be informed of the hazards of the chemicals in their work area by specially designed training programs that will be incorporated into their work schedules. These specially designed training programs will also include how the employees can protect themselves by using the proper work procedures, proper equipment or machinery, and proper personal protective equipment.

Employees will be informed of the physical characteristics of the hazardous chemicals in their work area (smell, visual appearance etc) to better detect possible exposure to a hazardous chemical.

Instruction on safety precautions will be given during training classes. These instructions will include:

1. How to read an MSDS
2. Warning signs

3. Operating procedures
4. Hazardous chemicals that cannot be mixed and/or stored together
5. All chemicals will be transported and stored in their designated and authorized containers

NOTE: It is very important that all employees understand the training. If you have any questions, please contact the Supervisor.

#### INFORMING CONTRACTORS

To ensure that outside contractors work safely at General Services Agency Messenger Services, it is the responsibility of the supervisor in charge of the work to be performed to notify contractors with the following information:

1. Hazardous substances to which they may be exposed while working
2. Precautions the employees may take to lessen the possibility of exposure, or any other type of injury, by usage of the appropriate protective and safety measures

#### PROPOSITION 65 WARNINGS

Proposition 65 requires steps to identify those substances in the workplace which are known to pose the risk of cancer to employees and to the public. At General Services Agency Messenger Services the necessary steps are being taken to review the chemicals that are used and to determine which, if any, are on the list of substances that expose people to a risk of cancer.

If it is determined that some chemicals are on the list of substances regulated by Proposition 65, the necessary steps will be taken to notify employees through the required warning labels. In addition to the labels, General Services Agency Messenger Services will provide any training and equipment necessary to reduce the level of exposure of employees to these substances. Training on Proposition 65 chemicals and in the safe handling of any cancer causing substance will be a part of our regular Hazard Communication training program.

**POLICY:** It is agency policy to annually review the inventory of the various chemicals that are used and to determine which, if any, of the chemicals fall under the regulations covered by Proposition 65. During the review, all chemicals covered under the regulations will be identified, proper labeling determined, and training programs to deal with the safe handling and use of the chemicals will be implemented.