



HAZARD COMMUNICATION PROGRAM

1. OVERVIEW

- 1.1. OSHA has promulgated an Occupational Safety and Health standard entitled "Hazard Communication" (29CFR 1910.1200). This standard requires employers to provide information to their employees regarding the hazardous chemicals in the workplace, by means of a hazard communication program.
- 1.2. The Right-To-Know/Hazard Communication standard establishes uniform requirements to assure that the hazards of all chemicals imported into, produced or used in U. S. workplaces are evaluated, and that the resultant hazard information and employed protective measures are transmitted to affected employees and potentially exposed employees.
- 1.3. Chemical manufacturers and importers must convey the hazard information they learn from their evaluations to downstream employers by means of labels on containers and material Safety Data Sheets (MSDS's). In addition, all covered employers must have a hazard communication program to get this information to their employees through labels on containers, MSDS's, and training.
- 1.4. This program will mirror the OSHA HAZCOM program and is designed to ensure that all employers receive the information they need to inform and train their employees properly and to design and put in place employee protection programs. It also provides necessary hazard information to employees, so they can participate in, and support, the protective measures in place at their workplaces.

2. EMPLOYEE RIGHTS UNDER RIGHT-TO-KNOW

- 2.1. Employees or their representatives may request, and must receive upon request, all information concerning the hazards of toxic substances in the workplace.
- 2.2. An employee may refuse to work with a toxic substance if he has requested information about it and has not received a written reply.
- 2.3. An employee may exercise any right pursuant to, or directly related to this policy without fear of any discrimination.
- 2.4. An employee must not be required to waive any rights listed in this policy as a condition of employment.

- 2.5. An employee may file a complaint with the Florida Department of Labor if he or she has been discriminated against in violation of this policy.

3. DEFINITIONS

- 3.1. **Chemical** means any element, chemical compound or mixture of elements and/or compounds.
- 3.2. **Exposure** means to subject an employee to hazardous chemicals in the course of employment through any route of entry (inhalation, ingestion, skin contact, or absorption, etc.) and includes potential (e.g.,
- 3.3. **Hazardous Chemical** means any chemical which is a physical hazard or health hazard.
- 3.4. **Hazard Warning** means any words, pictures, symbols or combination thereof appearing on a label or other appropriate form of chemical(s) in the container(s).
- 3.5. **Health Hazard** includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes or mucous membranes.
- 3.6. **Label** means any written, printed or graphic material displayed on or affixed to containers of hazardous chemicals.
- 3.7. **Material Safety Data Sheet (MSDS)** means written or printed material concerning a hazardous chemical which is prepared according to established guidelines.
- 3.8. **Physical Hazard** means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, and oxidizer, pyrophoric, unstable (reactive) or water reactive.

4. HAZARD DETERMINATION

4.1. Purchased Materials

- 4.1.1. All purchased chemical materials will be considered "hazardous" for the purpose of training, labeling, and MSDS availability required by the standard. Each department will rely on hazard information provided by the supplier's MSDS and label as the primary source of hazard information for purchased chemical materials.
- 4.1.2. No purchased chemical will be allowed on any work site operated by Okaloosa County without the appropriate MSDS and label as required by this policy.
- 4.1.3. Chemicals purchased from retail stores are not exempt from this policy and will require a MSDS kept on site. Purchasing employees may find available MSDS's from store personnel or on line at an MSDS internet webpage.

4.2. **Receipt Of Purchased Materials**

- 4.2.1. The purchasing employee who initially orders a product must request a data sheet on each product. For each department of Okaloosa County, a responsible employee will be tasked with the primary responsibility in ordering chemicals. The list of those employees will be kept in the director's office.
- 4.2.2. It is the purchasing employee's responsibility, to be sure that an MSDS is received. If the purchasing employee receives no MSDS within this time, the employee is to repeat the request for a data sheet. If the MSDS is not received within five (5) working days from the time of the second request, the employee is to immediately inform the director who, will in turn, notify the company and seek resolution.
- 4.2.3. The purchasing employee or designees should inform the vendor /manufacturer at the time of initial order that these regulations exist.
- 4.2.4. It is also the purchasing employee's responsibility to inform vendors of their duty to provide the director with a revised Material Safety Data Sheet on any products they provide to us that are altered in any way.

5. **LABELS AND OTHER FORMS OF WARNING**

5.1. **Hazard Warnings**

- 5.1.1. Hazard warnings are meant to convey to employees working with or near chemical substances the nature of the most significant hazard or hazards associated with the chemical in use. Hazard warnings are intended to be concise and understandable statements and are not intended to convey all hazard information on the chemical in use.
- 5.1.2. Each chemical entering the workplace will be labeled, tagged, or marked by the chemical manufacturer, importer, or distributor with the following information:
 - **Identity** of the hazardous chemical(s).
 - **Appropriate Hazard Warnings.**
 - **Name And Address** of the chemical manufacturer, importer, or other responsible parties.

5.2. **Containers In The Workplace**

- 5.2.1. Each purchased container of hazardous materials from a supplier will carry the supplier's identity or hazard warning label.
- 5.2.2. Okaloosa County employees will not modify the supplier's identity or hazard warning statements.

5.2.3. The identity will also be indicated on the corresponding MSDS. For chemicals not in supplier containers, employee will affix a label to the container.

5.3. The following portable container types will be labeled with the appropriate hazard warning when they contain chemicals.

- Metal, fiber and plastic drums of all sizes.
- Metal and plastic buckets, pails, and cans of all sizes.
- Paper, cloth, and plastic bags of all sizes.
- Metal, plastic, and glass tanks of all sizes.
- Fiber, cardboard, and metal boxes.

5.4. **Labeling Exceptions**

Portable containers do not need to be labeled as long as the chemical *is for immediate use and used only by the same employee who transferred the chemical.*

5.5. **Label Changes**

Old labels, which do not meet the requirements of this Hazard Communication program, will be removed when they do not adequately describe container contents and replaced with new. A label meeting these requirements will not be removed or defaced for any reason.

6. **MATERIAL SAFETY DATA SHEETS (MSDS)**

6.1. **MSDS Files And Contents**

6.1.1. Departments will maintain a file of MSDS's on each hazardous chemical used by their employees.

6.1.2. Each MSDS will be in English and will contain the information as specified in 29 CFR Part 1910.1200 (g).

6.1.3. Every MSDS will be in binders and located in a conspicuous place within the work area. For those departments with multiple work sites, the director should make every effort to have MSDS binders made for each work site and have binders containing MSDS's of those chemicals specific to that work site. This may include but not limited to, having MSDS binders on each truck, placing binders in every office, or having a binder available to be carried by employee-if practical.

6.1.4. The ordering employee will add to the MSDS any significant information regarding:

6.1.5. The hazards of a chemical, and

6.1.6. Ways to protect against the hazards immediately when the information becomes known.

6.2. Access To Material Safety Data Sheets

All MSDS's kept on file as described in section 4.1, will be accessible to all employees during their regular duty shift. Any employee, upon verbal request to his or her supervisor, will be granted access to the MSDS files during regular business hours and on the day the request is made. A copy of the MSDS will be made if so requested. At no time will MSDS sheets be removed from the workplace without director's consent.

6.3. Alphabetized List

Each department will keep all hazardous chemical information filed, with the appropriate MSDS in alphabetical order by common name.

7. EMPLOYEE INFORMATION AND TRAINING

7.1. Training Program Contents

7.1.1. Each director or designee will conduct training programs for all employees working in areas containing hazardous substances at the time of initial assignment and whenever a new hazard is introduced into the work area.

7.1.2. The training will include all items specified in this program.

7.1.3. The training will be custom-made specifically for each department and will accurately and clearly present the hazards of chemicals used and all other associated information.

7.1.4. Employees will also be encouraged to access the MSDS file to obtain information on individual chemicals.

7.1.5. An outline of the training program from each department will be drawn up and added to the end of this policy.

7.2. Training Program Format And Records

7.2.1. Directors will ensure all employees within their respective control are trained in this Hazard Communication program. The program may consist of a video presentation that will be followed by in-depth coverage of the hazardous chemicals used in each department. Each supervisor will review with each individual employee any hazardous materials that are unique to his/her particular department will complete this part of the training.

7.2.2. A record of training will be kept and maintained in a place as directed by the director.

7.3. **Employees To Be Trained**

All Okaloosa County employees will be trained in the materials found in this program.

8. **CONTRACTOR EMPLOYEES**

8.1. **General**

Employees of contractors working in work areas maintained by Okaloosa County may come in contact with hazardous chemicals normally used at the work area or brought to the site by the contractor. These employees will be informed of the presence of hazardous chemicals in the work area and will be informed of appropriate protective measures. Also, contractors will inform Okaloosa County; specifically that Director, Engineer or Project Supervisor of their intent to use a hazardous chemical substance prior to bringing that substance on site.

8.2. **Management's Responsibility To Contractors**

8.2.1. A Project Supervisor will be designated for any work being performed by contractors in an area where hazardous chemicals are used. That project supervisor (Project Engineer, Director) will do the following:

8.2.2. Provide the contractor with a copy of Okaloosa County's written Hazard Communication Program.

8.2.3. Review the essential points from that program with the contractor.

8.3. **Contractors Responsibility to the County**

8.3.1. All contractors having employees working in areas maintained by Okaloosa County employees where hazardous chemicals are used will:

- Thoroughly review the County's written Hazard Communication Program.
- Educate and train their employees in the nature of hazardous chemicals.
- Provide their employees with appropriate protective devices and techniques, educate and train those employees in the use of these, and ensure that those employees properly use protective equipment to prevent injury from hazardous chemicals.
- Provide the project supervisor/director with a copy of the MSDS for any hazardous chemical that the contractor intends to bring or generate on site.