

HAZARD COMMUNICATION PROGRAM

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 8, Section 3203, 5162 and 5194
California Occupational Safety and Health Administration (Cal/OSHA)
Standard 29 Code of Federal Regulations, Section 1910.1200
County Executive Office, Risk Management Safety and Loss Prevention
Program
- RESCINDS:** Procedure Manual Item 1-4-115, dated 11/20/14 (Major Revision)
- FORMS:** OSHA Quick Card - Hazard Communication Safety Data Sheets (SDS)
(Attachment A)
OSHA Quick Card - Hazard Communication Standard Label
(Attachment B)
OSHA Quick Card - Hazard Communication Standard Pictogram
(Attachment C)
- PURPOSE:** To provide a written hazardous communication program to utilize in the event an employee or client is exposed to hazardous material or substances found in the workplace.

I. GENERAL INFORMATION

- A. Federal/state regulations and County of Orange Policy require that employers have a written Hazard Communication Program (HCP) to provide information to all employees about the hazardous materials in the workplace to which they may be exposed. The HCP Program includes procedures for hazardous material identification, use, labeling, handling, training, disposal and emergency/first aid.
- B. Although Cal/OSHA regulations pertain only to employees, the Probation Department HCP Program also includes the prevention of hazardous materials/substances exposure to Probation clients.
- C. A hazardous material or substance refers to any chemical-based product which could produce adverse effects in persons exposed to the product during normal use or which insufficient concentration could produce a flammable mixture or gas. A list of all known hazardous chemicals is contained in California Code of Regulations, Title 8, Section 339. A copy of this list is kept on file in the Professional Standards Division (PSD).
- D. Cal/OSHA has issued a "Hazard Communication Standard" which establishes uniform requirements to ensure that the hazards of all chemical substances imported into, produced or used in the United States are evaluated and that this hazard information is provided to employees.
- E. Hazard Communication Program Binders (hereafter referred to as HCP Binders) are available at all Probation Department offices and institutions.
- F. Complete manuals containing copies of each SDS and two master indexes (listed alphabetically by Product Name and by Manufacturer) will be issued to the

assigned Hazard Communication Program Coordinator and Juvenile Hall (JH) - Medical Unit. Six separate versions of the HCP Binders that include site-specific Master Indexes and SDSs will be issued to the following locations: Juvenile Hall (JH); Youth Guidance Center (YGC); Joplin Youth Center (JYC); Central and North Youth Resource Centers (YRCs); Santa Ana Office (SAO); Grand Avenue Office (GAO); Manchester Office Building (MOB); Probation Administration Office (PAO); North County Field Services Office (NCFSO); West County Field Services Office (WCFSO); San Juan Office (SJO); Accountability Commitment Program (ACP); Center for Opportunity, Reentry and Education (CORE), Civic Center Office (CCO), and Juvenile Justice Center (JJC).

- G. HCP Binders contain the following information:
1. Hazardous Materials Inventory: An alphabetical list of all the chemical products used and stored at that location. While not all products listed on the inventory contain hazardous materials, all chemical products (hazardous and non-hazardous) found at that location will be included on the inventory.
 2. Safety Data Sheets (SDS): Printed fact sheets prepared by the manufacturer or importer of a chemical that contain information on the use, handling, physical and health hazards, and emergency/first aid procedures for that substance. SDSs are to be requested for every chemical product found in the workplace and are to be kept on file in the location's HCP Binder.
- H. Each Building Safety Officer is responsible for administering the HCP program at his/her respective location. This includes maintaining the HCP Binder, adding new SDSs as they are received, disseminating new hazard information and training staff.
- I. It is important to note that other departments and contracted services are responsible for providing their own HCP material and having it posted at their respective locations. This would include the Department of Education, contracted janitorial services, etc.
- J. An index list will be included in each manual containing the following designations:
1. SDSs in alphabetical order by Product Name (common product name). (For example: Deodorant, Christy's Purple Primer, Liquid Nails.)
 2. SDSs in alphabetical order by Manufacturer. (For example: Xerox, Hewlett-Packard, Pak West, Waxie, Dunn Edwards, Vista Paint, Chevron.)
 3. The second column of the SDS index contains numbers ranging from 1 to 11. SDS will be found under the specific categories listed below:
 1. PAINT
 2. SOLVENT
 3. TONER/DEVELOPER
 4. ADHESIVE/REMOVER

5. MISCELLANEOUS
6. HOUSEHOLD/OFFICE PRODUCTS, CLEANERS, SOAPS, AEROSOLS, DISINFECTANTS
7. PURE CHEMICALS
8. INK
9. OIL/GAS/FUEL/FLUIDS/LUBRICANTS
10. LAB CHEMICALS
11. HEALTH CARE

NOTE: Per the County Safety Officer, there is no perfect system which can categorize and locate all materials in the Index easily. It may be difficult to find some items. For instance if one attempts to locate "Ajax," it will not be found under "A" in the Alphabetical Index, because the manufacturer's label reads "Institutional Ajax." Therefore, the Department Safety Coordinator must be familiar with the system and train staff on how to locate items.

- K. Column headings in the SDS Master Index document have been standardized and coordinated with the County Safety Officer.
- L. The SDS Master Index document contains a quick reference to immediate emergency procedures to follow. Staff involved in situations requiring an emergency response are responsible for utilizing the SDS for instructions and detailed information about the product and safety measures to employ. A photocopy of the SDS should be provided to medical staff for treatment whenever practicable.

II. PROCEDURE

A. Hazardous Materials Identification

1. All products containing chemicals used and stored at Probation Department offices should be considered hazardous and handled with minimal to no direct contact whenever possible. Oil-based paints, solvents and poisons are commonly recognized as being hazardous; however, there are numerous common office products that also contain hazardous chemicals that could cause health hazards if ingested.
2. Some examples of common office products containing hazardous ingredients in Probation Department facilities include:
 - a. 3M Desk & Office Cleaner, Dymon "Do-It-All" Cleaner and most glass cleaners.
 - b. Room air fresheners/deodorants (various manufacturers).
 - c. Copy machine toners, developers, drum coatings and cleaners.
 - d. Printer and typewriter ribbons, cartridges and cleaners.
 - e. Ink markers/highlighter pens, dry-erase markers, stamp pad ink and other ink products.
 - f. Hibistat germicidal cleaner.

- g. Some Liquid Paper correction fluids.
 - h. Most restroom cleaners, solvents and other cleaning products.
 - i. Rubber cement and other adhesive products.
 - j. Narcotics test kits.
3. When an individual has been exposed to a hazardous material first aid should be administered per instructions in this PMI. Virtually every emergency procedure indicates “seek medical attention,” which is for the protection of the exposed person and the Department. If the person has ingested a harsh or dangerous chemical paramedics should be contacted immediately via a “911” call. When they arrive, a copy of the SDS should be provided to them for assistance in dealing with the incident.
4. A hazardous materials inventory is maintained at each location in the HCP Binder. The inventory includes all chemical products at that location, including the product name; SDS category and revision date; ingredients contained in the product; manufacturer’s name, address, and telephone number and emergency procedures required (if any).
5. The HCP Coordinator is responsible for maintaining, updating and distributing HCP inventory revisions to each location.

B. Safety Data Sheets (SDS)

- 1. SDS for the specific work location are included in each location’s HCP Binder.
- 2. SDSs require a 16-section standardized format, which includes:
 - a. Identification
 - b. Hazard(s) identification
 - c. Composition/information on ingredients
 - d. First-aid measures
 - e. Fire-fighting measures
 - f. Accidental release measures
 - g. Handling and storage
 - h. Exposure controls/personal protection
 - i. Physical and chemical properties
 - j. Stability and reactivity

- k. Toxicological information
 - l. Ecological information
 - m. Disposal considerations
 - n. Transport information
 - o. Regulatory information
 - p. Other information, including date of preparation or last revision
3. All staff should review the SDS(s) for every product used or stored at their specific work locations. Questions, comments or concerns should be relayed to the immediate supervisor, the Building Safety Officer and the HCP Coordinator, as needed.
 4. If additional chemical-based products are found in the workplace and are not included in the inventory, staff should report this to the Building Safety Officer, who will notify the HCP Coordinator. The HCP Coordinator will add the product to the location's inventory and will obtain and forward a copy of the product SDS to be included in the location's HCP Binder.

C. New Chemical-Based Products Introduced to the Workplace

1. If a new chemical-based product is introduced to the workplace, the product SDS must be obtained and added to the location's HCP Binder.
2. Although product manufacturers and distributors are required by law to include a copy of the product SDS with every order, they rarely do. Therefore, the SDS usually must be requested.
3. Vendor or Contract Purchases:
 - a. All purchase orders for chemical-based products should include the clause "Please send current Safety Data Sheet."
 - b. Although a specific product SDS may already be included in the location's HCP Binder, the above clause should be added to all purchase orders because SDS are often revised and the most current version must be obtained.
 - c. When the product order arrives, check to ensure that an SDS was sent with the order. If an SDS is received, send a copy of it to the HCP Coordinator and place a copy in the HCP Binder (in alphabetical order). The HCP Coordinator will add the product to the location's SDS Master Index and will distribute the revised Master Index to all concerned.
 - d. If an SDS is not included when the product order arrives, send the following information to the HCP Coordinator via email or memo:
 - (1) Product name.

- (2) Product Code Number (if available). (Many manufacturers are unable to process the request for an SDS without a code number)
 - (3) Manufacturer or distributor.
 - (4) Manufacturer's address and telephone number, if available.
 - (5) Location where the product will be stored/used.
- e. The HCP Coordinator will obtain the SDS and will forward it to the location's Safety Officer for inclusion in the location's HCP Binder.
 - f. All new SDS will also be forwarded to the Safety Coordinator.
4. Petty Cash Purchases of Chemical-Based Products:
- a. If chemical-based products are purchased via petty cash, the staff making the purchase should request a copy of the product SDS at the time of purchase.
 - b. If the SDS is not available, the staff should notify the Building Safety Officer, who will then follow the procedure outlined in Section 3.d. above.
5. When the Building Safety Officer receives a new or updated SDS from the HCP Coordinator, he/she should:
- a. File the new SDS in the location's HCP Binder.
 - b. Route a copy of the SDS to all staff at that location within 30 days of the receipt of the new SDS.
 - c. Provide any required additional training on the safe use of the hazardous material (Refer to Section F.1.).

D. Labeling

1. Every container (including any bag, barrel, bottle, box, can, cylinder, drum, storage tank or any other package) containing a chemical-based product used or stored in the workplace must have a legible label prominently displayed on the container. Each label must include the following information in English:
 - a. Product identifier
 - b. Signal word
 - c. Hazard statement
 - d. Pictogram(s)

- e. Precautionary statement(s)
 - f. Name, address, and telephone number of the manufacturer, importer, or other responsible party.
2. Labels should never be removed from a product container.
 3. If an employee discovers that a container label is missing or illegible, the employee should report this to the immediate supervisor or to the Building Safety Officer. The supervisor or Building Safety Officer should do the following:
 - a. Attempt to identify the substance and immediately affix a label containing the required information, if known.
 - b. If the identity of the substance cannot be determined, remove the product from use and properly dispose of it (See Section G.).
 4. If a hazardous substance is transferred from its original container, the secondary container must also be properly labeled.
 5. Chemical-based products that are not properly labeled should never be mixed with other chemical-based products.
 6. Labels are not required on portable containers into which hazardous substances are transferred from labeled container and which are intended only for the immediate use of the employee who performs the transfer (i.e., mixing a cleaning fluid with water in an unlabeled bucket to be used to mop a floor).

E. Handling

1. Each chemical-based product used in Probation Department facilities should be handled and used only as indicated on the product label and SDS.
2. Chemical-based products should never be inhaled, ingested or come into direct contact with human skin or mucous membranes.
3. Personal protective equipment should be used to avoid hazardous material inhalation, ingestion or skin/mucous membrane contact. Personal protective equipment, which includes breathing masks, gloves and eye goggles, is available in Safety Kits at each location.
4. Probationers using chemical-based products must be trained in the proper handling and use of the products and should be closely supervised by staff at all times.
5. Chemical-based products that are flammable, explosive, toxic, corrosive or carcinogenic must be stored in locked storage lockers, cabinets or rooms.

F. Training

1. HCP training will include the following:
 - a. Legal requirements for HCP training.
 - b. Location and availability of the written HCP Program.
 - c. Identification of all hazardous materials at the assigned work location.
 - d. Physical and health hazards of all hazardous substances in the assigned workplace.
 - e. Methods of detecting the presence or release of hazardous substances in the workplace.
 - f. Reading and understanding product labels and SDSs.
 - g. Proper and safe handling of all hazardous materials.
 - h. Emergency/first aid procedures for dealing with hazardous material exposures, spills and leaks.
2. Building Safety Officers and immediate supervisors are responsible for providing ongoing training to staff in the proper use of all hazardous materials in the assigned workplace. In addition, the HCP Coordinator will provide training as follows:
 - a. New employees will receive HCP Program training via New Employee Orientation or as a part of the POST required training classes for Deputy Juvenile Correctional Officer I (DJCO I), Deputy Juvenile Correctional Officer II (DJCO II) and Deputy Probation Officer (DPO).
 - b. When a new hazardous material is introduced to the workplace, the employee's immediate supervisor and/or the Building Safety Officer is responsible for providing updated training. In addition, whenever any information regarding an existing hazardous material changes, updated notification and training must also be provided to employees.

G. Hazardous Material Waste and Disposal

1. Chemical-based products known to contain an ingredient listed in the Hazardous Substances List (California Code of Regulations [CCR], Title 8, Section 339) or chemicals in unmarked or unlabeled containers should never be disposed of in waste cans or bins, by pouring down plumbing drains or street gutters, or by pouring or burying in the ground where it could contaminate groundwater.
2. Each employee is responsible for properly disposing of hazardous chemicals/waste in the workplace.

3. The County contracts with an independent vendor to dispose of hazardous chemicals/waste pursuant to state and federal laws and regulations.
4. The HCP Coordinator is responsible for overseeing the proper disposal of hazardous chemicals/waste in Probation Department facilities. Each Building Safety Officer will coordinate proper disposal of hazardous chemical/waste products at his/her assigned facility.
5. If a hazardous chemical has been completely used, it is acceptable to dispose of the container in waste cans or bins, provided there is no liquid material remaining in the container.
6. Unmarked or unlabeled containers of chemical products must be appropriately labeled immediately or disposed of properly.
7. All hazardous chemicals/waste pending disposal should be stored separately from usable chemicals, preferably in a locked storage area not readily accessible to most staff, probationers, or the general public.
8. Arranging hazardous chemicals/waste disposal (non-emergency):
 - a. On an annual basis the HCP Coordinator will contact each facility to determine whether a hazardous chemicals/waste disposal is needed.
 - b. If more frequent disposal is needed at any given location, the Building Safety Officer may contact the HCP Coordinator to arrange for disposal at any time.
 - c. The Building Safety Officer will conduct an inventory of the hazardous chemicals/waste-requiring disposal and will forward this information to the HCP Coordinator. This inventory must include the specific amount(s) and type(s) of chemicals/waste (i.e., 25 1-gallon containers partially full of oil-based paint, two 5-gallon containers of used motor oil, etc.).
 - d. The HCP Coordinator will obtain a temporary Environmental Protection Agency (EPA) Number for each location requiring hazardous chemicals/waste disposal by contacting the State Department of Toxic Generator Information at 1-800-618-6942. Once issued, the temporary EPA number is valid for 90 days; therefore, the hazardous chemicals/waste disposal must be completed within that time.
 - e. The HCP Coordinator will contact the current County vendor for hazardous chemicals/waste disposal and provide the location address, temporary EPA number, and inventory of the hazardous chemicals/waste requiring disposal.
 - f. The HCP vendor must respond within 72 hours of the request.

- g. Once at the location, the vendor will sort, perform analysis as needed, package, label, mark, transport and dispose of the collected hazardous chemicals/waste pursuant to county, state and federal regulations.

H. Emergencies/First Aid-Hazardous Material Spill or Exposure

1. In the event of a hazardous chemicals/waste spill that threatens the health or safety of staff, probationers or the general public, staff should immediately evacuate the building/area where the spill occurred.
2. In the event of staff injury or chemical exposure due to a hazardous chemicals/waste spill, provide first aid or emergency medical treatment as needed, including calling "9-1-1" to request emergency medical assistance if necessary. Personal protective equipment, including breathing masks, gloves and eye goggles, is available at all locations in Safety Kits and should be used as needed to prevent exposure.
3. Refer to the SDS for information on the hazardous chemical(s) or waste that has been spilled. Additional copies of all SDS are with the HCP Coordinator and at the JH Medical Unit.
4. Contact Poison Control at 1-800-222-1222, as needed, to obtain information on specific hazardous chemicals/waste exposure.
5. Immediately report the hazardous chemicals/waste spill to Control One at 714-628-7000. Control One will make the notification to the appropriate county agency to handle the incident.
6. Report the incident via the appropriate Division Director to the Professional Standards Division (PSD) Division Director and the Chief Deputy Probation Officer.
7. PSD will notify the County Safety Officer, CEO/Risk Management.
8. Emergency eyewash and/or shower equipment:
 - a. Emergency eyewash and/or shower equipment is located on grounds at JH and JYC.
 - b. Emergency eyewash and/or shower equipment should be used if an employee's eyes and/or skin come into contact with any hazardous substances that can cause corrosion, severe irritation or permanent tissue damage, or which is toxic by absorption.
 - c. The control valve on emergency eyewash and/or shower equipment shall allow the water flow to remain constant without requiring the use of the operator's hands once the water flow is activated.
 - d. If an employee's eyes or skin come into contact with a hazardous substance, the employee should:

- (1) Remove protective equipment (gloves, glasses, goggles, clothing, etc.) after the eyewash and/or shower has been activated, in order to rinse away any chemical that may remain on the equipment and potentially contact the eyes or skin if removed prematurely.
 - (2) Remove all affected clothing during the eyewash and/or shower in order to rinse the affected area properly
 - (3) Hold both eyelids open and roll the eyeballs so water will flow onto all surfaces and into the folds surrounding the eyeballs.
 - (4) Flush the eyes and/or skin continually for a minimum of 15 minutes.
 - (5) Seek emergency medical treatment immediately.
- e. The Building Safety Officer or designee shall activate all emergency eyewash and shower equipment at least monthly in order to flush the line and verify proper operation.
- f. The area around the emergency eyewash and shower equipment shall be maintained free of items which obstruct their use.

REFERENCES:

Procedures:	1-4-113 3-1-007	Injury and Illness Prevention Program Labeling and Storing Goods and Materials
Policies:	G-3 G-8	Building Security and Safety Injuries and Medical Emergencies

Attachments

C. Coffman :mas

APPROVED BY:



Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

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For more information:



U.S. Department of Labor

www.osha.gov (800) 321-OSHA (6742)

OSHA 3450-02 2012



Hazard Communication Standard Labels

OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on the right. Supplemental information can also be provided on the label as needed.

For more information:

OSHA Occupational Safety and Health Administration
(800) 321-OSHA (6742) www.osha.gov

2102 20-2692 VHSO

SAMPLE LABEL

Product Name _____

Company Name _____

Street Address _____

City _____ **State** _____

Postal Code _____ **Country** _____

Emergency Phone Number _____

Product Identifier

Supplier Identification

Hazard Pictograms

Signal Word
Danger

Precautionary Statements

Keep container tightly closed. Store in a cool, well-ventilated place that is locked.

Only use non-sparking tools.

Use explosion-proof electrical equipment.

Take precautionary measures against static discharge.

Ground and bond container and receiving equipment.

Do not breathe the vapors.

Wear protective gloves.

Do not eat, drink or smoke when using this product.

Wash hands thoroughly after handling.

Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO2) fire extinguisher to extinguish.

Hazard Statements

Highly flammable liquid and vapor.

May cause liver and kidney damage.

Supplemental Information

Directions for Use

Net weight: _____ Lot Number: _____

Gross weight: _____ RI Date: _____


Expiration Date: _____



Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

For more information:

OSHA Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

OSHA 3491-02 2012