

## 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 9/28/15
- FORMS:**
- |  |                |
|--|----------------|
| OSHA Quick Card – Hazard Communication<br>Safety Data Sheets (SDS) | (Attachment A) |
| OSHA Quick Card – Hazard Communication<br>Standard Label           | (Attachment B) |
| OSHA Quick Card – Hazard Communication<br>Standard Pictogram       | (Attachment C) |
- PURPOSE:** **To protect employees and clients from hazardous chemicals by ensuring information is provided to understand and mitigate the risk of exposure.**

### 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** 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** also includes the prevention of hazardous material/substance 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 a sufficient 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 **with Prob-Safety**.
- 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. **MSDSOnline is a chemical inventory database provided by the County Safety Office and is utilized for organizing Safety Data Sheets (SDSs). Chemicals**

on **MSDSOnline** are organized by department location and is accessible through **Prob-Net**.

- F. A complete **hazardous material inventory and a list** of each SDS by **department location** and **one** master index is available on **MSDSOnline**.
- G. **MSDSOnline** contains the following information:
  - 1. Hazardous Materials Inventory: An alphabetical list of all the chemical products used and stored at **each department** 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 **in the directory**.
  - 2. Safety Data Sheets (SDS): **A document** prepared by the manufacturer or importer of a chemical that contains 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 **forwarded to Prob-Safety to be uploaded onto MSDSOnline**.
- H. Each Building Safety Officer is responsible for administering the **HCP** at his/her respective location. This includes **reviewing the SDSs assigned to their location**, adding new SDSs as they are received, disseminating new hazard information and **ensuring staff are trained**.
- 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. Staff involved in situations requiring an emergency response **due to chemical exposure** are responsible for utilizing the SDS for instructions and detailed information about the product and safety measures to employ. A **printout** 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. 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. **Prob-Safety** 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 **on MSDSOnline**.
2. SDSs require a 16-section standardized format, which includes:
  - a. Identification
  - b. Hazard 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 **Prob-Safety**, 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 **Prob-Safety**. **Prob-Safety will partner with the Building Safety Officer to ensure the product is added to the location's inventory.**
  5. **The Building Safety Officer must request copies of the SDS from contractors and/or other departments who share the same workplace. Copies obtained will be sent to Prob-Safety to be added onto the location's MSDSOnline inventory.**

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 **forwarded to Prob-Safety and the Building Safety Officer and added to the location MSDSOnline. Contact Prob-Safety to have the SDS added to the location's inventory.**
2. **Request the manufacturer or distributor for the SDS if one is not provided.**
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 **under the location**, 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 **Building Safety Officer and Prob-Safety**. **Prob-Safety** will add the product to the location's SDS Master Index.
  - d. If an SDS is not included when the product order arrives, send the following information to the **Building Safety Officer and Prob-Safety** via email:

- (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. **Prob-Safety** will obtain the SDS and will **upload it to the location's SDS master index.**
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, he/she should:
- a. Route a copy of the SDS to all staff at that location within 30 days of the receipt of the new SDS.
  - b. 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**.
  - 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, **Prob-Safety** will provide training as follows:
- a. New employees will receive **HCP** 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. **This is done through contracted vendor(s) through coordination with the Building Safety Officer and Prob-Safety.**

3. The **Building Safety Officer** is responsible for overseeing the proper disposal of hazardous chemicals/waste in Probation Department facilities. Each Building Safety Officer will coordinate **with Prob-Safety to ensure** proper disposal of hazardous chemical/waste products at his/her assigned facility.
4. 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.
5. Unmarked or unlabeled containers of chemical products must be appropriately labeled immediately or disposed of properly.
6. 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.
7. Arranging hazardous chemicals/waste disposal (non-emergency):
  - a. On an annual basis **Prob-Safety** will contact each facility **Building Safety Officer** 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 **Prob-Safety** 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 **Prob-Safety**. 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. **Prob-Safety has obtained an** Environmental Protection Agency (EPA) Number for each location requiring hazardous chemicals/waste disposal. **This number can be found on the Department of Toxic Substance Control's Hazardous Waste Tracking System and is provided to the waste vendor as required.**
  - e. **Prob-Safety** will contact the current County vendor for hazardous chemicals/waste disposal and provide the location address, 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 **may be obtained via MSDSOnline, Prob-Safety, and/or Building Safety Officer.**
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 **Administrative and Fiscal** Division Director and the Chief Deputy Probation Officer.
7. **Prob-Safety** 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, **YLA, and YGC.**
  - 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	Injury and Illness Prevention Program
	3-1-007	Labeling and Storing Goods and Materials
Policies:	G-3	Building Security and Safety
	G-8	Injuries and Medical Emergencies

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**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:

 **OSHA**® Occupational  
Safety and Health  
Administration  
U.S. Department of Labor  
[www.osha.gov](http://www.osha.gov) (800) 321-OSHA (6742)

OSHA 3490-02 2012





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

For more information:

**OSHA** Occupational Safety and Health Administration  
U.S. Department of Labor  
[www.osha.gov](http://www.osha.gov) (800) 321-OSHA (6742)

OSHA 3491-02 2012