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HAZARD COMMUNICATION PROGRAM
Policy 245

HAZARD COMMUNICATION PROGRAM

.1 PURPOSE

Clallam County recognizes that its employees have a right and need to know the properties and potential safety and health problems of substances to which they may be exposed. This procedure provides guidelines for the implementation and maintenance of hazard communication to ensure compliance with the applicable federal and state standards and to safeguard the health of its employees.

.2 APPLICABILITY

The Hazard Communication Program is applicable to all employees and volunteers working for Clallam County, including remote facilities and operations, which engage in the use of hazardous chemicals.

.3 POLICY

It is the policy of this organization to establish and implement a comprehensive Hazard Communication Program, which fully meets the requirements of 29 CFR1910.1200, the standard promulgated by the Occupational Safety and Health Administration (OSHA) and WAC 296-800 of the Washington Administrative Code. Accordingly, this organization shall ensure that:

a. Information on the hazards of chemicals is transmitted to the affected employees.
b. Inventories of the hazardous chemicals stored or used are maintained and updated regularly.
c. Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) for hazardous chemicals are maintained in a hazardous database that is accessible to county employees through the Clallam County Intranet or Internet Page.
d. An employee training program is implemented to effectively provide employees with information and handling precautions on hazardous chemicals in their work place. This training shall be provided at the time of the employees' initial assignment and whenever a new hazard is introduced into the work area. County employees and volunteers will be required to complete annual online "Hazard Communications Overview" training.

.4 CHEMICAL INVENTORY and MATERIAL DATA SAFETY SHEETS or SAFETY DATA SHEETS RESPONSIBILITY

4.1 Responsibilities of Clallam County Risk Management Department:

a. Ensure that the MSDS/SDS is reviewed by a knowledgeable person in order to determine the appropriate protective work practices and personal protective equipment. This may require contacting the manufacturer to clear up ambiguities.
b. Ensure that the necessary resources needed to comply with the Hazard Communication Standard Program is made available to the employees.
c. Ensure that employees complete required training.
d. Respond to request for additional information in a timely manner.
e. Ensure that MSDS/SDS are maintained and that all new chemicals introduced into the work area are accompanied by a MSDS or SDS, which is to be added to the current database inventory or notebook.
f. Maintain an accurate inventory of hazardous chemicals used in the work area that is updated on a regular basis, which should be at a minimum of once a year.

4.2 Responsibilities of Clallam County Department Heads/Elected Officials:

a. Ensure all hazardous chemicals within their respective department are stored per labeling instructions.
b. Ensure department employees and volunteers are properly trained in the safe use of Hazardous Chemicals specifically used within their respective department.
c. Ensure employee training occurs when new Hazardous Chemicals are introduced within their respective workplace.
d. Work with the Risk Management Department to ensure MSDS/SDS sheets are on file for Hazardous Chemicals used or stored within their respective department.
e. Timely notification must be made to the Risk Management Department of any new chemical introduced into their respective department so as to ensure the MSDS/SDS database is updated.

4.3 Responsibilities of Employee's:

a. Reading MSDS or SDS labels to become familiar with the safety precautions, chemical and physical properties, and potential health hazards of the chemical prior to handling the chemicals.
b. Exercise all necessary precautions in the safe use and handling of hazardous chemicals including wearing personal protective equipment as specified on the MSDS/SDS or recommended by the Risk Management Department or their supervisor.
c. Notification to the Risk Management Department or their Supervisor of any apparent deficiencies involving hazardous communication, such as missing MSDS/SDS, improperly labeled containers, or chemicals found to not be listed in the hazardous chemical inventory.

d. Report all working conditions to the Risk Management Department or their supervisor, which could cause potential exposure to hazardous chemicals.
e. Attend and participate in annual required training sessions for hazard communications.
f. If an unfamiliar chemical is to be used, ask the supervisor what the required precautions are prior to use. If the supervisor doesn't know, it is acceptable to determine them by Reading the MSDS or SDS to become familiar with the safety precautions, chemical and physical properties, and potential health hazards of the chemical prior to handling the chemicals. For future use, the supervisor must ensure that other affected workers are trained on proper use and precautions.

.5 MATERIAL SAFETY DATA SHEETS and SAFETY DATA SHEETS

Material safety data sheets or safety data sheets are documents that describe the physical and chemical properties of products, their physical and health hazards, and precautions for safe storage, handling and use. A MSDS or SDS is required for each hazardous chemical used. Employees are not required to work with a hazardous material until a MSDS or SDS is made available for their review.

a. MSDS and SDS sheets shall be kept at a central location in the work area that is accessible to all employees if internet access is not available and
b. These MSDS/SDS sheets shall be kept in a database in an organized manner so they may be readily located and reviewed by an employee when required.
c. When the use of a chemical is discontinued the MSDS or SDS shall be removed from the database and noted DISCONTINUED (with approximate date last used if known), and then placed in a separate file to be maintained 30 years to provide a record of employee exposure in the event of future medical complications.
d. All MSDS and SDS sheets shall conform to the OSHA standard CFR 1910.1200.

.6 LABELS AND OTHER FORMS OF WARNINGS

For all chemicals shipped after December 2015, chemical manufacturers have been required to label or tag containers with the following:

- Identity of the hazardous chemical(s)
- Signal Word
- Hazard Statement
- Pictogram(s)
- Precautionary Statement(s)
- Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

a. All secondary containers must be labeled with, at a minimum, the chemical identity and the hazard information. Chemical identity can be any word or words that unmistakably identify the chemical. Hazard information can be any word(s) or symbol(s) that indicate what body part may be affected or what personal protective equipment is required. For labeling assistance contact Risk Management, 360-417-2402.

b. Labels or tags shall be legible and prominently displayed on the container.

c. Portable containers into which chemicals are transferred from the primary container, and are intended for immediate use of the employee who performs the transfer is exempt from these labeling requirements. These exempt containers should still be labeled with the identity of the contents.

d. Chemical users are allowed to use older chemicals that pre-date MSDS/SDS. The important thing is that all chemical containers must be labelled in such a way that the worker using the chemical knows what it is, so that proper precautions can be taken.

.7 DEPARTMENTAL EMPLOYEE TRAINING

a. Employees at Clallam County who work with, or are potentially exposed to hazardous chemicals during the normal course of their work, or in a foreseeable emergency, shall receive information and training from their supervisor at the time of the employees' initial assignment, a change in the employee's assignment, and whenever a new hazard is introduced into the work area. In addition, County employees and volunteers will be required to complete annual online "Hazard Communications Overview" training.

b. Department training shall include:

- Hazardous chemicals present at his or her work places.
- Physical and health risks of the hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps Clallam County has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review MSDS's or SDS's to obtain hazard information.
- Location of the MSDS/SDS files and written hazard communication program.
- The contents of the Hazard Communication Program, including an explanation of the labeling requirements and how to read, understand, and obtain an MSDS/SDS for a chemical used or stored in their work area.
- An overview of the requirements contained in the Hazard Communication Standard. These are:

  Management/Supervisor responsibilities:
  - Review MSDS or SDS.
  - Determine necessary work practices and personal protective equipment.

- Train workers on what is required.

Workers' rights:

- Be trained on the chemical hazards and required protective measures.
- Have access (electronic or hard copy) to the MSDS or SDS as source materials.

c. All training by individual departments shall be documented and a file maintained specifying the names of all personnel trained, the date of training, and the person/program conducting the training. All online annual training shall be maintained by Human Resources.

.8 LIST OF HAZARDOUS CHEMICALS

The following table list is an example of known chemicals used by County Roads Department employees. Further information on all chemicals maintained and used throughout the county can be reviewed on the County Intranet or Internet website, or by viewing the attached link: https://msdsmanagement.msdsonline.com/1e89af92-8e67-442f-a0b9-73ba09faf4a2/ebinder/locations/. MSDS and SDS are maintained by the Clallam County Human Resources Department.

List of Chemicals: MSDS/SDS identity:

Chemical Name	Manufacturer	Location Used
Amrep Brake & Parts Cleaner II Next Dimension Brake Parts Cleaner	ZEP, Inc., AMREP, Inc.	PA Roads Shop
AQUAMASTER HERBICIDE	Monsanto Company	PA Roads Shop
CASORON 4G (1630)	Dichlobenil, Herbicide, Chemtura Corp.	PA Roads Shop
Citrus Cleaner	ZEP Inc.	PA Roads Shop
COPPER PASTE 100G TUBE	WURTH USA Inc.	PA Roads Shop
CU 1100 COPPER 1 LB.	WURTH USA Inc.	PA Roads Shop
DIELECTRIC GREASE 3 OZ	WURTH USA Inc.	PA Roads Shop
DOS THREAD LOCK GREEN-BRNG RETAIN	WURTH USA Inc.	PA Roads Shop
DOS THREAD LOCK RED	WURTH USA Inc.	PA Roads Shop
DP 300 Hylomar Tube 100 Gr	WURTH USA Inc.	PA Roads Shop
DuPont Karmex DF Herbicide	E.I. DuPont Canada Co.	PA Roads Shop
DuPont OUST XP HERBICIDE	DuPont	PA Roads Shop
DuPont Telar DF Herbicide	DuPont	PA Roads Shop
GARLON 4 ULTRA HERBICIDE	The Dow Chemical Co.	PA Roads Shop
GARLON* 3A Herbicide	The Dow Chemical Co.	PA Roads Shop
Garlon* 4 Herbicide	Dow AgroSciences Canada, Inc.	PA Roads Shop
Gasoline (All Grades)	Murphy Oil Corporation USA, Inc.	PA Roads Shop
INSTANT HAND SANITIZER	ZEP Inc.	PA Roads Shop

Instant Knockdown Wasp & Hornet Killer	ZEP Inc.	PA Roads Shop
No. 2 Diesel Fuel	PHILLIPS 66 COMPANY	PA Roads Shop
NONFLAMMABLE BRAKE & PARTS CLEANER	WURTH USA Inc.	PA Roads Shop
OASIS 100	Ecolab Inc.	PA Roads Shop
OASIS 137 ORANGE FORCE	Ecolab Inc.	PA Roads Shop
PDI Sani-Cloth AF3 Germicidal Disposable Wipe	Pro Disposables Intl, Inc	PA Roads Shop
REACH	ZEP Inc.	PA Roads Shop
ROUNDUP PRO Herbicide	Monsanto Company	PA Roads Shop
Roundup Ultra Max Herbicide	Monsanto Company	PA Roads Shop
Sahara DG herbicide	BASF Corporation	PA Roads Shop
SD-20 ALL PURPOSE CLEANER (BULK)	Spartan Chemical Company, Inc.	PA Roads Shop
Silicone Lubricant 10.5 fl oz.	WURTH USA Inc.	PA Roads Shop
UNLEADED GASOLINE	Exxon Mobil Corp.	PA Roads Shop
Utility Mates Hornet & Wasp Spray 862	Aervoe Industries, Inc.	PA Roads Shop
Vanblend 910	UNIVAR USA, INC.	PA Roads Shop
White Acetone Solvent Traffic – 100 VOC	RoadSafe Traffic Systems Inc.	PA Roads Shop
Wurth Brake & Parts Cleaner	Shrader Canada Limited	PA Roads Shop
Yellow Sheen HI VOC LF SB TP	RoadSafe Traffic Systems Inc.	PA Roads Shop
ZEP 40, 0144	ZEP Inc.	PA Roads Shop
Zep 45	ZEP Inc.	PA Roads Shop
ZEP AQUAPEL APPLICATORS	ZEP Inc.	PA Roads Shop
ZEP FORMULA 940-E	ZEP Inc.	PA Roads Shop
ZEP ORANGE GEL DEGREASER	ZEP Inc.	PA Roads Shop
Zep Super Penetrant	ZEP Inc.	PA Roads Shop
ZEP-OFF	ZEP Inc.	PA Roads Shop
ZEP-O-KREME	ZEP Inc.	PA Roads Shop
Zep-O-Shine	ZEP Inc.	PA Roads Shop

OSHA QUICK CARD™

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 hazar to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represer a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

Health Hazard  ▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity	**Flame**  ▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides	**Exclamation Mark**  ▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  ▪ Gases Under Pressure	**Corrosion**  ▪ Skin Corrosion/Burns ▪ Eye Damage ▪ Corrosive to Metals	**Exploding Bomb**  ▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides
Flame Over Circle  ▪ Oxidizers	**Environment** **(Non-Mandatory)**  ▪ Aquatic Toxicity	**Skull and Crossbones**  ▪ Acute Toxicity (fatal or toxic)

.9 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.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

Employers must ensure that SDSs are readily accessible to employees.
See Appendix D of 1910.1200 for a detailed description of SDS contents.

https://www.osha.gov/Publications/HazComm_QuickCard_SafetyData.html