



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part I – Administrative Services**



*Subject:*

**Hazard Communications Program**

*Section – Policy Number:*

**C: Property Management – 7.3**

*Supersedes:*

I-C-7.3 (12/02)  
 I-C-2.1.a (10/96)  
 I-C-2.1 (01/96)

*Effective Date:*

**12/01/2002**

*Date of Last Revision:*

**06/17/2011**

**Related Standards and References:**

- [Occupational Safety and Health Act of 1970](#)
- [ORS 654.196](#) (Hazard Communication and Hazardous Substances)
- OR-OSHA, "[Hazard communication: A guide to safe work practices](#)"
- [OAR 437, Division 2](#) (General Occupational Safety and Health Rules)
- [OYA Policy](#): I-C-7.0 (Safety and Health Program)  
 I-D-1.5 (Workers' Compensation)

**Related Procedures:**

- None

**Policy Owner:**

Human Resources Manager

**Approved:**

Colette S. Peters, Director

**I. PURPOSE:**

This policy governs OYA's hazard communications program.

**II. POLICY DEFINITIONS:**

None

**III. POLICY:**

Each local office and facility must have a local hazard communication program to identify hazardous chemicals used in the workplace, provide information to staff about hazardous chemicals, and designate staff responsibilities.

**IV. GENERAL STANDARDS:**

- A. Local Safety and Wellness Coordinators must -

1. Maintain a copy of the written hazard communications program including a list of hazardous chemicals and an up-to-date set of Material Safety Data Sheets (MSDS);

The MSDS is written information about a hazardous chemical which contains a list of the chemical and common name(s), characteristics, the physical and health hazards, the main way the chemical enters the body, exposure limits, handling precautions, control measures, emergency and first aid steps, and the date the sheet was prepared or updated.

2. Compile and maintain a listing of all known hazardous chemicals used by agency staff and offenders; and
3. Distribute MSDS to supervisors/managers, including MSDS for hazardous chemicals used by contractors.

B. Immediate supervisors/managers must ensure -

1. Appropriate warnings about hazardous chemicals at workplace locations are posted;
2. Each staff and offender worker signs-off that he/she has read the MSDS for his/her work area;
3. Offenders using hazardous materials are supervised by staff to make sure proper safety procedures are followed. Personal care products provided to offenders must be kept in a locked cabinet and must be used under direct supervision of staff;
4. All containers of hazardous chemicals:
  - a) Are clearly labeled with the name of the chemical or product. The label should indicate the location of the nearest MSDS.
  - b) Contain appropriate hazard warnings.
  - c) List the name and address of the manufacturer.
5. Use of containers that are improperly labeled is prohibited;
6. All secondary containers are labeled and have a copy of the original manufacturer's label or labels that identify the contents and hazard warnings;
7. MSDS are available for review by all staff at their work location, and contacts the local Safety and Wellness Coordinator immediately if MSDS are not available;

8. Health and safety orientation information is provided to each new staff and offender worker when a new chemical hazard is introduced in the workplace including:
  - a) An overview of the local Hazard Communication Program and where the written program can be reviewed;
  - b) Chemicals present in his/her workplace and the possible physical health effects associated with exposure;
  - c) How to read labels and location of MSDS;
  - d) An explanation of the primary and secondary labeling system and why secondary containers must be labeled;
  - e) Steps the agency has taken to prevent or reduce exposure to hazardous chemicals at the work site;
  - f) How to determine the presence or release of hazardous chemicals in the workplace;
  - g) Use of personal protection equipment (PPE) and safe work practices to prevent or reduce chemical exposure; and
  - h) Emergency procedures to follow if exposed to chemicals.
9. The local Safety and Wellness Coordinator is informed whenever new hazardous chemicals are introduced into the work unit; and
10. When hazardous non-routine tasks are assigned that may involve contact with hazardous chemicals, the following information is provided:
  - a) Specific chemical hazards;
  - b) Protective/safety measures staff should take; and
  - c) Measures the agency has taken to lessen the hazards including ventilation, respirators, presence of another staff, and emergency procedures.

C. The Central Safety and Wellness Manager must -

1. Provide the local Safety and Wellness Coordinators with a list of supplies, locations, and work processes (e.g., copy machines and microfilm equipment) where hazardous chemicals are used.
2. Ensure written contracts with outside vendors include a requirement to provide a listing of the hazardous chemicals they use and copies of MSDS.

3. Provide the local Safety and Wellness Coordinators with the listing of chemicals used by contractors, copies of the MSDS, and the location where the work will be conducted.
4. Provide contractors with a listing of hazardous chemicals used in the workplace in the location where they will work and the necessary precautions the contractor's employees should take.

**V. LOCAL OPERATING PROTOCOL REQUIRED: NO**