



OREGON YOUTH AUTHORITY
Policy Statement



I-C-7.3 - Hazard Communications Program

Approved:

Karen Brazeau, Director

Effective:

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Supersedes:

I-C-2.1 (1/96)
I-C-2.1.a (10/96)

Interpretation:

REFERENCE

Occupational Safety and Health Administration (OSHA), Code of Federal Regulations (CFR)

(http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=100998&p_text_version=FALSE)

ORS 654.196 (Hazard Communication and Hazardous Substances)

Oregon OSHA (OR-OSHA), *Hazard Communication – A safe-work-practice guide*

(<http://www.cbs.state.or.us/external/osha/pdf/pubs/2034.pdf>)

OAR 437, Division 2 (General Occupational Safety and Health Rules)

OYA policy: I-C-7.0 (Safety Program)

I-D-1.5 (Workers' Compensation)

POLICY

Each local office and facility will establish a local hazard communication program to identify hazardous chemicals used in the work place, provide information to staff about hazardous chemicals and designate responsibilities.

I. Staff responsibilities

A. Local Safety Coordinator

1. Maintains a copy of the written program including a list of hazardous chemicals and an up-to-date set of Material Safety Data Sheets (MSDS).
 - a) The MSDS is written information about a hazardous chemical which contains a list of the chemical and common name(s), characteristics, the physical and/or 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. Compiles and maintains a listing of all known hazardous chemicals used by agency staff.
3. Distributes MSDS to Supervisors/Managers, including MSDS for hazardous chemicals used by contractors.

B. Immediate Supervisor/Manager

1. Posts appropriate warnings about hazardous chemicals at work place locations.
2. Ensures that each staff signs-off that he/she has read the MSDS for his/her work area
3. Ensures that offenders using hazardous materials shall be supervised by staff to ensure that proper safety procedures are followed. Personal care products provided to offenders shall be kept in a locked cabinet and must be used under direct supervision of staff.
4. Ensures that all containers of hazardous chemicals received:
 - a) Are clearly labeled with the name of the chemical or product.
 - (1) Label should indicate location of nearest MSDS.
 - b) Contain appropriate hazard warnings.
 - c) List the name and address of the manufacturer.
5. Prohibits the release and use of containers that are improperly labeled.
6. Ensures that 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. Ensures that MSDS are available for review by all staff at their work location.
 - a) Contacts the Local Safety Coordinator immediately if MSDS are not available.

8. Provides health and safety orientation information to each new staff and when a new chemical hazard is introduced in the work place including:
 - a) An overview of the local Hazard Communication Program and where the written program can be reviewed.
 - b) Chemicals present in his/her work place and the possible physical health effects associated with exposure.
 - c) How to read labels and MSDS.
 - d) An explanation of the secondary labeling system.
 - 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 work place.
 - g) Use of personal protection equipment (PPE) and safe work practices to prevent or reduce chemical exposure.
 - h) Emergency procedures to follow if exposed to chemicals.
9. Informs the Local Safety Coordinator and each staff whenever new hazardous chemicals are introduced into the work unit.
10. When hazardous non-routine tasks are assigned that may involve contact with hazardous chemicals, provides information about:
 - a) Specific chemical hazards.
 - b) Protective/safety measures staff should take.
 - c) Measures the agency has taken to lessen the hazards including ventilation, respirators, presence of another staff, and emergency procedures.

C. Support services general manager

1. Provides the agency, which in turn provides the Local Safety Coordinator, with a list of supplies, locations, and work processes (i.e., copy machines and microfilm equipment) where hazardous chemicals are used.

2. Ensures written contracts with outside vendors include a requirement to provide a listing of the hazardous chemicals they use and copies of MSDS.
3. Provides the Local Safety Coordinator with the listing of chemicals used by contractors, copies of the MSDS, and the location where the work will be conducted.
4. Provides outside contractors with a listing of hazardous chemicals used in the work place in the location where they will work and the necessary precautions their employees should take.