



DEPARTMENT OF CORRECTIONS
Human Resources



Title:	Hazard Communication Program	DOC Policy: 20.6.8
Supersedes:	DOC Policy 20.6.8, "Hazard Communication Program," dated 07/15/98	
Applicability:	All employees, volunteers, and contractors	
Reference:	OAR Chapter 437, Division 2, Subdivision Z, Hazard Communication	

I. PURPOSE

To establish a hazard communication program to train and inform employees volunteers, and contractors about the hazards of chemicals in the work place to enhance their safety and health.

II. DEFINITIONS

- A. Authorized Employee: a trained department employee authorized to use hazardous chemicals and supervise inmates who handle or use hazardous chemicals.
- B. Hazardous Chemical: any chemical, which is a physical or health hazard.
- C. Hazardous Chemical List: list of hazardous chemicals at each functional unit.
- D. Label: written or printed material affixed to containers of hazardous chemicals.
- E. Material Safety Data Sheet (MSDS): written or printed material concerning a hazardous chemical.
- F. Personal Protective Equipment (PPE): specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

III. POLICY

- A. Functional units shall ensure that:
 - 1. All hazardous chemicals have been identified and listed. This hazardous chemical list shall be continually maintained.

2. There is a process to introduce new chemicals into the functional unit to ensure safety and necessary training.
- B. Managers and/or supervisors shall ensure that:
1. Hazardous chemicals (new or improved replacement products) have an MSDS on file before use and will obtain an MSDS if necessary. Product is not to be used before MSDS is received and necessary training has been provided.
 2. Containers of hazardous chemicals are properly labeled when received. Labeling shall include:
 - a. Chemical content;
 - b. Appropriate hazard warning; and
 - c. The manufacturer's name and address.
 3. Secondary containers of hazardous chemicals are properly labeled. Labeling shall include:
 - a. Chemical content;
 - b. Appropriate hazard warning; and
 - c. The manufacturer's name and address.
 4. Employees are informed of any hazardous non-routine tasks that they may be required to do when using hazardous chemicals.
 5. Contractors are informed about and/or trained to the department hazard communication program.
 6. MSDS sheets are obtained from contractors for all hazardous chemicals brought onto department property, before work is started.
 7. Employees and contractors are provided with information on any hazardous materials in pipes and the potential hazards and safety precautions to be taken.
- C. Assigned functional unit safety manager or designee shall:
1. Be the designated contact person for the hazard communication program.
 2. Maintain the hazardous chemical list as an attachment to a copy of this policy. Chemical lists and MSDS sheets for contractors shall be included as a temporary attachment.
 3. Maintain the central file of MSDS sheets.

4. Monitor this program to ensure that policies are carried out and that the plan is effective. When necessary, recommend the program be changed to correct any deficiencies.
- D. Employee information and training. All employees shall be provided with information and training on hazardous chemicals in their work area at time of initial assignment and whenever a new hazard is introduced into their work area. Human Resources -Training shall maintain records of training provided. Training shall include:
1. A general overview of the hazard communication rule.
 2. Where hazardous chemicals are present in their workplace.
 3. Location and availability of the written hazard program, hazardous chemical list, and Material Safety Data Sheets (MSDS).
 4. How to read and use container labels.
 5. How to read a MSDS sheet to obtain hazard information.
 6. General physical and health hazards of the chemicals in the work area.
 7. How to detect the release of hazardous chemicals in the work area.
 8. How to prevent and protect from exposure to chemicals by the use of Personal Protective Equipment (PPE) or other workplace practices and/or controls.
 9. Information when there are changes on a MSDS sheet that concerns their safety and/or when new hazardous chemical products are introduced into the workplace.
 10. Emergency procedures to follow if exposed to hazardous chemicals.
- E. Storage, controlled use, and disposal of hazardous chemicals with flammable, toxic, and caustic properties:
1. Storage shall be:
 - a. In a secure area upon arrival at the facility. The amount received shall be documented on the Flammable-Toxic-Caustic Materials Log (Attachment A).
 - b. By approved methods as indicated on the MSDS, and in accordance with OR-OSHA, Oregon Department of

Environmental Quality, Oregon Health Division, and State Fire Marshal rules and regulations.

2. Controlled use shall be:
 - a. By dispensing into proper containers or canisters under supervision of or by an authorized employee.
 - b. By issuing amounts that will be only what is necessary for one day's use.
 - c. By documentation by an authorized employee on the Flammable-Toxic-Caustic Materials Log (Attachment A).
 - d. By observing all provisions and precautions for use listed on the MSDS.
3. Disposal of hazardous waste or chemicals shall be that:
 - a. Waste is stored in a secure area prior to disposal.
 - b. All local, state, and federal rules and regulations shall be followed.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

