

<b>OREGON MILITARY DEPARTMENT</b>	<b>NUMBER: AGP-99.200.05</b>
<b>ADJUTANT GENERAL PERSONNEL</b>	<b>EFFECTIVE DATE: June 30, 2025</b>
<b>SUBJECT: Hazard Communication Policy</b>	

### **APPLICABILITY:**

This policy and the procedures contained herein are applicable to state employees.

Note: state employees working within AGI (AGI-PPRP, AGI-S, AGI-E, AGI-C, AGI-O, Wildland Fire Program, Camp Rilea, Camp Withycombe, Camp Umatilla, Najaf Training Center and Biak Training Center) and correctly implementing ORARNGR 200-1, ORARNG PAM 200-1 and ORARNGR 420-47 will be in conformance with this policy *and are not required to take additional actions*.

### **AUTHORITY/REFERENCE:**

OSHA CFR 1910.1200  
OAR 437-002-1910.1200

### **ATTACHMENTS:**

Hazard Communication Chemical Inventory  
Policy/Plan Acknowledgement (Hazard Communication Training)

### **PURPOSE:**

To set forth policy and establish procedures concerning Hazard Communications which will enhance the safety and well-being of the Oregon Military Department employees. Execution of this policy is designed to provide for compliance with the Oregon Safety and Health Administration's Hazard Communication Standard.

### **RESPONSIBILITY:**

The Hazard Communication Policy is to be implemented at each site occupied by state employees of the Oregon Military Department. A Hazard Communications Officer (HCO) for each site will be appointed by the division or site manager. HCO is responsible for management, compliance, and training in accordance with this policy. Facilities will be responsible for maintenance of SDS, labeling, and inventory.

## **HAZARD COMMUNICATION PLAN:**

A Hazard Communication Plan must be created for each state occupied site and modified specifically to the hazards, inventory, location of chemicals, and the name of the HCO. A copy of the plan will be kept on file with the HCO, the AGP Safety Specialist and in the SDS binder on location available to all employees.

Hazard Communication Plans will be updated when new chemicals or hazards are introduced into the working environment and reviewed annually. All chemical purchase requests will also include a request for a Safety Data Sheet (SDS).

## **CONTAINER LABELING:**

All hazardous chemical containers used at this workplace will either have the original manufacturer's label --that includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party -- OR a label with the appropriate label elements just described; OR workplace labeling that includes the product identifier and words, pictures, symbols, or combination that provide at least general information regarding the hazards of the chemicals.

If a chemical is to be transferred to a separate container, the HCO will ensure that the new container has been labeled properly, i.e. that all secondary containers are labeled with an extra copy of the original manufacturer's label or with a generic label that includes the information listed above. Containers must be approved for storage and/or dispensing of the particular hazardous chemicals contained in them.

It is the responsibility of the employees to report worn or torn labels to their supervisor. It is the responsibility of the supervisor to insure that these labels are replaced immediately.

## **SAFETY DATA SHEETS:**

The HCO will be responsible for ensuring sites maintain the SDS sheets. This includes the review of incoming sheets for new and significant safety/health information and an annual review for accuracy and completeness.

Safety Data Sheets are readily available to all employees during their work shifts. Employees can review Safety Data Sheets for all hazardous chemicals used at this workplace.

All Safety Data Sheets (SDS) must be kept in an organized fashion and must be placed in an identified and accessible location for all employees to view at will. A duplicate set of SDS information must be maintained by the Hazard Communication Officer. SDS sheets may be obtained and maintained electronically as long as all requirements for distribution and accessibility are met.

## **TRAINING AND EMPLOYEE INFORMATION:**

New employees should be given a copy of the Hazard Communication Plan as part of orientation. The minimum orientation and training for all employees is as follows:

- An overview of the requirements contained in the Hazard Communication standard, 29 CFR 1910.1200;
- Chemicals present in their workplace operations and this office
- Location and availability of the written HCP
- Physical and health effects of the hazardous chemicals listed on the inventory list of this program
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment
- Steps taken to lessen or prevent exposure to the chemicals listed on the inventory list
- Emergency procedures to follow if exposed to chemicals
- Location of SDS file and location of hazardous inventory list
- Proper labeling requirements for containers
- Explanation on how to read and interpret each SDS.

Before any new chemical is used, all employees will be informed of its use, will be instructed on safe use, and will be trained on hazards associated with the new chemical. All employees will attend additional training, as appropriate, to review the HCP and SDS. Appropriate library reference material will also be discussed during the training session(s).

Contractors working on-site who may be exposed to hazardous chemicals must be provided with the following information.

- The identity of the chemicals, how to review our SDS's, and an explanation of the container labeling system.
- Safe work practices to prevent exposure.

The HCO will also obtain a SDS for any hazardous chemical a contractor or visitor brings into the workplace

## **INFORMING EMPLOYEES ABOUT HAZARDOUS CHEMICALS IN PIPES**

This workplace follows the labeling requirements in OAR 437-002-0378 concerning the labeling of pipes. Before working in areas where hazardous chemicals are transferred through unlabeled pipes or where pipes are insulated with asbestos-containing material, employees will contact the HCO for the following information:

- The chemicals in the pipes.
- The physical or health hazards of the chemicals present.
- The safe work practices necessary to prevent exposure.

### **INFORMING EMPLOYEES WHO DO SPECIAL TASKS:**

Before employees perform special (non-routine) tasks that may expose them to hazardous chemicals, their supervisors will inform them about the chemicals' hazards. Their supervisors also will inform them about how to control exposure and what to do in an emergency. The employer will evaluate the hazards of these tasks and provide appropriate controls including Personal Protective Equipment all additional training as required.

**Inquiries / Questions:** Questions pertaining to this guidance may be directed to AGP at 971-355-3986

*Tracy GARCIA*

Tracy Garcia  
Adjutant General Personnel  
Oregon Military Department

## Hazard Communication Chemical Inventory (Attachment 1)

**Site Hazard Communication Officer:** \_\_\_\_\_

[illegible]

**Policy/Plan Acknowledgement**  
**Hazard Communication Training**  
(Attachment 2)

I acknowledge that I have read and understood the AGP Policy 99.200.05 on Hazard Communication.

I acknowledge that I have received training on the inventory of chemicals that are in my workspace and will and have been given a copy of this policy.

I will abide by this policy and I realize that this signed statement will be placed in my personnel file.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Division/Section

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date