



# 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 (6/11)  
I-C-7.3 (12/02)  
I-C-2.1.a (10/96)  
I-C-2.1 (01/96)**

Effective Date:

**07/16/2018**

Date of Last Review:

**07/16/2020**

**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:**

Joseph O'Leary, Director

#### I. PURPOSE:

This policy established standards for OYA's hazardous chemicals communications program (hazard communications program).

#### II. POLICY DEFINITIONS:

**Safety Data Sheet (SDS):** 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.

#### 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 a current set of Safety Data Sheets (SDSs);
  - 2. Compile and maintain a list of all known hazardous chemicals used by staff and youth;
  - 3. Provide the Central Safety and Wellness manager with a list of supplies, locations, and work processes (e.g., copy machines and microfilm equipment) where hazardous chemicals are used;
  - 4. Ensure written contracts with outside vendors include a requirement to provide a list of hazardous chemicals they use, and copies of SDSs; and
  - 5. Upon request, provide contractors with a list of hazardous chemicals used in the workplace in the location where they will work, and related SDSs.
  
- B. Immediate supervisors/managers must ensure -
  - 1. Appropriate warnings about hazardous chemicals at workplace locations are posted;
  - 2. Each staff and youth worker signs-off that he/she has read the SDS for his/her work area;
  - 3. Youth using hazardous materials are supervised by staff to make sure proper safety procedures are followed. Personal care products provided to youth 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.
    - 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. SDS are available for review by all staff at their work location, and contacts the local safety and wellness coordinator immediately if SDS are not available;

8. Health and safety orientation information is provided to each new staff and youth 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 SDS;
  - 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 support and consultation to the local safety and wellness coordinators and ensure SDS are current;
2. Assist with contracts when needed with outside vendors to provide a list of the hazardous chemicals they use and copies of SDSs; and
3. Ensure the local safety and wellness coordinators maintain the listing of chemicals used by contractors, copies of the SDS, and the location where the work will be conducted.

**V. LOCAL OPERATING PROTOCOL REQUIRED: YES**

Each facility, field office, and Central Office must designate who the local safety and wellness coordinator is, and where the SDS are located on site.