

## **25.02 Hazard Communication Policy**

### **1. Policy**

Powell County complies with the Hazard Communication guidelines outlined in CFR 29 1910.1200 to provide identification and labeling of all chemicals used in the workplace to their employees.

### **11. Applicability**

All County worksites and Facilities

#### **111. Policy/Procedures**

This policy provides for the communication of potential hazards to full-time and part- employees who work with or are exposed to hazardous chemicals in the workplace.

The Hazard Communication Policy guarantees all employees the “Right to Know” the hazards and identities of the chemicals with which they work, serves to reduce the occurrences of chemical related occupational illnesses and injuries and informs employees of their rights and responsibilities as well as Powell County’s responsibility to comply with the OSHA Hazard Communication Standard.

The OSHA Hazard Communication Standard was enacted to ensure that employees are aware of the potential hazards associated with occupational exposure to chemicals. The regulation requires employers to compile and maintain chemical inventories and Safety Data Sheets, establish labeling requirements and to provide training to employees who work with hazardous materials.

#### **Storing and Labeling Hazardous Substances**

No department or employee shall use, store or allow any other person to use or store a hazardous substance in a county facility if the container does not meet the labeling requirements outlined by the OSHA Hazard Communication Standard. The identity of the chemical and appropriate hazard warnings must be shown on the label as well as the name and address of the manufacturer or other responsible party. The label should be legible, permanently displayed and written in English.

All County departments must prepare an inventory list, alphabetized by common name, identifying all hazardous chemicals and products in the workplace. This list must be submitted to the Safety Adviser by June 1<sup>st</sup> of each year. The Safety Adviser will maintain and manage the Chemical Inventory Master Database for all County departments.

#### **Safety Data Sheets**

Safety Data Sheets (SDS) must be supplied by the manufacturer or distributor of each chemical upon initial shipment. The County must retain a copy of the SDS for each hazardous chemical listed on the Chemical Inventory List.

Each County facility will maintain the SDS for their facility, with the Master Chemical Inventory List being maintained in the office of the Safety Adviser.

## **Training**

The County will provide training to all employees working with hazardous chemicals in their work area at the time of employment. Training will also be provided if the employee is reassigned to a different work area, or when a new hazardous chemical is introduced into the work area. The required Hazard Communications Training is provided to all employees thru the County Safety Program.

## **Contractors**

Contractors are required to keep SDS on-site for any hazardous chemicals brought onto County property and to comply with OSHA regulations while working on county property. Employees who need to access chemical information related to contractor activity should contact the respective Department Head.

## **SDS**

Safety Data Sheets. Documents which provide detailed information about a chemical's hazards and how to work with each chemical safely. Each chemical manufacturer or importer is required to provide a SDS for each of their chemicals. To obtain copies of an SDS contact the Courthouse Maintenance staff or the County Road Shops.

## **Hazardous Chemical**

Any chemical, substance or product which is known to be present in the workplace in such a manner those employees may be exposed under normal conditions of use or in a foreseeable emergency.