

MARION COUNTY SAFETY MANUAL ANNEX C – HAZARD COMMUNICATIONS

Overview

Many chemicals are used throughout the County on a daily basis. In the workplace, everyone is responsible for the safe handling, use and storage of chemicals. Employers have the responsibility of protecting employees from chemical hazards while on the job. Employees have the responsibility of insuring that they follow all established procedures when handling and working with chemicals. The following guidelines should be used to prevent unnecessary accidents or injuries:

1. Each employee using any type of chemical on their job should read all available manufacture's product information.
2. Each department head or supervisor should maintain a complete list of chemical products and MSDS sheets on hand for immediate information in the event of an accident. This information should be placed in a conspicuous place accessible by all employees in the event of an accident.
3. Extreme care should be exercised by all employees working with chemicals.
4. No food or drinks shall be allowed in an area where potentially toxic substances are stored, mixed or otherwise handled.
5. Be extremely careful to avoid spills or splashes when handling chemicals.
6. It is required that employees wear all appropriate PPE when handling chemicals.
7. If you come in contact with a chemical, take immediate action by flushing the affected part with water. If swallowed, check the warning label on the product and follow instructions.
8. Poison Control and EMS numbers will be posted in all chemical storage areas.
9. All chemicals must be stored in appropriate containers. All first aid treatment methods must be either attached to the container or readily available should an accident occur.
10. All chemical accidents and injuries will be reported immediately.

OSHA Standard

The OSHA Hazard Communications Standard (29 CFR 1910.1200) is established to help employers keep employees safe when dealing with hazardous chemicals. The standard states that employees have the right-to-know about the hazards they face on the job, and how to protect themselves against these hazards. Employees must be told the chemical hazards through container labels and material safety data sheets (MSDS). This standard also requires employers to have a written hazard communications program in place. The hazard communications program must include:

1. Informing employees about the hazard communications standard.
2. How the hazard communications standard is put into effect in the workplace.

3. Provide information and training in hazardous chemicals including; recognizing and understanding MSDS, and use of safe procedures when working with hazardous substances.

Department Responsibilities

All county departments that use chemicals will develop a written hazard communications plan, and will be responsible for maintaining current MSDS for all chemicals used by their department. It will also be the responsibility of the department head or supervisor to insure that all employees have a clear understanding of the department's hazard communication plan. These department hazard communication plans and MSDS files will be reviewed annually during the Safety Team Inspection.

Hazardous Materials Response

An important part of any hazard communications plan is identifying the appropriate emergency response agency following a chemical incident. In the event of a chemical incident, employees should notify 911 and make every effort to have the MSDS of the chemical involved available for emergency responders. All employees who are not contaminated should take appropriate safety precautions and not enter the hazard area.

