

## Division of Public Health Administrative Manual

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<b>Chapter:</b>	<b>Health and Safety</b>
<b>Title:</b>	<b>Hazard Communications Policy and Procedure</b>
<b>Current Effective Date:</b>	<b>11/01/07</b>
<b>Revision History:</b>	
<b>Original Effective Date:</b>	<b>11/01/07</b>

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### PURPOSE

To establish a protocol for the development of a written Division of Public Health Hazard Communications Program at each applicable office or laboratory workplace and to assure that employees are effectively informed concerning workplace safety and health hazards where chemicals and hazardous substances are used.

### POLICY

1. The manager of each applicable office or laboratory workplace shall maintain a Master Hazardous Substance Inventory List of all hazardous substances used or stored at the applicable office or laboratory and each substance that employees can be reasonably anticipated to encounter while performing their job duties.

**Reference:** [Master Hazardous Substance Inventory List](#)

2. The manager of each applicable office or laboratory workplace shall maintain a current Material Safety Data Sheet (MSDS) on each hazardous substance listed in the Master Hazardous Substance Inventory List.
3. The manager of each applicable office or laboratory workplace shall ensure that all containers of hazardous substances are properly labeled, either with the manufacturer's original label or one which contains the product name and any hazard warnings contained on the original label.
4. The manager of each applicable office or laboratory workplace shall train its employees on the content and requirements of the Hazard Communications Program and the proper use and handling of relevant hazardous substances.
5. For each hazardous substance stored in quantities greater than 55 gallons or 500 pounds, where applicable, the manager of each applicable office or laboratory workplace shall (1) indicate those substances on the Master Hazardous Substance Inventory List or incorporate them in a second list, (2) maintain a facility map that indicates the bulk storage areas of the substances, and (3) submit the Master Hazardous Substance Inventory List and the facility map to the following agencies:
  - Local Fire Chief
  - Local Emergency Response Committee
  - State Emergency Response Committee
  - DHHS / DPH Safety Program Office

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---

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---

6. The manager of each applicable office or laboratory workplace shall communicate dangers and warnings to employees, clients, and visitors through the means of standard safety signs, tags, and markings.
7. Each applicable office or laboratory workplace that contains bulk storage of chemicals shall have posted on the exterior address a standard NFPA 704 sign designating the highest danger of all the substances within the building for each category.

### **ROLES AND RESPONSIBILITIES**

#### **Manager/ Supervisor shall:**

1. Define all employees and contractors who are deemed as potential occupational exposure candidates for hazardous substance safety training.
2. Ensure proper employee and contractor training is conducted on potential hazards associated with chemicals in their workplace. Training shall be in accordance with the following intent:
  - A. General training shall include, at a minimum:
    - The contents of this policy and the facility associated procedures.
    - How to read MSDS and labels.
    - The process by which to obtain the policy, procedures.
    - The purpose of the Master Hazardous Substance Inventory List and MSDS.
    - The meaning of safety markings, safety signs, and the NFPA 704 sign.
  - B. Specific training shall include, at a minimum, one of the following:
    - The proper use, associated hazards, warning signs and symptoms, exposure test methods, necessary protective equipment, and first aid for each hazardous substance with which an employee can be reasonably anticipated to come into contact during work activities; or
    - Categories of hazards (such as flammable, carcinogenic, etc.) and the test methods, necessary protective equipment, warning signs and symptoms, and other procedures for protection against each.
  - C. During new hire orientation process, each employee shall receive general training stipulated in the DHHS Human Resources Safety and Benefits Training and Performance Management Policy, and shall receive specific training prior to performing any task, which exposes the employee to a hazardous substance. Employees shall be retrained whenever the supervisor determines the need.
3. Conduct job hazard assessment to determine personal protective equipment (PPE) needs.

## Division of Public Health Administrative Manual

---

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---

4. Ensure employee conforms to safe work practices and proper personal protective equipment (PPE) usage and maintenance.
5. Investigate and report incidents relating to the use of hazardous chemicals.
6. Supervise the disposal of chemicals in accordance with local, state and federal guidelines.
7. Ensure Master Hazardous Substance Inventory List and MSDS documentation is maintained, made available to employees, and properly located in accordance with OSHA standards.
8. Maintain hazardous communication training records, including new hire and subsequent hazardous substances training, including offices that are deemed occupational exposure sites that require annual training, all in accordance with OSHA standards.
9. In the event of an over-exposure incident of an employee or contractors to a hazardous substance owned or stored by a DPH facility, the supervisor should ensure that a copy of the MSDS is provided to the attending medical personnel.
10. In the event of an over-exposure incident of an employee or contractor to a hazardous substance owned by an employer other than DPH, the supervisor should contact the DPH Safety Officer within one hour of notification, who should procure a copy of the MSDS as part of the accident investigation and make it available to the attending medical personnel.
11. Each supervisor who oversees bulk storage of chemicals shall (1) indicate those substances on the Master Hazardous Substance Inventory List or incorporate them in a second list, (2) develop and maintain a facility map that indicates the bulk storage areas of the applicable office or laboratory workplace, and (3) ensure the Master Hazardous Substance Inventory List and the facility map are provided to the following agencies:
  - Local Fire Chief
  - Local Emergency Response Committee
  - State Emergency Response Committee
  - DHHS / DPH Safety Program Office
12. Where determined necessary by the supervisor, standard safety signs complying with 29 CFR 1910.145, shall be posted to warn of real and/or potential dangers in accordance with the following criteria:
  - Danger signs shall be used in areas where a failure to adhere to the warning on the sign will result in injury.

## Division of Public Health Administrative Manual

---

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---

- Caution signs shall be used in areas where a failure to adhere to the warning on the sign may result in injury or occupational illness.
  - Safety First signs shall be used to convey guidance to prevent accidents or equipment misuse.
13. Inform all persons contracted of potential safety hazards within their applicable office or laboratory workplace, in addition to providing a copy of this policy and procedure for their review.
14. Provide to applicable office or laboratory workplace safety representative a MSDS for each hazardous substance they bring to the workplace to which department employees could become exposed.

### **Employees shall:**

1. Maintain awareness, through applicable MSDS documentation, of the hazards associated with chemicals, and methods of reducing exposures.
2. Plan and use chemicals in accordance with established safe work practices and protocols referenced in applicable MSDS documentation.
3. Plan and use all appropriate PPE required for working with a chemical as referenced with applicable MSDS documentation.
4. Dispose of chemicals in an appropriate manner in accordance with applicable MSDS documentation.
5. Report unsafe conditions to immediate supervisor.
6. Report incidents of hazardous chemical exposure to immediate supervisor.

### **DPH Safety Officer / Safety Representative shall:**

1. Act as a liaison to all applicable Division of Public Health facilities where hazardous chemicals are common in the workplace.
2. Assist in the interpretation of OSHA Hazard Communication Standards.
3. Generate and maintain a written Hazard Communication plan for the Division of Public Health

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---

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---

4. Conduct site audits to ensure conformance to OSHA Hazard Communication standards.
5. In the event of an over-exposure incident, the DPH Safety Officer, within ten days of receipt, shall furnish a copy of any MSDS, and to any member of the general public, requesting it in writing.
6. Where determined necessary, assist supervisor in posting standard safety signs complying with 29 CFR 1910.145 to warn of real and/or potential dangers in accordance with the following criteria; within the workplace.

### PROCEDURES

All managers of each applicable office or laboratory workplace in the Division of Public Health shall:

1. Maintain a Master Hazardous Substance Inventory List.
  - A. The Master Hazardous Substance Inventory List shall be maintained alphabetically by a common name and include the following information for each hazardous substance listed:
    - The common or trade name
    - The chemical name, if applicable
    - The location stored
    - The average amount stored in pounds or gallons
    - The maximum stored within the year in pounds and gallons
  - B. The Master Hazardous Substance Inventory List shall be updated annually, and whenever a new hazardous substance is added or deleted from the inventory
  - C. The Master Hazardous Substance Inventory List shall be made available to any employee immediately upon request.
  - D. The Master Hazardous Substance Inventory List shall be furnished to any member of the general public requesting it in writing within ten working days of receipt of such request.
  - E. The DPH Safety Officer shall be notified of any such request within three working days of receipt.
  - F. The DPH Safety Officer shall in turn notify the DHHS Safety & Benefits Manager of the request.

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---

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- G. The DPH Safety Officer shall provide a copy of the list to the DHHS Safety Program Manager by the first week of January of each year.
2. Have MSDS readily available to employees during all shifts.
- A. Each applicable office or laboratory workplace shall have available personal protective equipment (PPE) required by the MSDS for each substance and shall enforce its use.
- B. Where each applicable office or laboratory workplace maintains a location for the treatment of employees, the Master Hazardous Substance Inventory List, and associated MSDS, shall be maintained within that applicable office or laboratory workplace.
- C. The manager / supervisor of each applicable office or laboratory workplace shall be responsible for the maintenance of the MSDS. The MSDS shall be stored alphabetically by common or trade name in a marked notebook or filed in a location where all employees in the work area have immediate, unrestricted access at all times during their shift.
3. Updates to MSDS catalog shall include:
- A. Every purchase of a hazardous substance should contain a request for the vendor to provide a MSDS.
- The employee receiving a MSDS shall provide it to the person responsible for maintaining the MSDS files within one business day.
  - The person responsible for maintaining the MSDS files shall remove the old MSDS from the master file and replace it with the new, then send copies to all affected supervisors with instructions to do the same.
  - The person responsible for maintaining the MSDS files shall compare the old and new versions to determine the changes. If the new version reflects a chemical composition change with associated hazards different from the old version, the old MSDS should be retained as an employee exposure record in accordance with DHHS Recordkeeping Policy.
- B. When use of a hazardous substance is discontinued or is no longer considered an exposure risk to employees, the affected supervisor shall remove the MSDS from the notebook. The person responsible for maintaining the MSDS files shall remove the MSDS from the master file and the hazardous substance list, but should retain the MSDS as an exposure record in accordance with DHHS Human Resources Safety and Benefits Training and Performance Management Policy.

### DOCUMENT HISTORY

11/01/07: Initial approval of procedure

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**DEFINITION OF TERMS**

**Substance** - an item meeting one (1) or more of the following conditions:

- A. Any element, chemical compound, or mixture of one (1) or both in liquid, aerosol, or gaseous form.
- B. Any solid material small enough to enter the body through ingestion or respiration.
- C. Any solid material which is changed or converted during use in a manner which may create or release a dust or gas.
- D. Any medication that is intended to be mixed or changed from its original form prior to use.

**Hazardous Substance** - any substance that could result in harm to an employee if ingested, absorbed, inhaled, or touched.

**Material Safety Data Sheet (MSDS)** - a document, prepared by the manufacturer of a hazardous substance, which contains information on the hazards associated with that substance.

**Extremely Hazardous Chemical** - any chemical listed on the Environmental Protection Agency's list of Extremely Hazardous Chemicals.

**Bulk Storage** - Quantities greater than 50 pounds or 500 gallons (storage capacity). Only this information must be shared with the listed agencies. This is the Superfund Amendments and Reauthorization Act (SARA) TIER II reporting threshold.