

PASSED BY THE CALHOUN COUNTY BOARD OF
SUPERVISORS
February 16, 2016

CALHOUN COUNTY
Hazard Communication Program

Policy:

The purpose of this notice is to inform you that Calhoun County is complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, by using SDSs, by ensuring that containers are labeled and by providing you with training.

Procedure:

This program applies to all work operations in our company where you may be exposed to hazardous substances under normal working conditions or during an emergency situation.

Your Safety Director is the coordinator, who has overall responsibility for the program. He/she will review and update the program, as necessary. Copies of the written program may be obtained from your Safety Director.

Under this program, you will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourselves from these chemicals. You will also be informed of the hazards associated with non-routine tasks, such as the cleaning of reactor vessels and the hazards associated with chemicals in unlabeled pipes.

Lists of Hazardous Chemicals

The Safety Director will make a list of all hazardous chemicals and related work practices used in the facility and will update the list as necessary. Our list of chemicals identifies all the chemicals used in all areas. A separate list is available for each work area and is posted there. Each list also identifies the corresponding SDS for each chemical. A master list of these chemicals will be maintained and is in the office of the Safety Director.

Safety Data Sheets (SDS)

SDSs provide you with specific information of the chemicals you use. The SDS will be a fully completed OSHA Form 174 or equivalent. Each work site maintains an SDS for hazardous materials in that area. SDSs will be made readily available to you at your work stations during your shifts. All new SDSs should be in their 16 section format.

Each department head/shop foreman is responsible for acquiring current and updated SDS's. He/she will contact the chemical manufacturer or vendor if additional research is necessary or if an SDS has not been supplied with an initial shipment. The department head/shop foreman must clear all new procurements for the company. A master list of SDSs is available in the office of the Safety Director.

Labels and Other Forms of Warning

The Safety Director will ensure that all hazardous chemicals in the County are properly labeled and updated, as necessary. Labels should list Product Identifier Pictogram, Signal Word, Hazard Statement(s), Precautionary Statements, Name, Address and Phone Number. You may refer to the corresponding SDS to assist you in verifying label information. Containers that are shipped from the plant will be checked by the department head to make sure all containers are properly labeled. If you transfer chemicals from a labeled container to a portable container, labels are required on the portable container.

Non-Routine Tasks

When you are required to perform hazardous non-routine tasks (e.g., cleaning tanks, entering confined spaces, etc.), a special training session will be conducted to inform you regarding the hazardous chemicals to which you might be exposed and the proper precautions to take to reduce or avoid exposure.

Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by the Safety Director/Shop Foreman or Head of Maintenance. A program should be held using different types of training. Whenever a new hazard is introduced, additional training will be provided. Regular safety meetings may also be used to review the information presented in the initial training. Shop foremans, managers and other supervisors will also be trained regarding hazards and appropriate protective measures so they will be available to answer questions from employees and provide daily monitoring of safe work practices.

The training plan will emphasize these items:

- Summary of the standard and this written program.
- Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc.)
- Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
- Procedures to protect against hazards (e.g., personal protective equipment required, proper use, and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response).
- Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
- Where SDS are located, how to read and interpret the information on both labels SDSs, and how employees may obtain additional hazard information. If electronic systems are used, how employees access the system and what to do if backup system is required.

The Safety Director or designee will review our employee training program and advise the training or refraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace, but it will be company policy to provide annual training to ensure the effectiveness of the program. As part of the assessment of the training program, input from employees will be obtained regarding the training they have received and their suggestions for improving it.

Contractor Employers

The Safety Director, upon notification by the responsible supervisor or shop foreman, will advise outside contractors in person of any chemical hazards that may be encountered in person of any chemical hazard that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. The Safety Director will notify these individuals of the location and availability of SDSs. Each contractor bringing chemicals on-site must provide us with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

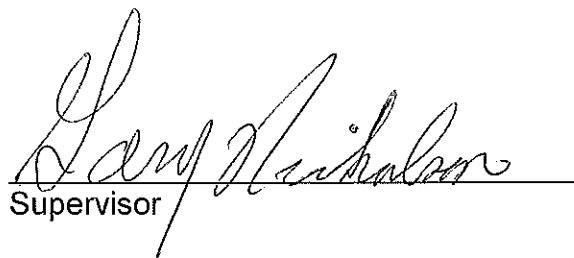
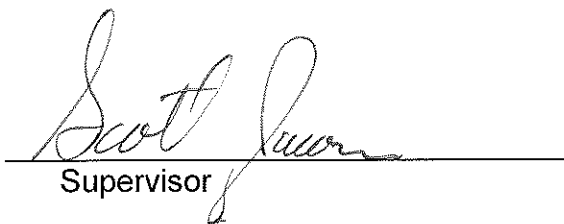
Additional Information

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable SDSs, and chemical information lists from the Safety Director.

Approved by the Calhoun County Board of Supervisors on Tuesday, February 16, 2016.



Chairman


Supervisor
Supervisor