

WRITTEN HAZARD COMMUNICATION PROGRAM

I. Policy Purpose

In order to assure that all employees are aware of the hazards and protective measures of the chemicals they handle, the following written Hazard Communication Program has been established for Clackamas ESD. All departments of the agency are included within this program. The written program and Material Safety Data Sheets (MSDSs) will be available in the administrator's office for review by any interested person.

II. Policy Statement

This procedure is applicable to all Clackamas ESD employees.

III. Applicable Documents

A. General Safety and Health Program

IV. Policy Procedure

Clackamas ESD will assure the accomplishment of the policy purpose as follows:

A. Container Labeling

- * Be clearly labeled as to the contents
- * Note the appropriate hazard warning
- * List the name and address of the manufacturer

It is the policy of this company that no container will be released for use until the above data is verified.

The supervisor in each department in each section will ensure that all secondary containers are labeled.

B. Material Safety Data Sheets (MSDS)

Copies of MSDS for all hazardous chemicals to which employees of this company may be exposed will be kept in each supervisor's and the administrator's offices.

MSDSs will be available to all employees for review during each work shift. If MSDSs are not available or new chemicals in use do not have MSDSs in the business office, immediately contact the Safety and Health Officer.

C. Employee Training and Information

Prior to starting work, each new employee of Clackamas ESD will attend a health and safety orientation and will receive information and training on the following:

- * An overview of the requirements contained in the Hazard Communication Rules
- * Chemicals present in their workplace operations
- * Location and availability of our written hazard program
- * Physical and health effects of the hazardous chemicals
- * How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment
- * Safety emergency procedures to follow if they are exposed to these chemicals
- * How to read labels and review MSDS to obtain appropriate hazard information

After attending the training class, each employee will sign a form to verify they attended the training, received our written materials, and understood this agency's policies on Hazard Communication.

Prior to a new hazardous chemical being introduced into any section of this agency, each employee of that section will be given information as outlined above. Each supervisor is responsible for ensuring that MSDSs on the new chemical(s) are available.

D. List of Hazardous Chemicals

The following is a list of all known Hazardous Chemicals used by employees of Clackamas ESD. Further information on each noted chemical can be obtained by reviewing Material Safety Data Sheets located in your supervisor's office and the Health and Safety Officer's office.

Hazardous Chemicals

Work Place/Area

(See attached departmental list)

E. Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their section supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- * Specific chemical hazards
- * Protective/safety measures the employee can take
- * Measures the agency has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

Example of non-routine tasks performed by employees of this agency:

<u>Task</u>	<u>Hazardous Chemical</u>
None	Not Applicable

F. Informing Contractors:

It is the responsibility of the administrator to provide contractors (prior to performing work in an area where chemicals are used) the following information:

- * Hazardous chemicals to which they may be exposed while on the job site
- * Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures

HANDLING HAZARDOUS MATERIALS

The following is intended as a guide in assisting you to understanding basic safety. Before handling any chemical or other material considered hazardous thoroughly read the most recent Material Data Safety Sheet (MSDS). MSDSs for all hazardous materials are maintained by the Director of Auxiliary Services and the department most likely to be using such materials in everyday operation.

PRECAUTIONS:

1. Read the MSDS completely and thoroughly.
2. Never directly smell nor handle the material. Use your hand to gently blow the vapors in your direction when trying to identify a scent or chemical characteristic.
3. Properly ventilate the area if listed on MSDS.
4. Wear proper clothing as identified on MSDS.
5. Avoid sparks, heat, and open flames.
6. Store according to MSDS, usually in a dark cool area.
7. Wash thoroughly with soap and water after using any materials.

CHEMICAL AND PHYSICAL HAZARDS:

1. Flammable
2. Combustible
3. Corrosive
4. Reactive
5. Explosive

POSSIBLE SYMPTOMS OF EXPOSURE TO HAZARDOUS MATERIALS:

1. Nausea
2. Dizziness
3. Narcosis (Unconsciousness)
4. Vomiting
5. Central Nervous System Depressing
6. Headache
7. Numbness
8. Skin irritation
9. Eye irritation
10. Nasal irritation
11. Sleepiness
12. Weakness
13. Muscle twitching
14. Slurred speech
15. Giddiness
16. Light headedness
17. Shortness of breathe
18. Cardiac arrhythmias

READ THE MATERIAL SAFETY DATA SHEETS (MSDS) FOR DETAIL INFORMATION: