

	HAZARD COMMUNICATION	Doc No:	5101 - 5016
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<i>SAFETY OPERATING PROCEDURE (SOP)</i>		Page 1 of 7	
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1.0 PURPOSE

- 1.1 To provide Okaloosa County employees with the information and tools they need to work safely with any potentially-hazardous chemicals they may use in the course of doing their jobs.

2.0 RESPONSIBILITIES

- 2.1 Each department and work crew must have a HAZCOM program specific to their work site(s). An individual or group of people should be assigned responsibility for developing and maintaining a HAZCOM program.

2.2 Supervisors Responsibilities:

- 2.2.1 Ensure employees are trained.
- 2.2.2 Current Safety Data Sheets (SDS's) are available to employees for all the hazardous chemicals they use in the course of their employment.
- 2.2.3 Employees have all the required personal protective equipment (PPE) and that they use it properly.

2.3 Employee Responsibilities:

- 2.3.1 Ensure they are properly trained and handle hazardous chemicals as outlines in the HAZCOM program.
- 2.3.2 Always wear PPE when required.

3.0 WRITTEN PROGRAM

- 3.1 Each department/work group is responsible for developing, implementing and maintaining its own written program. It must include.
 - 3.1.1 A current list of all hazardous chemicals.
 - 3.1.2 Each chemical is properly labeled.
 - 3.1.3 Each chemical has an associated Safety Data Sheet (SDS).
 - 3.1.4 Inventory of all SDS's is readily available to all employees.
 - 3.1.5 Process for providing training to all affected employees and that its documented.

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3.1.6 The program must be available, upon request, to all employees.

3.1.7 Where employees travel between workplaces during a work shift due to working at more than one geographical location, the written HAZCOM is to be kept at the primary workplace facility. Employees at remote work sites must have SDS's immediately available for all hazardous chemicals being used at that worksite location.

4.0 CHEMICAL INVENTORY

4.1 Each department must have a current inventory/list of all hazardous chemicals which are known to be present in their workplace. Examples of hazardous chemicals are: acids, adhesives, caustics, fuels, paints, varnishes, shellacs and pesticides. The following are some ways to determine whether a product is hazardous or not:

4.1.1 Look for words on the chemical's label that indicate that the chemical is flammable, an irritant, corrosive, carcinogenic, etc.

4.1.2 Check the chemicals Safety Data Sheet (SDS).

4.1.3 Any questions about a chemical, ask a supervisor or contact the County Safety Coordinator.

5.0 PROGRAM EXEMPTIONS

5.1 The following exemptions do not follow under the HAZCOM program:

5.1.1 Hazardous wastes including biological hazards and radiation.

5.1.2 Foods, drugs, tobacco, alcohol and cosmetics.

6.0 LABELING

6.1 Manufacturers and distributors are required to label hazardous substances. Labels provide important hazard information and should not be removed or defaced.

6.2 Each department that transfers a material from the primary container to a secondary container (for use, dilution, mixing etc.) must adhere to a secondary labeling system. Immediate supervisors will ensure that secondary container labeling materials are readily available.

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- 6.3 The secondary label must list the product name as it appears on the inventory and SDS, along with applicable hazard warning information (e.g. 'flammable', 'poison', 'corrosive').

7.0 SEALED CONTAINERS

- 7.1 This applies to situations where employees only handle chemicals in factory sealed containers that are not opened under normal use (such as those found in trucking or warehousing). In those instances, you must:
 - 7.2 Ensure that labels on incoming containers of hazardous chemicals are not removed or defaced.
 - 7.3 Keep SDS's that are received with sealed containers of hazardous chemicals. If a factory-sealed container of hazardous chemicals comes without an SDS, obtain one as soon as possible.
 - 7.4 Make sure that the SDS's are readily accessible during each work shift to employees when they are in their work area(s).
 - 7.5 Inform and train your employees about hazardous chemicals in your workplace and how to protect them in case of a spill or leak.

8.0 SAFTY DATA SHEETS

- 8.1 The manufacturer must provide a Safety Data Sheet (SDS) for all products that contain hazardous chemicals. Each department must maintain a current inventory of all SDS's for hazardous chemicals used by employees.
- 8.2 Outdated SDS's or SDS's for products that are no longer used must be removed from the active SDS file.
- 8.3 Prior to introduction of any new chemical into any Okaloosa County work place, the immediate supervisor will ensure that an SDS is available and all affected employees have been trained in the safe use of the new chemical product. SDS's may be obtained using one of the following available resources:
 - 8.3.1 Obtain hard copies with shipments from the supplier or manufacturer.
 - 8.3.2 Download directly from the manufacturer via the internet.
 - 8.3.3 Download from an SDS library available on the internet.

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8.3.4 Contact Okaloosa County Safety Coordinator in Risk Management if you experience difficulty in obtaining an SDS.

8.4 SDS's must be readily available at all times to supervisors, employees and contractors who use or may be exposed to hazardous chemicals. Employees at remote work sites must have SDS's immediately available for all hazardous chemicals being used at that worksite.

8.5 An SDS inventory can either be printed hard copies or by maintaining electronic files that can be easily viewed and printed. If electronic SDS files are maintained, the employees must be able to readily access the files at their assigned work location. This will require that employees have access to a computer terminal either directly or via their supervisor.

9.0 CONTRACTORS

9.1 Each department shall provide contractors who come into an Okaloosa County workplace with a listing of chemicals to which they may be exposed too while on the job site, and any information regarding measures they may take to reduce exposure.

9.2 The department Director or Manager shall contact the contractor before work has begun to gather information concerning any chemical hazards the contractor may be bringing into the work place. The Director or Manager shall obtain SDS's for all hazardous chemicals brought into Okaloosa County work places by a contractor.

9.3 The Director or Manager should contact the County Safety Coordinator/Risk Management if there is any potential for hazardous exposures to employees or the public.

10.0 TRAINING

10.1 Each Director, Manager and Supervisor is responsible for ensuring that all employees who may be exposed to chemicals at work receive training prior to the assignment of tasks involving chemical use. Employees newly hired or transferring to new work locations shall be trained in the hazards associated with that job prior to any exposure.

10.2 Training will include:

10.2.1 An overview of the requirements of the HAZCOM program.

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- 10.2.2 A review of any operations in the work area where hazardous chemicals are present.
- 10.2.3 An explanation of labels on containers and instruction in secondary labeling procedures.
- 10.2.4 An explanation of Safety Data Sheets, including their location and availability.
- 10.2.5 Physical and health effects of the chemical products used.
- 10.2.6 Methods and techniques used to determine presence or release of hazardous chemicals into the work area (e.g., odor, physical effects).
- 10.2.7 Explanation of how to reduce or prevent exposure to these hazardous chemicals through work practices and PPE, and a review of disposal and spill cleanup procedures.
- 10.2.8 Review of controls that have been instituted to reduce or prevent exposure.
- 10.2.9 Emergency procedures to follow if inadvertent contact or exposure occurs outside the acceptable range.

10.3 Non-Routine Tasks

- 10.3.1 Employees are sometimes assigned to perform special tasks that involve hazardous chemicals, gases or materials. Prior to beginning special tasks, the supervisor shall provide each affected employee with information that includes:
 - 10.3.1.1 Specific chemical hazards.
 - 10.3.1.2 Proper use and procedures they shall follow.
 - 10.3.1.3 Control measures to be taken to reduce the hazards such as ventilation, respirators, or presence of others as a safety watch.
 - 10.3.1.4 Emergency response procedures.

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11.0 RECORD KEEPING

11.1 Training records shall be maintained at the department in which the employee is working and a copy of the training certificate will be sent to Human Resources for their permanent file.

12.0 ABBREVIATIONS

ABBREVIATION	DESCRIPTION
HAZCOMCEMP	Hazardous Communication
PPE	Personal Protective Equipment
SDS	Safety Data Sheet

13.0 DOCUMENT HISTORY

DATE	TYPE	DESCRIPTION OF CHANGE
19 Jun 2023	Initial	New Document
	Revision 1	

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