

**Polk County Wisconsin
HAZARD COMMUNICATION PROGRAM**

Policy 501.H

Effective Date: 5/21/02

Current Revision Date: 5/21/02

Polk County is committed to provide all employees a hazard free work place and an environment, which allows employees, to improve the health and safety of their work area.

The Hazard Communication Program places emphasis on identifying and communicating the presence of physical hazards and hazardous substances in the products and work procedures at Polk County.

This Hazard Communication Program has been designed to ensure that:

1. Hazard substances present in the work place are identified and labeled.
2. Employees have ready access to information on the hazards of these substances.
3. Employees are given information on how to prevent injury or illness due to chemical exposure.
4. Employees are given information of whom to report any injury or illness due to chemical exposure; accidental injuries (slips, trips, falls, burns, etc.) and/or natural illness (colds, flu, etc.), which prevent the employee from completing his/her assigned work tasks/shift.
5. Each Department will have a Hazard Communication Program designee assigned by the Human Resources Manager.

This program will be available to all employees on the intranet and in each policy manual in each department and given to all new employees during orientation.

HAZARD DETERMINATION

Manufacturers, importers and distributors will be relied upon to perform the appropriate hazard determination for the substance they produce or sell.

HAZARDOUS SUBSTANCE INVENTORY

Each department will compile an inventory of all hazardous substances and a copy kept by the Hazard Communication Program designee in each department. The Human Resources Manager and Emergency Management Coordinator will keep master lists with the MSDS manual. The inventory will include the manufacturer, product name and use. It will be updated as new substances are purchased or brought onto County property.

CONTAINER LABELING

The Hazard Communication Program designee in each department will verify that all containers received for use within the department will:

1. Be clearly labeled as to contents
2. Note the appropriate hazard warning
3. Note the name and address of the manufacturer

This designee will also update labels when new information is received and review the labels quarterly for proper and legible labeling.

All supervisors in all work areas will ensure that any secondary containers are labeled with a HMIS label with the following information:

1. Product name
2. Appropriate hazard warnings

MATERIAL SAFETY DATA SHEETS (MSDS)

1. An MSDS will be available on all hazardous substances to which there is potential or actual exposure and kept in the work area where it is used in an easily accessible area.
2. No product will be allowed upon the property before an MSDS has been received and reviewed.
3. Any employee ordering hazardous substances will request the MSDS with the order, assure receiving such, and forward to the Hazard Communication designee.
4. The Hazard Communication designee will then forward a copy of the MSDS to the Human Resources Manager and Emergency Management Coordinator and place the original in the MSDS manual kept in each department, after adding the information to the inventory list.
5. The employees will then be notified of a new hazardous substance in their work area by posting the MSDS and highlighting the Trade Name, Hazardous Chemical, MSDS number and Emergency Telephone number.

NEW EMPLOYEE ORIENTATION AND TRAINING

1. The Human Resources Manager will assure that an explanation of the program is part of the new employee orientation and will include a copy of the policies and procedures relating to the Hazard Communication Program.
2. Before starting work with hazardous substances, each employee will attend a Hazard Communication Training Session presented by the Hazard Communication designee, where they will receive information on:
 - A. Work areas where hazardous products or substances are used.
 - B. Proper handling and storage of these hazardous products or substances.
 - C. Proper usage of Personal Protective Equipment and the procedure for handling spills.
 - D. How to read and interpret an MSDS and where to find the MSDS

Manual in their department.

- E. Physical and health hazards of hazardous substances in their work area.
- F. Work practices that may result in exposure.
- G. How to prevent or reduce exposure.
- H. Procedures to follow if exposure occurs.
- I. Whom to report any injury or illness due to chemical exposure; accidental injuries (slips, trips, falls, burns, etc.) and/or natural illness (colds, flue, etc.), which prevent the employee from completing his/her assigned work tasks/shift.

Each employee will sign a form documenting that they have received the above training.

- 3. When a new hazardous substance is added, the Hazard Communication designee is responsible for reviewing the MSDS for health effects and informs the employees.

HAZARDOUS NON-ROUTINE TASKS

Each Hazard Communication designee is responsible for identifying and listing non-routine hazardous tasks and conducting training on the specific hazards of the job and any hazardous chemicals that they may be exposed to during the performance of a non-routine task and the protective measures to be taken.

A non-routine task is defined as one that is performed, but not as part of the usual work routines.

INFORMING CONTRACTORS OR NON-EMPLOYEES

Each Hazard Communication designee shall provide outside contractors the following information:

- 1. A copy of the Hazard Communication Program
- 2. A list of hazardous chemicals to which they may be exposed as a result of working for Polk County
- 3. Suggestions for appropriate protective measures.
- 4. MSDS manual location.

Contractors will not be allowed to begin working in an area until they have been given this information and have signed a form to document this exchange.

The Hazard Communication designee shall obtain and disseminate any information about hazardous substances and/or physical hazards the contractor is bringing on County property.

EMPLOYEE RESPONSE

When an employee is not following safety and health rules when working with a hazardous substance, disciplinary action may be taken according to the disciplinary policy.

If an employee refuses to work with a substance on which information has been given, the employee will be assigned another task, not using the substance identified as a concern.

RECORD KEEPING

Each Hazard Communication designee will maintain a file of written documentation related to the Hazardous Communication Program including: training records, requests for MSDS's, inventories and audits related to chemical and physical hazards in the work place with a copy being sent to the Human Resources Manager who will maintain the master file for all departments in the County.