

CHEYENNE COUNTY
HAZARD COMMUNICATION PROGRAM

I. PURPOSE

In order to protect our employees and comply with 29 CFR 1910.1200 the Hazard Communication Standard, the following written Hazard Communication Program has been established for our County. Department Heads are encouraged to adopt specific policies for their department to ensure regulatory compliance and the safety and protection of their employees. 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 yourself from these chemicals. You will also be informed of the hazards associated with non-routine tasks, such as the cleaning in confined spaces, and the hazards associated with chemicals in unlabeled pipes.

II. GENERAL PROGRAM MANAGEMENT

A. Responsibility

The Safety Coordinator has responsibility for this program. The Safety Coordinator will review and update the program, as necessary. Copies of the written program may be obtained from _the Clerk's office.

B. Program Review and Update

In order to have an effective Hazard Communication Program the program will be reevaluated on a periodic basis. The Safety Data Sheets (SDSs) will be renewed annually by the Safety Coordinator in order to assure that all chemicals used at this County are current. Training and reviewing of the program will also be done under these circumstances:

- 1) for employees prior to exposure to chemicals or hazardous materials as encountered as part of their employment duties; and
- 2) when new chemicals or hazardous materials are obtained or the SDS for a chemical changes.

III. METHODS OF COMPLIANCE

A. List of Hazardous Chemicals

The Safety Coordinator will make a list of all hazardous chemicals used by the County. Our list of chemicals identifies all of the chemicals used by County. A separate list is

available for each County facility and is posted there at location at the Safety's Coordinator's discretion. Each list also identifies the corresponding SDS for each chemical. A master list of these chemicals will be maintained by the Safety Coordinator and made available at the Clerk's Office. (Appendix A)

B. Container Labeling

All containers received for use will:

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

The Safety Coordinator will refer to the corresponding SDS to assist in verifying label information.

The Safety Coordinator will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or a generic label identifying contents and appropriate hazard warning. For help with labeling, please see our Safety Coordinator. The Safety Coordinator will review and update the County labeling system periodically.

C. SDSs

The Safety Coordinator will be responsible for obtaining and maintaining the data sheet system for the County. The Safety Coordinator will review incoming Safety Data Sheets (SDSs). The Safety Coordinator will see that any new information is included in the program and that the new information is passed on to the affected employees.

Copies of SDSs for all hazardous chemicals which employees of this County may be exposed will be kept in the Clerk's office and the facility where chemical is stored.

To ensure SDS information is current replacement data sheets will be obtain upon notification of a change in the product, or reason to believe a change has been made. In such cases, a SDS will be immediately obtained.

D. Employee Training and Information

The Safety Coordinator is responsible for the employee training program. They will ensure that all elements specified below are carried out.

Prior to starting work each new employee of this County will receive a copy of this policy.

Each employee will sign a form to verify that they received the written material, and understood this County's policies on Hazard Communication. (Appendix B)

Department Heads who have employees who are regularly exposed to chemicals and hazardous materials are encouraged to train new employees on the following, if deemed appropriate by the Department Head:

- 1) An overview of the requirements contained in the Hazard Communication Standard,
- 2) Chemicals present in their workplace operations,
- 3) Location and availability of our written hazard program,
- 4) Physical and health effects of the hazardous chemicals,
- 5) Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area,
- 6) How to lessen or prevent exposure to these chemicals through usage of control/work practices and personal protective equipment,
- 7) Steps the County has taken to lessen or prevent exposure to these chemicals,
- 8) How to read labels and review SDSs to obtain appropriate hazard information,
- 9) And the location of SDS file and hazardous chemical list.

E. Informing Contractors

It is the responsibility of the Safety Coordinator to provide contractors the following information:

- 1) hazardous chemicals to which they may be exposed to while on the job site,
- 2) precautions to lessen the possibility of exposure by usage of protective measures.

The Safety Coordinator will be responsible for contacting each contractor, before work is started in the County, to gather and disseminate any information concerning chemical hazards that the contractor is bringing to a County facility.

Appendix A

CHEMICAL INVENTORY

TRADE NAME

HAZARDOUS CHEMICAL

LOCATION OF CHEMICAL

Appendix B

**HAZARD COMMUNICATION
CERTIFICATION**

I, _____, have received a copy of the Hazard Communication Program on _____, and I understand such Program and further understand that any questions about such Program should be directed to the Safety Coordinator.

Employee Signature

I hereby certify that the above named employee has been provided a copy of the Hazard Communication Program _____.

Clerk/Safety Coordinator