

HAZARD COMMUNICATION/EMPLOYEE RIGHT TO KNOW

STANDARD NO(S):

NYSCOCMS 7015

DATE:

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REVIEWED: 05/23/2017

REFER TO:

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I. OBJECTIVE:

The purpose of this policy is to ensure that the Seneca County Law Enforcement Center (SCLEC) is in compliance with Hazard Communication Standard (HCS) 29 CFR 1910.1200 as prescribed by the Occupational Hazard and Health Administration (OSHA).

II. POLICY:

The Occupational Safety and Health Manager (OS&H Manager), or their designee, will act as the Seneca County Sheriff's representative and overall coordinator of the Hazard Communication/Employee Right to Know program for the SCLEC. The Sheriff of Seneca County will retain overall responsibility for same.

In general, each employee of the SCLEC will be apprised of the substance of the HCS, the hazardous properties of chemicals they work with, and the measures to take to protect themselves from the chemicals.

III. DETAILS:

List of Hazardous Chemicals

The OS&H Manager, or their designee, will maintain a list of all the hazardous chemicals/products located in the SCLEC. Said list will be updated upon receipt of hazardous chemicals/products at the facility that are not already listed or whose chemical properties, methods of protection, and/or methods for treatment of exposure have changed.

Material Safety and Data Sheets (MSDS) for each of the hazardous chemicals and products present in the SCLEC have been completed and compiled into three-ring binders entitled ***MSDS Catalog – Office of Sheriff County of Seneca***. These binders are accessible to employees at the following locations within the SCLEC:

Medical Office
General Storage Room
Administration Reception Area
Road Patrol Squad Room

The first section of each binder is entitled ***MSDS Catalog Index***. This index contains a list of every chemical/product present in the SCLEC and assigns each item on the list a unique numeric identifier. Employees utilizing these binders as a source of MSDS information must first turn to the index and locate the unique numeric identifier for the chemical/product they are researching. This number will direct the employee to the corresponding page of the binder where the MSDS for the chemical/product being researched can be reviewed.

Employees can also review and/or print an electronic copy of an MSDS by using the SCLEC intranet. To do so, employees must click on the “G” drive of their computer workstation and open the ***SC LEC MSDS Catalog*** folder. Within the folder is a document entitled ***Seneca County Law Enforcement Center MSDS Catalog Index***. Employees must first view the index and locate the unique numeric identifier for the chemical/product they are researching. This number will direct the employee to the corresponding PDF formatted document of the folder. To review the MSDS for the chemical/product, the employee must double click on the indicated document.

IV. MATERIAL SAFETY DATA SHEETS:

The OS&H Manager, or their designee, will maintain a Material Safety Data Sheet library pertaining to the list of hazardous chemicals in the SCLEC. The MSDS library will consist of a fully completed OSHA Form 174 or equivalent. SCLEC Lieutenants will ensure that an MSDS library for hazardous materials used is maintained within their respective divisions and is readily available to all employees.

The OS&H Manager, or their designee, is responsible for acquiring and updating all MSDS's and will review each MSDS for accuracy and completeness, consulting with the proper authorities if additional information or research is necessary. All new procurements for the facility must be cleared by the OS&H Manager, or their designee. Whenever possible, the least hazardous substance will be procured.

MSDS's that meet the requirements of the HCS must be fully completed and received at the facility prior to or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. It may be necessary to discontinue procurement or refuse products from vendors failing to provide approved MSDS's in a timely manner

V. LABELS AND OTHER FORMS OF WARNING:

The Head Building Maintenance Mechanic will ensure that all hazardous chemicals/products in the facility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party. The corresponding MSDS will be used to verify label information. Immediate use containers and/or small containers into which materials are drained for use on that shift by the employee drawing the material will not require labeling. To meet the labeling requirements of HCS for other in-house containers, refer to the label supplied by the manufacturer. All labels for in-house containers will be approved by the Head Building Maintenance Mechanic prior to their use.

Each month, the Head Building Maintenance Mechanic will check to ensure that all containers in the facility have up-to-date labels on them.

VI. TRAINING:

Each employee who works with or who can potentially become exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those hazardous chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. Hazardous chemical training will be scheduled by the OS&H Manager, or their designee, and will be conducted by qualified persons approved by same.

The training will emphasize these elements:

- A summary of the standard and this written program
- Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals
- Physical and health hazards associated with potential exposure to workplace chemicals
- Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures
- Hazardous chemical spill and leak procedures
- Where MSDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information

The OS&H Manager, or their designee, will monitor and maintain records of employee training and advise the Sheriff of any training needs.

VII. CONTRACTOR EMPLOYEES:

The OS&H Manager, or their designee, upon notification from the Sheriff, will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises.

VIII. NON-ROUTINE TASKS:

Whenever a non-routine task is being contemplated (Such as performing repairs to the boiler system), the person(s) contemplating same will consult with the OS&H Manager, or their designee, and will ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures. To accomplish this, the OS&H Manager will schedule a meeting with affected employees before such work has begun.

IX. ADDITIONAL INFORMATION:

Further information on this written program, the hazard communication standard, and applicable Material Safety Data Sheets is available by contacting the Head Building Maintenance Mechanic via telephone at: 315-246-3674.