

HAZCOM Program

1. Purpose
 - 1.1. To inform and educate county employees on the safe handling and storage of hazardous chemicals.
 - 1.2. To assign duties related to identification of hazardous chemicals at various county locations, compilation and maintenance of Safety Data Sheets, training, recordkeeping, discipline, and program review.
 - 1.3. To comply with OSHA standard 29 CFR 1910.1200.
2. Scope
 - 2.1. Full-time and part-time county employees.
 - 2.2. Volunteers.
 - 2.2.1. Jail inmates as volunteers or employees.
 - 2.3. Outside contractors.
3. Distribution
 - 3.1. All new employees, before beginning work.
 - 3.1.1. In the employee handbook, read and signed.
 - 3.1.2. Original signed document in the employee file.
 - 3.1.3. Conducted by employee's department head.
 - 3.2. All volunteers and jail inmates conducting work, before beginning work.
 - 3.2.1. Original signed document in the employee file.
 - 3.2.2. Conducted by employee's department head.
 - 3.3. Outside contractors
 - 3.3.1. Department head where work is to be performed, discusses hazardous chemicals on-site with head of the contractor.
4. Hazard Determination
 - 4.1. It shall be the responsibility of the secondary recordkeepers to determine what chemicals exist at their facility that meet the requirements of this section as being a hazardous chemical.
 - 4.2. Definitions
 - 4.2.1. *Hazardous chemical* means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.
 - 4.2.2. *Health hazard* means a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard.
 - 4.2.3. *Physical hazard* means a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas.

- 4.2.4. *Pyrophoric gas* means a chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.
- 4.2.5. *Simple asphyxiant* means a substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.
- 4.3. **IF** the secondary recordkeeper determines that a chemical at their facility meets the definition of a hazardous chemical, **AND** there is a quantity of the chemical present that exceeds what a normal household would have, **THEN** they are required to add that chemical to their index and obtain a Safety Data Sheet.
- 5. Duties
 - 5.1. Primary Recordkeeper
 - 5.1.1. Identity of appointed individual.
 - 5.1.2. Compile all SDSs and an alphabetical chemical list of all chemicals meeting this standard for all county government locations.
 - 5.1.3. Post in a conspicuous location, available to all county employees.
 - 5.1.4. Provide training to all employees at hire, annually, and whenever a new hazardous chemical is introduced at a specific location to those affected employees.
 - 5.1.5. Annual program review.
 - 5.1.6. Retain records of training and document review.
 - 5.2. Secondary Recordkeepers
 - 5.2.1. Identification of appointed individuals.
 - 5.2.2. Identify hazardous chemicals at their location that meets this standard.
 - 5.2.3. Maintain SDSs and an alphabetical list of hazardous chemicals that meet this standard, in a conspicuous location available to all employees.
 - 5.2.4. Update the SDSs and alphabetical list as chemicals leave and enter the workspace.
 - 5.2.5. Provide the primary recordkeeper with the original list of SDSs and an alphabetical list, and updates as they occur.
 - 5.2.6. Ensure that all containers of hazardous chemicals at their facility are properly labeled.
- 6. Training
 - 6.1. Primary recordkeeper is responsible for training.
 - 6.2. Who
 - 6.2.1. All full and part-time employees, volunteers, and jail inmates conducting work.
 - 6.3. When
 - 6.3.1. At initial hire, annually, and as new chemicals meeting this standard are introduced (but only to those employees at the location where the new chemical is introduced).
 - 6.4. What
 - 6.4.1. Training shall include:
 - 6.4.1.1. Definitions and categories of hazardous chemicals.
 - 6.4.1.2. Reading a Safety Data Sheet.
 - 6.4.1.3. Location of SDSs.
 - 6.4.1.4. Personal Protective Equipment
- 7. Discipline
 - 7.1. Progressive discipline policy.
- 8. Record Retention

8.1. Primary recordkeeper

8.1.1. Training documentation

8.1.2. Program review documentation

8.1.3. 10-year retention.

8.2. Department heads

8.2.1. Employee signature page of this program in their file for ten years.

9. Document Review

9.1. Conducted annually by the primary recordkeeper.

9.2. Changes to be approved by the board of county commissioners.

9.3. Completed annually, or more often as needed.