

Stark County Board of Developmental Disabilities

Policy 3.04 Hazardous Communication Program	Effective: 12/13/22
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HAZARDOUS COMMUNICATION PROGRAM

POLICY

The Board shall be in compliance with the Federal OSHA standard 29 CFR 1910.1200 to ensure the prevention of chemical related illnesses and injuries. The Superintendent shall assure that a Hazardous Communication program, which is now aligned with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS), is in place and is ongoing. This program will provide for protection from injury or overexposure to chemical and physical agents used in the program.

Safety Data sheets shall be obtained and reviewed with those involved in working with the material. The Safety Data sheet shall also be listed in the computer file, indexed, and a hard copy placed in the notebook.

Safety Data sheets shall be maintained in each facility and be available for review by anyone, including those served and employees of the Board. The supervisor/designee will assure that the Safety Data sheet form for a new substance is reviewed with those affected prior to its introduction. These Safety Data sheet notebooks shall contain a listing and index of all chemicals used at the site.

The Buildings/Grounds Maintenance Manager shall oversee the training of employees and a proper labeling system. Staff assigned, including the facility supervisors, shall maintain this system.

Historical Resolution Information	Reviewer(s):								
<table><thead><tr><th>Date</th><th>Resolution Number</th></tr></thead><tbody><tr><td>6/28/16</td><td>06-28-16</td></tr><tr><td>8/27/19</td><td>08-41-19</td></tr><tr><td>12/13/22</td><td>12-64-22</td></tr></tbody></table>	Date	Resolution Number	6/28/16	06-28-16	8/27/19	08-41-19	12/13/22	12-64-22	Director of Human Resources
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PROCEDURE

- I. The Board will rely on Material Safety Data Sheets (MSDS) obtained from product suppliers to meet hazard requirements.
- II. The Building/Grounds Maintenance Manager will be responsible for seeing that all containers entering the workplace are properly labeled.
- III. All labels shall be checked for:
 - a. Identification of the material.
 - b. Appropriate hazard warning for the material.
 - c. Name and address of the responsible party. (Only if the container is received from the manufacturer, distributor, or importer.)
- IV. The Building/Grounds Maintenance Manager will be responsible for compiling and maintaining the master MSDS file. The file will be kept in/at 2950 Whipple Avenue NW, Canton, OH 44708.
- V. Additional copies of MSDS for employee use are located in/at each Board location.
- VI. MSDSs will be available for review to all employees during each work shift. Copies will be available upon request to the Building/Grounds Maintenance Manager, or found on the agency's INTRANET.
- VII. Posters identifying the person responsible for maintaining MSDSs and where the MSDSs are located are posted at each Board facility. Posters notifying employees when new or revised MSDSs are received will be located in the same locations.
- VIII. The Building/Grounds Maintenance Manager shall coordinate and maintain records of the employee hazard communication training class. The class will provide the following information and training:
 - a. The requirements of the agency's Hazard Communication Standard.
 - b. All operations in their work area where hazardous chemicals are present.
 - c. Location and availability of the written hazard communication program, the list of hazardous chemicals, and the MSDS.
 - d. Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area.
 - e. Physical and health hazards of the hazardous chemicals
 - f. Measures the employees should take to protect from these hazards
 - g. Details of the hazard communication program – including explanations of the labeling system and MSDSs and how employees obtain and use hazard information.