

Wood County Board Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0399 (SF) Subject: Hazard Communications
Effective Date: 05-01-94 Last Revision: 12-29-17
Person Responsible: Health & Safety Coordinator

Approvals/Date: Burt Coe 1-4-18 _____
Superintendent, WCBDD Date Department Director Date

The following definitions will apply:

Hazard Communication Standard

- Inventories of all chemicals and hazards present
- Training of employees concerning the hazards present, location of the SDS books, and knowledge of labeling requirements
- SDS books present and up to date – present in a central location of the facility in a highly visible binder
- Labeling by utilizing the NFPA label

Safety Data Sheets (SDS) - A detailed information bulletin prepared by the manufacturer, or importer, of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling, and emergency and first aid procedures. Information on the SDS allows employers and employees to take appropriate measures in the daily exposure concerns, as well as emergencies that arise.

National Fire Protection Association (NFPA) label - Labeling system that provides the identity of a chemical, appropriate hazard warnings; such as fire, reactivity, health and/or specific hazards, while indicating what human organs the chemical could affect.

1. All facilities operated by WCBDD are responsible for having an updated SDS book for their facility.
2. Health and Safety Coordinator will provide new 24-hour facilities with a binder.
3. Chemical products will be labeled properly at all times and shall not be used until an SDS sheet is included in the manual and the employees have read and understand the SDS. All chemicals must be included in each facility's inventory. A comprehensive list will be the responsibility of each facility manager. This information will be forwarded to the Health and Safety Coordinator.
4. Any SDS that are no longer utilized within the facility should be sent to the Health and Safety Coordinator for filing.
5. Employees may not bring or utilize their own cleaning or potentially hazardous products from their home at their work center. Only items in the facility with SDS may be utilized.
6. If at all possible, keep all chemicals in their original bottles. If chemicals go to a different bottle that does not have the chemicals listed, an NFPA label must be obtained from the Health & Safety Coordinator. Directions on how to label the item with the NFPA label will be available on the SDS.
7. Staff members who work in areas that do not require SDS and receive a negative reaction to hazardous chemicals in the home should take the original bottle with the listed chemicals to the hospital where treatment is provided.
8. Training will be conducted initially upon employment and every 2 years thereafter or as job assignments require.
9. All employees who use hazardous chemical products will receive on-going training, which will be documented. Employees will ensure that the resident's safety is guarded. Chemical products should be kept out of the reach of residents when not in use, and never left unattended.
10. Products no longer being used shall be removed, by maintenance and the SDS for these products will be sent to the Health and Safety Coordinator.
11. Board facilities SDS books shall be updated annually by the Health and Safety Coordinator or designee.

References: Hazard Communication Standards – OSHA – December 2013

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