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## HAZARD COMMUNICATION PLAN

The following Hazard Communication Program is based on the requirements of the *OSHA Hazard Communications Standard, 29 CFR 1910.1200*.

### **1. Company Policy**

To ensure that information about the dangers of all hazardous chemicals used by the Canton City Public Health (CCPH) is known by all affected employees, the following hazardous information program has been established. Under this program, you will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals. This program applies to all work operations in our organization where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units of this organization will participate in the Hazard Communication Program (HCP). Copies of the HCP are available in an electronic format on our employee intranet site.

The Lab Manager (LM) is the HCP coordinator, with overall responsibility for the HCP, including reviewing and updating this plan as necessary.

### **2. Container Labeling**

All individuals receiving supplies will verify that all containers received for use are clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address.

The person transferring the solution to a secondary container will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning. For help with labeling, see LM.

On the following individual stationary process containers, we are using colors in addition to labels to convey the required information:

- Examination room biohazard containers: Red color overall with OSHA approved color-coded biohazard symbol labels,
- Stat lab biobag collection container: biohazard labels with OSHA approved color-coded biohazard symbol labels.

The LM will review the labeling procedures as needed and will update labels as required.

### **3. Safety Data Sheets (SDSs)**

The LM is responsible for establishing and monitoring the company SDS program. They will ensure that procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. They will see that any new information is communicated to affected employees. The procedure below will be followed when an SDS is not received at the time of initial shipment:



The manufacturer's/vendor's website is consulted for copies of applicable SDS's. If not available, the manufacturer/vendor will be contacted, and a copy requested.

Copies of SDS's are maintained in a black, clearly labeled, 3-ring binder in the central lab area. SDSs will be readily available to employees in each work area using the following format: SDS's are also available to all employees on the L Drive at L:/All/Safety Data Sheets-All Departments or the Internal Employee Resource Site.

#### **4. Employee Training and Information**

The LM is responsible for the Hazard Communication Program and will ensure that all program elements are carried out. Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will attend a health and safety orientation that includes the following information and training:

- an overview of the OSHA hazard communication standard,
- the hazardous chemicals present at his/her work area,
- the physical and health risks of the hazardous chemicals,
- symptoms of overexposure,
- how to determine the presence or release of hazardous chemicals in the work area,
- how to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment,
- steps taken to reduce or prevent exposure to hazardous chemicals,
- procedures to follow if employees are overexposed to hazardous chemicals,
- how to read labels and SDSs to obtain hazard information, and
- location of the SDS file and written Hazard Communication program.

Prior to introducing a new chemical hazard into any section of CCPH, each employee in that section will be given information and training as outlined above for the new chemical hazard.

The training format will be as follows:

The division leadership in conjunction with the LM explains the uses and hazards of the new chemical to the pertinent staff.

If not a new risk exposure, no department wide notification will be required, otherwise ensure all CCPH staff are educated on new risk.

#### **5. Informing Other Employers/Contractors**

It is the responsibility of the LM to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of the LM to obtain information about hazardous chemicals used by other employers to which employees of this organization may be exposed. Other employers and contractors will be provided with SDSs for hazardous chemicals generated by this organization's operations in the following manner:

When a contractor or other employer is operating in an area in CCPH employees could possibly come in contact with the chemicals contractors/other employers are using, the LM is responsible



for obtaining a list of hazardous chemical/substances being used, and the SDS's if possible and adding them to the SDS list at CCPH. (Examples: cleaning crew, Bugs Be Gone, etc.).

In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by this company. Also, other employers will be informed of the hazard labels used by the company. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous chemicals to which their employees may have exposure.

## **6. List of Hazardous Chemicals**

A list of all known hazardous chemicals used by our employees is a part of the SDS Binder and available on the L Drive at L:/All/Safety Data Sheets-All Departments or the Internal Employee Resource Site. Further information on each chemical may be obtained from the SDSs, located in the Laboratory next to the floor model refrigerator/freezer. When new chemicals are received, this list is updated (including the date the chemicals were introduced) within 30 days. To ensure any new chemical is added in a timely manner, the following procedures shall be followed: the SDS will be compared with those on file. If it is a newer version, the old one will be removed for storage and the new one will be added to the binder and the SDS date will be updated on the SDS List. If there are no previous SDS's, the new chemical will be added to the list and the SDS sheet will be added to the binder. Employees of the division where the chemical is to be used will be informed of any change to the SDS list.

The hazardous chemical inventory is compiled and maintained by the LM at (330) 438-4671.

## **7. Program Availability**

A copy of this program will be made available, upon request, to employees and their representatives.

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