

# **CHAPTER 25      HAZARDOUS MATERIALS**

## **HAZARD COMMUNICATION AND HAZARDOUS SUBSTANCES INFORMATION AND TRAINING**

Shasta County is aware that hazardous substances in the work place in various forms and concentrations may pose health hazards to employees who are exposed to these substances. Employees have a right and need to know the properties and the potential hazards of substances to which they may be exposed. This knowledge is essential to reducing the incidences and costs associated with occupational disease. It is the goal of Shasta County that all hazardous substances in commercial quantities known to be present in the work place are identified and properly labeled and that each employee, including employees of independent contractors, are informed of these substances used in the work place. Each department is to have a Hazard Communication Program (see §5194 of the Administrative Code and §6360 of the Labor Code in Addendums E and F, respectively. A model program is presented in Addendum D, Figure D-1).

The 'Right to Know' warning requirement mandates that a clear and reasonable warning be given to all individuals prior to exposure to any listed chemical that can cause cancer, birth defects, or other reproductive harm.

This chapter applies to any hazardous chemical which is known to be present in the work place in such a manner that employees may be exposed under normal conditions of use or in a reasonably foreseeable emergency resulting from work place operations. §5194(b)(2).

This chapter does not apply to consumer products packaged for distribution to, and use by, the general public, provided that employee exposure to the product is not significantly greater than the consumer exposure occurring during the principal consumer use of the product. §5194(b)(5).

The term "hazardous substance" means:

(1)(A) Any substance or mixture of substances which (i) is toxic, (ii) is corrosive, (iii) is an irritant, (iv) is a strong sensitizer, (v) is flammable or combustible, or (vi) generates pressure through decomposition, heat, or other means, if such substances or mixture of substances may cause substantial personal injury or substantial illness during or as a proximate result of any customary or reasonably foreseeable handling or use, including reasonably foreseeable ingestion by children; Further as defined in Title 15 USC §1261(f)(1)(A).

### Administrative Responsibilities

1. Department Safety Officer - Designated by the department head, shall develop procedures to implement the General Industry Safety Orders (GISO) contained in the California Hazardous Substance Information and Training Act of 1980.

2. Container Labeling - This responsibility has been assigned to the Department Safety Officer. Each container of hazardous substance in commercial quantities in the work place will be labeled, tagged, or marked with the following information:

- (a) Product identifier;
- (b) Signal word;
- (c) Hazard statement(s);
- (d) Pictogram(s);
- (e) Precautionary statement(s); and,
- (f) Name, address, and telephone number of the manufacturer, importer, or other responsible party.

Portable containers into which hazardous substances are transferred from labeled containers and which are intended only for the immediate use of the employee who performs the transfer need not be labeled. Secondary containers shall be properly labeled.

#### Safety Data Sheets (SDSs)

No hazardous substance will be placed in use until Safety Data Sheets (SDSs) have been received and employee training conducted. SDSs will be maintained for each hazardous substance in commercial use in the work place. If the SDS is not provided by the manufacturer or importer, the department shall request the SDS from the manufacturer or otherwise obtain the document. The Department Safety Officer will review new materials used by the department and incoming SDSs for new health safety information. The Department Safety Officer will ensure any new information is passed on to, and appropriate training is provided to, affected employees. The Department Safety Officer is responsible for obtaining and maintaining the SDS system for the department, a majority of which are available from on-line sources.

#### Display of SDSs

1. Signage - A list of hazardous substances known to be present in the work area, specifying the location and manner in which the appropriate SDSs are available, will be posted in the employee work area. A sample poster notifying employees of the location(s) of all SDS can be found in the Addendum D, Figure D-3.
2. Employee Access
  - Binders containing SDS's shall be maintained by each department and centrally located in work areas so that employees have access to them.
  - Electronic File – Depending on the preference of the division, the list of hazardous substances can be referred to via an electronic file, as long as all affected employees have access to it.

### Safety Precautions

1. Atmospheric Testing - When work areas or jobs are suspected by the Department Safety Officer of having hazardous conditions, Risk Management shall immediately be contacted. Testing will be conducted on a priority basis so that appropriate actions may be taken.
2. Inventory - Each department shall establish and maintain an inventory list of all harmful substances being used in all of the department's work places.
3. Control and Prevention - Industrial illnesses are most effectively prevented by avoiding exposure to known hazards by use of engineering controls, administrative controls, or protective equipment as prescribed in §5141.
4. Accidental Releases or Spills - In the event hazardous materials are accidentally released or spilled, the Department Safety Officer shall contact the County Sheriff's Department.

### Hazardous, Non-Routine Tasks

Periodically, employees are required to perform hazardous, non-routine tasks. Prior to starting work on such projects, each employee will be given information and training by their supervisor pertaining to the hazards to which they may be exposed during such an activity to include:

1. The specific hazard(s);
2. Protective measures taken to reduce the risk of these hazards, including ventilation, respirator and use of other Personal Protective Equipment, ensuring the presence of another employee, and establishing emergency procedures; and,
3. Required protective/safety measures.

### Informing Contractors

It will be the responsibility of the Department of Public Works to include in the contract specifications a requirement that the contractor train his employees in the proper method of handling hazardous materials. Public Works shall also include in the contract plans or specifications any information regarding known hazardous materials existing within the project limits. It will be the responsibility of Public Works to point out to the contractor any hazardous material he may come across inherent in the job site. Each department is responsible to inform its visitors and contractors of hazardous substances found in the work area.

### Medical Records and Exposure Records

Section 3204 of the GISO requires employers to maintain exposure records and medical records of employees exposed to toxic substances or harmful physical agents.

1. Access - A present employee, a former employee, an employee having been assigned or transferred to a work area where exposure will or may take place, or their designated representative, are entitled to access all information relating to hazardous substances.
2. Medical Records Retention - Each employee medical record shall be preserved and maintained by the County for the duration of employment plus thirty years.
3. Exposure Reporting - The immediate supervisor of an employee exposed to a hazardous substance immediately reports by telephone to the County Safety Officer. Supervisors will prepare a written report within two working days after occurrence.

### Information and Training

Supervisors shall initiate employee training and information programs required by §5194 on specific hazardous substances used in County work places.

1. Information - The source document for identification of substances shall be the list of hazardous substances published by the state Director of Industrial Relations <https://www.dir.ca.gov/title8/339.html>. The source document for hazardous substance information and education shall be the Safety Data Sheet. When SDS's are not available for a substance, the supervisor may use the information on the label to conduct the training.
2. Training - All employees shall be trained by supervisors at the time of initial assignment to a job where hazardous substances are used and whenever a new hazard is introduced, or whenever employees might be exposed to hazards at another work site. Training shall meet the requirements of §5194(h).
3. Training Records - The training received by all employees shall be documented, and the documents shall be retained by the department for the period of at least one year §3203(b)(1). The documentation shall include the employee's name, the name(s) of the hazard(s) on which the employee received training, date and location of training, name and signature of the person(s) providing the training. It is recommended to retain any documentation provided the employee. A sample Employee Training Sign-Up sheet can be found in Addendum D, Figure D-4.

### Department Safety Officer

The Department Safety Officer is responsible to assure:

1. The collecting of current information on hazard materials, maintaining an inventory of current hazardous materials being used in the workplace and the relevant SDS, maintaining the historical record of workplace hazardous materials, and assuring appropriate training is provided;
2. Providing the right personal protective equipment and training in the use of protective equipment;
3. Providing training in safe chemical handling;
4. Monitoring of all hazards in the work place; and,
5. Ensuring that the policies of the program are effective and carried out, and maintaining a plan for the periodic (e.g., annual) evaluation of the program effectiveness and plans for updating, if necessary.

### Supervisors

Supervisors are responsible for:

1. Informing the Department Safety Officer of any new employee;
2. Informing the Department Safety Officer of any new hazardous material; and,
3. Informing the Department Safety Officer of any unlabeled containers.

Contact the Department Safety Officer or Risk Management with questions about the County's Hazard Communication Program.