

History: Adopted by the BOS October 6, 2003



YUMA COUNTY HAZARD COMMUNICATION PROGRAM

(See list of depts. at end of document)

Department

PURPOSE

The Yuma County Hazard Communication (“HAZCOM”) Program has been developed to ensure that:

1. employees know the names of all chemicals which are used in the workplace
2. employees know the hazards created by the chemicals they are exposed to in the workplace
3. employees know what measures to take to protect themselves and others against the hazards created by chemicals in the workplace

This program is created pursuant to and in compliance with the requirements of 29 CFR §1910.1200 and A.R.S. §23-403 and is located in the Material Safety Data Sheet (“MSDS”) binder at the desk of (department head designated employee). All employees shall have access to the MSDS binder at all times and may request a copy of the information contained therein.

HAZCOM PROGRAM LIAISON

(Department head designated employee) shall serve as the HAZCOM Liaison for the (Department). The HAZCOM Liaison shall be responsible for carrying out the duties

listed herein and shall report to the following personnel and in the following order with matters pertaining to the HAZCOM Program:

1. Department Head
2. Human Resource employee maintaining the OSHA 300 Log
3. Yuma County Risk Management

EXEMPTIONS TO PROGRAM

The provisions of this program do not apply to:

1. Any hazardous waste as such term is defined by the Solid Waste Disposal Act of 1976, as amended (42 U.S.C. 6901 et seq), when subject to regulations issued under that Act by the Environmental Protection Agency;
2. Any hazardous substance as such term is defined by the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) (42 U.S.C. 9601 et seq) when the hazardous substance is the focus of remedial or removal action being conducted under CERCLA in accordance with the Environmental Protection Agency regulations;
3. Tobacco or tobacco products;
4. Wood or wood products (unless treated with a hazardous chemical and which may be subsequently sawed or cut, generating dust);
5. Food or alcoholic beverages which are sold, used, or prepared in a retail establishment and foods intended for personal use consumption by employees while in the workplace;
6. Any drug, as that term is defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 et seq) when it is in solid, final form for direct administration to the patient (i.e. tablets or pills); drugs which are

packaged by the chemical manufacturer for sale to consumers in a retail establishment; and drugs intended for personal consumption by employees while in the workplace;

7. Cosmetics which are packaged for sale to consumers in a retail establishment, and cosmetics intended for personal consumption by employees while in the workplace;
8. Any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 et seq) and Federal Hazardous Substances Act (15 U.S.C. 1261 et seq) respectively, where the employer can show that it is used in the workplace for the purpose intended by the chemical manufacturer or importer of the product, and the use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purposes intended;
9. Nuisance particles where the chemical manufacturer or importer can establish that they do not pose any physical or health hazard covered under this section;
10. Ionizing and nonionizing radiation; and
11. Biological hazards.

EMPLOYEE TRAINING

Employees shall receive training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new physical or health hazard the employees have not been previously trained about is introduced into their work area. Such training shall include the following:

1. Operations and locations in the work area where hazardous chemicals are present
2. The method the department will use to inform employees of potential hazards of tasks that are not routine for an employee because of infrequency, location or type
3. Measures employees can take to protect themselves from chemical hazards
4. Appropriate work practices
5. Emergency procedures
6. Personal protective equipment
7. Reading, understanding, and knowing the location of MSDS's and the departmental HAZCOM program

All employees receiving chemical safety training shall sign a Chemical Safety Training form and the completed form shall be kept in their personnel file. Each year following initial training, employees will be required to attend a refresher course.

HAZARDOUS NON-ROUTINE TASKS

NO HAZARDOUS NON-ROUTINE TASKS ARE PERFORMED BY THE YUMA COUNTY ASSESSOR.

LABELING OF CONTAINERS CONTAINING HAZARDOUS PRODUCTS

The HAZCOM Liaison will verify that all containers received for use by this department and which contain hazardous products shall:

1. be clearly labeled as to the contents and have a corresponding MSDS
2. have the hazard warning appropriate to the containers contents
3. list the name and address of the manufacturer

No containers are to be released for departmental use until the foregoing requirements have been met. This also applies to all hazardous products brought in by employees and which are used and/or stored for later use by the employee(s) of the department. Portable containers into which hazardous chemicals are transferred from labeled containers and which are intended only for the immediate use of the employee performing the transfer, are not required to be labeled. However, portable containers into which hazardous chemicals are transferred from labeled containers and which are intended for *extended use*, will have proper labeling. All labels and forms of warning should be legible, in English and prominently displayed on the container or readily available in the immediate work area. Department heads having employees who speak other languages may add the information in their language to the material presented as long as the information is presented in English as well.

MATERIAL SAFETY DATA SHEETS

Copies of MSDS's for all hazardous substances to which employees may be exposed will be kept at the desk of the HAZCOM Liaison. The HAZCOM Liaison will be responsible for the maintenance of the MSDS file and will ensure that:

1. all MSDS's are readily accessible for review by employees of the department
2. a copy of any MSDS is made available to any employee upon request

CONTRACTORS

It is the responsibility of the HAZCOM Liaison to provide all contractors and their employees with the following information:

1. Hazardous chemicals to which they may be exposed while performing work at the job site

2. Measures the employees may take to lesson the possibility of exposure
3. Steps the department has taken to lesson the risk of exposure
4. The location of MSDS for chemicals to which they may be exposed
5. Procedures to follow in the event of chemical exposure

Any contractor performing work for the department that includes the use of hazardous chemicals will supply the department with an MSDS for each and every chemical the contractor may expose the department's employees to while working at the job site. It is the responsibility of the HAZCOM Liaison to obtain MSDS's from the contractor performing the work.

CHEMICALS UTILIZED BY YUMA COUNTY FACILITIES MANAGEMENT

All chemicals used by Yuma County Facilities Management in the daily cleaning and maintenance of county buildings shall have a corresponding MSDS kept in a binder in the maintenance room at 410 South Maiden Lane. The contents of the binder shall be accessible to the employees in the building at all times.

CHEMICALS IN UNLABELED PIPES

THERE ARE NO CHEMICALS IN UNLABELED PIPES IN THE YUMA COUNTY ASSESSOR'S OFFICE.

INVENTORY OF HAZARDOUS CHEMICALS IN THIS DEPARTMENT

An inventory of all hazardous chemicals in the department shall be maintained by the HAZCOM Liaison and regularly updated. For each hazardous chemical listed, a corresponding MSDS must be placed in the MSDS file.

APPROVAL OF THE YUMA COUNTY

HAZCOM PROGRAM

The Yuma County HAZCOM Program shall be reviewed and approved by the Yuma County Board of Supervisors. Each department head should likewise review and approve the HAZCOM program for their department and indicate their approval by signing below.

AMENDMENTS TO THE YUMA COUNTY

HAZCOM PROGRAM

Any substantive amendments to the Yuma County HAZCOM Program shall be reviewed and approved by the Yuma County Board of Supervisors. However, the following does not require the review or approval of the Board of Supervisors:

1. Changing the person designated as the HAZCOM Liaison
2. Changing the location of the MSDS binder

Changes in the HAZCOM Liaison and/or the MSDS binder location shall be approved by the Department Head and reported to the Risk Management Department of the Yuma County Attorney's Office.

The foregoing HAZCOM Program has been reviewed and approved by:

THE YUMA COUNTY BOARD OF SUPERVISORS

Department Head:

DATE

List of Departments:

Assessor
Board of Supervisors
Constable
County Attorney
DDS
Elections
Facilities Mgmt
Finance
Health
Housing
Human Resources
ITS
Justice Courts
Legal Defender
Library
Public Defender
Public Works
Recorder
School Superintendent
Sheriff
Treasurer
YPIC