



Prince George County/Fire & Emergency Services

Safety 3.3

Hazard Communication Plan

December 1, 2021



1. Introduction

The leadership of Prince George County is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and commonwealth health and safety standards. Under this program employees are informed of the contents of the OSHA Hazard Communications Standards, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals. The hazards of these chemicals may be physical or health related. This written hazard communication program is available in Human Resources, and on the Prince George County website for review by all employees. It is also available at: Parks & Recreation, County Garage, Utilities, General Services, EOC, each Fire Station/Crew Building, Courthouse, and the Police Department.

2. Identifying Hazardous Chemicals

A product list is attached to this plan at each location. The list identifies all hazardous chemicals with a potential for employee exposure *at that particular workplace*. Detailed information about the physical,

health, and other hazards of each chemical is included in a Safety Data Sheet (SDS, formerly known as MSDS); the product identifier for each chemical on the list matches and can be easily cross-referenced with the product identifier on its label and on its SDS.

3. Identifying Containers of Hazardous Chemicals

The labeling system to be used by Prince George County will follow the requirements in the 2012 revision of the OSHA Hazard Communication Standard to be consistent with the United Nations Globally Harmonized System (GHS) of Classification of Labeling of Chemicals. The label on the chemical is intended to convey information about the hazards posed by the chemical through standardized label elements, including symbols, signal words and hazard statements.

All hazardous chemical containers used by any employee of Prince George County in the performance of his/her duties will have the original manufacturer's label that includes at least one of the following:

- 1. The original manufacturer's label that includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.**
- 2. A label with the appropriate label elements described above in 1.**
- 3. Workplace labeling that includes the product identifier and words, pictures, symbols or combination that provides at least general information regarding the hazards of the chemicals.**

Each Director (or their designated representative) will ensure that all containers are appropriately labeled. If a Director opts to designate a representative, said representative's name or job title will be listed prominently in that department's SDS Binder.

Small quantities intended for immediate use may be placed in a container without a label, provided that the individual keeps it in their possession at all times and the product is used up during the work shift or properly disposed of at the end of the work day.

4. Keeping Safety Data Sheets (previously known as Material Safety Data Sheets)

The manufacturer or importer of a chemical is required by OSHA to develop a Safety Data Sheet (SDS) that contains specific, detailed information about the chemical's hazard using a specified format. The distributor or supplier of the chemical is required to provide this SDS to the purchaser.

SDS's are readily available to all employees during their work shifts. Employees can review SDS for all hazardous chemicals used in their workplace. All employees will be made aware of the location of the SDS's for their department, as well as any updates or additions.

The SDS's are updated and managed by each Department Director or their designated representative. In order to ensure maximum participation and compliance, the performance of this responsibility will be reflected on the responsible person's performance evaluation, as well as the Director, if responsibility is delegated.

5. Training Employees about Chemical Hazards

Before they start their jobs or are exposed to new hazardous chemicals, employees must be trained on the following topics:

- An overview of the requirements in OSHA's Hazard Communication Standard.
- Hazardous chemicals present in their workplace.
- Any operations in their work area where hazardous chemicals are used.
- The location of the written hazard communication plan and where it may be reviewed.
- How to understand and use the information on labels and in Safety Data Sheets.
- Physical and health hazards of the chemicals in their work areas.
- Methods used to detect the presence or release of hazardous chemicals in the work area.
- Steps we have taken to prevent or reduce exposure to these chemicals.
- How employees can protect themselves from exposure to these hazardous chemicals through use of engineering controls and/or work practices and personal protective equipment.
- Emergency procedures to follow if an employee is exposed to these chemicals.
- An explanation of any special labeling present in the workplace.
 - What are pictograms?
 - What are the signal words?
 - What are the hazard statements?
 - What are the precautionary statements?

Directors (or their designated representatives) are responsible to ensure that employees receive this training. After the training is complete, employees will sign a checklist verifying that they understand the above topics and how the topics are related to our hazard communication plan.

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

6. Informing Employees who do Special Tasks

Before employees perform special (non-routine) tasks that may expose them to hazardous chemicals, their supervisors will inform them about the chemicals' hazards. Their supervisors will also inform them how to control exposure and what to do in an emergency. The Director will evaluate the hazards of these tasks and provide appropriate controls including Personal Protective Equipment and/or additional training as required.

7. Informing contractors and other employers about our hazardous chemicals

If employees of other employer(s) may be exposed to hazardous chemicals at our workplace (for example, employees of a construction contractor working on-site) it is the responsibility of the appropriate Director to provide contractors and their employees with the following information:

- The identity of the chemicals, how to review our Safety Data Sheets, and an explanation of our container labeling system.
- Safe work practices to prevent exposure.

The Director will also obtain a Safety Data Sheet for any hazardous chemical a contractor brings into the workplace.

HCS Pictograms and Hazards

HEALTH HAZARD



Carcinogen
Mutagenicity
Reproductive Toxicity
Respiratory Sensitizer
Target Organ Toxicity
Aspiration Toxicity

FLAME



Flammables
Pyrophorics
Self-Heating
Emits Flammable Gas
Self-Reactives
Organic Peroxides

EXCLAMATION MARK



Irritant (skin and eye)
Skin Sensitizer
Acute Toxicity
Narcotic Effects
Respiratory Tract Irritant
Hazardous to Ozone Layer
(Non-Mandatory)

GAS CYLINDER



Gases Under Pressure

CORROSION



Skin Corrosion/Burns
Eye Damage
Corrosive to Metals

EXPLODING BOMB



Explosives
Self-Reactives
Organic Peroxides

FLAME OVER CIRCLE



Oxidizers

ENVIRONMENT NON-MANDATORY



Aquatic Toxicity

SKULL AND CROSSBONES



Acute Toxicity (fatal or toxic)

For more information:
Occupational Safety and Health Administration
U.S. Department of Labor

www.osha.gov
(800) 321-OSHA (6742)
OSHA 3491-02 2012