

Hazard Communication

6/11/15

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Purpose: To ensure Wayne County employees and outside contractors understand the potential hazards associated with chemicals or substances stored or otherwise used at a location.

Scope: All Wayne County offices, departments, and employees and outside contractors.

I. Chemical Inventory

- A. An inventory of hazardous materials used at each facility over the consumer commodity volume (5 gallons) will be included in the Material Safety Data Sheet book located at the Right-To-Know Station at each facility.
- B. A list of hazardous chemicals used at each facility and MSDS's will be provided for each building. A master list will be kept in the Safety / Loss Control Manager's office.
- C. The inventory list will include:
 - 1. Location
 - 2. Product Name
 - 3. Use
 - 4. Hazard
 - 5. Hazardous Component
 - 6. Required PPE
 - 7. Comments

II. Material Safety Data Sheets (MSDS)

- A. Material safety data sheets shall be maintained by a departmental designate for hazardous chemicals used within the department.
- B. The MSDS books will be updated as needed.
- C. Annual training will be provided to those county employees exposed to hazardous materials.

III. Labeling

- A. All containers are required to display labels, either original or in-house. The department designate will ensure all containers are properly labeled.
- B. Label Requirements
 - 1. NFPA Type for in-house labels (National Fire Protection Association)
 - 2. Used on containers that were not originally intended for the material

IV. Hazard Communication

- A. Annual Review
- B. Safety / Loss Control Manager will be notified when hazardous material not on the inventory list is received.
- C. Safety / Loss Control Manager will follow-up with notification to employees within the department.

V. Outside Contractors

- A. Outside contractors must supply department with MSDS when using hazardous materials in that area.
- B. Safety / Loss Control Manager will relay hazardous information to employees working in that area.