

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 8: Safety, Security, Emergency Management

POLICY: 8.025

SUBJECT: Hazard Communication Program

POINT

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SUPERINTENDENT

 **DATE:** NOVEMBER 3, 2011

I. POLICY

To assure the safety of its employees, patients, and visitors, Oregon State Hospital shall maintain an active and ongoing hazard communication program that establishes procedures to identify hazardous materials and communicates their safe handling by employees.

Any hazardous chemical to which employees may be exposed shall not be introduced to any work area until all elements of this program are met.

II. Definitions

- A. "Hazardous Chemical" means any chemical, which is a physical or a health hazard.
- B. "Physical Hazard" means a chemical that is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.
- C. "Health Hazard" means a chemical from which acute or chronic health affects may occur in exposed employees.
- D. "Material Safety Data Sheet (MSDS)" means regulated written or printed information concerning a hazardous chemical that is provided by the manufacturer, importer, or distributor of the chemical.
- E. "Container" means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or similar item that contains a hazardous chemical.
- F. "Primary Container" means any container received from the chemical manufacturer, importer, or distributor.

- G. "Secondary Container" means any container into which a chemical is transferred from a primary container.
- H. "Label" means any written, printed, or graphic material displayed on or affixed to a container of hazardous chemicals.
- I. "Significant" means that which is clearly greater than what a reasonable person would concede to be a normal consumer situation in a home or household environment.
- J. "General-Use Chemical" means a chemical that is used by more than one work area.

III. Procedures

A. Container Labeling

- 1. The worksite manager shall verify that all containers received for use clearly list the contents on the label, note the appropriate warning, and list the manufacturer's name, address and emergency contact number.
- 2. No container shall be released for use until the above data is verified.
- 3. The worksite manager shall ensure that the labels remain legible and that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with a generic label from the Warehouse that has identification and hazard warnings. For help with labeling, contact the Safety Office.

B. Material Safety Data Sheets (MSDS)

- 1. MSDSs shall be obtained for each hazardous chemical before that chemical is used in any manner.
 - a. The Procurement Department shall require MSDSs with all purchase orders for hazardous chemicals and shall forward MSDSs received to the Safety Office.
 - b. The Materials and Distribution Center shall not distribute a hazardous chemical unless an MSDS is on file. Copies of all MSDS shall be forwarded to the Safety Office for all chemicals.

- c. When hazardous chemicals are directly purchased at a retail store, an MSDS shall be obtained by the purchaser from the distributor or manufacturer and a copy forwarded to the Safety Office. If help is needed to get an MSDS, the Safety Office shall be contacted.
 2. Copies of MSDSs for all hazardous chemicals to which employees may be exposed shall be kept on the MSDS Online and in the MSDS storage room. The Safety Office shall maintain the MSDS Online Program.
 3. MSDSs shall be available to all employees for review during each work shift. If a MSDS is not available or new hazardous chemicals do not have an MSDS, immediately contact the Safety Office. No hazardous chemical shall be used in any manner without an MSDS.
- C. Employee Information and Training
 1. Each new employee shall attend General Orientation before beginning work and shall receive an annual review of the Hazard Communication Training thereafter. Employees shall be trained on the following:
 - a. An overview of the requirements contained in the Hazard Communication Standard.
 - b. The location and availability of OSH's written Hazard Communication Program policy.
 - c. How to reduce or prevent exposure to hazardous chemicals through use of engineering controls, work practices and personal protective equipment.
 - d. Safety emergency procedures to follow if the employee is over exposed to chemicals.
 - e. How to read labels and review MSDSs to obtain appropriate hazard information.
 2. When the employee reports to the work area, as a part of the worksite orientation information and training shall include:
 - a. Hazardous chemicals present in the workplace operation.
 - b. Physical and health effects of those chemicals.

- c. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
 - d. Steps the hospital has taken to reduce or prevent exposure to these chemicals.
 - e. How to reduce or prevent exposure to those chemicals through use of engineering controls, work practices and personal protective equipment.
 - f. Safety emergency procedures to follow if over exposed to those chemicals.
 - g. How to access the MSDS Online Program.
 - 3. Prior to a new hazardous chemical being introduced into any section of the hospital, each employee who potentially will come into contact with the chemical shall be given the information as outlined above by the employee's supervisor.
- D. Hazardous Chemicals List
 - 1. A list of all hazardous chemicals used at the hospital shall be kept as a database in the Safety Office.
- E. Hazardous Non-Routine Tasks
 - 1. Periodically, employees may be required to perform hazardous non-routine tasks (for example, work which may disturb asbestos containing material). Before starting such projects, each affected employee shall be given information by the supervisor about hazardous chemicals to which he or she may be exposed during such activity. This information shall include:
 - a. Specific chemical hazards.
 - b. Protective/safety measures employees can take.
 - c. Measures the hospital has taken to reduce the hazards, to include engineering controls, work practices and personal protective equipment.

F. Chemicals in Pipes

1. Work activities may be performed in areas where chemicals are transferred through pipes. Prior to starting work in these areas, employees shall contact the Facilities Services for information regarding:
 - a. The chemical in the pipes, or the insulation material on the pipe.
 - b. Potential hazards.
 - c. Safety precautions to be taken to include engineering controls, work practices and personal protective equipment.

G. Informing Contractors

1. It is the responsibility of the Facilities Services supervisor to provide contractors the following information:
 - a. Hazardous chemicals to which they may be exposed while on the job site and the procedure for obtaining MSDS or information about the chemical.
 - b. Precautions the contractor and his/her employees may take to lessen the possibility of exposure by using appropriate protective measures and an explanation of the labeling system used.
2. It is the responsibility of the worksite supervisor to identify and obtain MSDSs for the chemicals the contractor is bringing into the work place.
 - a. Identify and obtain MSDS's for the chemicals the contractor is bringing into the workplace.
 - b. The OSH supervisor shall inform hospital employees of contractors hazardous chemicals used in the workplace.

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IV. References

Oregon Occupational Health and Safety Code Hazard Communication
1910.1200.

Replaces Oregon State Hospital Policy and Procedure 8.025, *Hazard Communication Program*, dated 07/12/2005.