

NOTICE!

The following procedure is currently under revision.

If you need to refer to this procedure and have questions regarding applicability, please contact the Safety Office at 425.388.3549.

HAZARD COMMUNICATION

I. PURPOSE

- A. In order to comply with the Hazard Communication standard from WAC 296-839-300, Snohomish County has developed the following written Hazard Communication Policy.
- B. All countywide work locations and departments are required by law to be covered by this written program. The written program will be available in the County Safety Office for review by interested employees.
- C. The basic goal of the Hazard Communication Standard is to ensure that both employers and employees know about chemical work hazards and how to protect themselves. The results should be a reduction of illness and injuries that could result from chemical exposures.
- D. The program may also assist with the proper disposal of unwanted chemicals. This should reduce the potential for fines from a non-compliance with environmental regulations.
- E. This program establishes uniform requirements, county-wide, which ensure that the hazards of all chemicals purchased, produced, or used in the work place are evaluated, and that this hazard information is transmitted to the affected employees.
- F. The program ensures that all supervisors receive information they need to inform and train their employees properly and to design and put in place employee protection programs. It also provides necessary hazard information to employees so that they can participate in, and support these protective measures.
- G. This standard incorporates a downward flow of information from the producers of chemicals, to the employers, and finally to employees. Producers of chemicals have the primary responsibility of generating and distributing information while the users of chemicals must obtain the information and submit it to their own employees. In general, there are six main areas that Snohomish County must address in order to comply with this standard:
 - 1. Inventory/identification of chemicals at each County work location
 - 2. Training
 - 3. Material Safety Data Sheets (MSDS)
 - 4. Labeling requirements

5. Hazardous Non-Routine Job Functions
6. Written program

II. REQUIREMENTS

A. Inventory/Identification- Each location must:

1. Conduct a walk-through inventory for chemicals in all departments, keep the inventory list on file, and send a copy to the County Safety Office.
2. Determine the common name of the chemical or product.
3. Appropriately label the product.
4. Determine the location, storage and proper use of that product.
5. Provide a copy of the MSDS of all materials purchased to the Safety Office for review. Safety will put on the HMIS label and assign the appropriate hazard ratings on the MSDS and forward a copy to the department.
6. Annually update their Chemical Inventory List.

B. Employee Training Requirements

1. The County Safety Office will be responsible for coordinating the employee training program. The County Safety Office will ensure that all program elements specified below will be carried out.
2. Prior to starting work, each new employee of Snohomish County will attend a safety and health orientation that includes the following information and training:
 - a) General training that must be conducted for all employees within Snohomish County;
 - b) An overview of the requirements contained in the Hazard Communication Standard;
 - c) The location and availability of the written Hazard Communication Program;
 - d) How to reduce or prevent exposure to hazardous chemicals through the use of control procedures, work practices, and personal protective equipment;

- e) How to read labels and review the MSDS's to obtain hazard information.
3. Upon arriving at the work site, the new employee will receive an orientation by the supervisor that includes the following information and training:
 - a) The chemicals present in specific workplace operations;
 - b) Any physical and health effects of hazardous chemicals;
 - c) The methods, observations, and the techniques used to determine the presence of hazardous chemicals in the workplace;
 - d) Procedures to follow if the employees are over-exposed to chemicals;
 - e) The location of MSDS files and the written Hazard Communication program at the work site.
 4. Prior to introducing a new chemical into any county location, each employee at that location who will be working in or around that chemical must be given information and trained as outlined above for that new chemical hazard by their supervisor.

C. Material Safety Data Sheets

1. The County Safety Office is responsible for the establishment and monitoring of the Countywide MSDS program. The County Safety Office will make sure procedures are developed to obtain the necessary MSDS's. Each location supervisor or designee shall review incoming MSDS's for new or significant safety and health information. They will insure the new information is passed on to any affected employees.
2. The master set of MSDS's will be kept in the County Safety Office. In those cases where County locations are conducting their own purchasing of products, the supervisor or their designee, in charge of the Material Safety Data Sheets at that location, is responsible for ensuring an MSDS is received with the product and forwarding a copy to the County Safety Office. Safety will put the HMIS label on the MSDS and assign the appropriate hazard warnings, then forward a copy to the department.

3. MSDS's will be kept in an agreed upon central location that is in plain view and accessible to all employees at all times.
4. MSDS's will be available to all employees during each work shift. If an MSDS is not available, immediately contact your supervisor or the County Safety Office.
5. If an updated MSDS has not been received for more than 5 years, one shall be ordered from the manufacturer.
6. MSDS's for materials no longer used or MSDS's that are replaced by an update shall be forwarded to the County Safety Office.
7. Multiple employer work locations: field personnel need not have Material Safety Data Sheets with them as long as they are operating out of a central location on a day to day basis. However, in the event that there is a satellite location where employees do not return to the shop or location where the MSDS's are stored, Material Safety Data Sheets should be taken to that satellite work-site, as copies.
8. Because Snohomish County has multiple facilities, it is required that each major location have MSDS's available to their work force which are specific to the type of work being conducted.
9. MSDS's must be readily accessible to employees.

D. Container Labeling

1. It is the supervisor's responsibility to ensure that each chemical container has its original label intact. If the label is illegible or missing, continue on to the next step.
2. Identify the product.
3. Determine the warning hazard or hazards.
4. Provide the manufacturer's name and address.
5. An HMIS Label can be used for the above steps 2-4.

6. The County employee who is conducting purchasing for individual divisions shall be responsible for verifying that all containers of chemicals received for use are clearly labeled as to its contents, and that an MSDS is received with the product.

NOTE: Supervisors must ensure that chemicals are not released into the workplace without an MSDS on hand for that product.

7. A County employee from each department/division will then ensure that all secondary containers are labeled with the manufacturer's label or with labels that have the identity and the appropriate hazard warning, or marked appropriately. Snohomish County has chosen to select the HMIS system as the system of choice for all Countywide locations. This will assist us in being consistent throughout the County for labeling and information gathering. A sample label is shown in figure 1. For help with labeling of containers, please contact the County Safety Office.

E. Hazardous Non-Routine Job Functions

Periodically, some Snohomish County employees are required to perform hazardous non-routine tasks. Some examples of non-routine tasks include confined space entry, tank cleaning, and painting in confined spaces. Prior to starting work on such projects, each affected employee shall be given information by their immediate supervisor about the hazardous chemicals he or she may encounter during such an activity. This information will include specific chemical hazards, protective and safety measures the employee can use, and steps the County is using to reduce the hazards, including ventilation, respirators, or presence of another employee and emergency procedures.

F. HMIS (Hazardous Material Identification System)

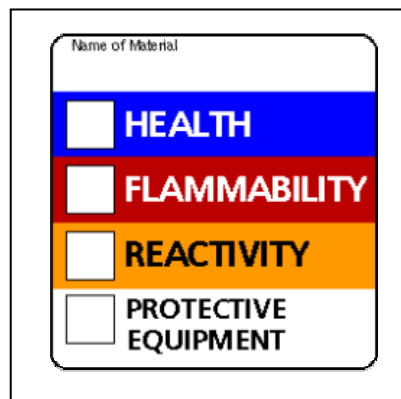
1. Each MSDS will have an HMIS label with the appropriate ratings supplied by the County Safety Office. A sample label is shown in figure 1 & 2. The MSDS # corresponds to the tracking system used by the County Safety Office.
2. When transferring a product into a secondary container, the container must be marked with the product name.
3. A summary of the HMIS ratings is shown at the end of this procedure.

HMIS LABEL AND IDENTIFICATION SYSTEM

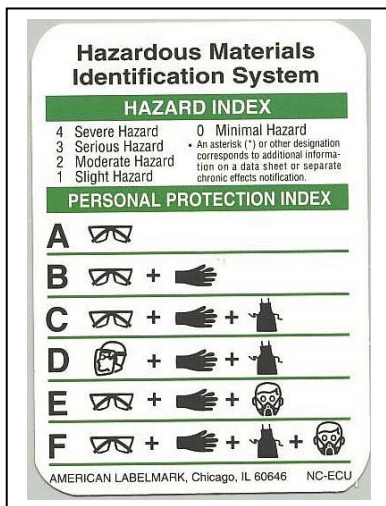
Figure 1



Figure 2



Front



Back



SUMMARY OF HMIS RATINGS

HEALTH HAZARD RATINGS

0	Minimal hazard	No significant risk to health.
1	Slight hazard	Irritation or minor reversible injury possible.
2	Moderate hazard	Temporary or minor injury may occur.
3	Serious hazard	Major injury likely.
4	Severe hazard	Life-threatening, major or permanent damage may result from single or repeated exposure.

FLAMMABILITY HAZARD RATINGS

0	Minimal hazard	Materials normally stable and will not burn unless heated.
1	Slight hazard	Materials that must be moderately heated. Flashpoint at or above 200 degrees Fahrenheit.
2	Moderate hazard	Material that must be moderately heated before ignition will occur. Flashpoints at or above 100 degrees Fahrenheit and below 200 degrees Fahrenheit.
3	Serious hazard	Materials capable of ignition under almost normal temperature Conditions, including flashpoints below 73 degrees Fahrenheit and boiling points above 100 degrees Fahrenheit as well as liquids with flashpoints between 73 degrees Fahrenheit and 100 degrees Fahrenheit.
4	Severe hazard	Very flammable gases or very volatile liquids with flashpoints below 73 degrees Fahrenheit and boiling points below 100 degrees Fahrenheit.

REACTIVITY HAZARD RATINGS

0	Minimal hazard	Materials normally stable; will not react with water.
1	Slight hazard	Materials normally stable; but can become unstable at high temperatures.
2	Moderate hazard	Material normally stable; but will readily undergo violent chemical Change without detonating.
3	Serious hazard	Materials that are capable of detonation or explosive reaction, but which require a strong initiating source. Materials that react explosively with water.
4	Severe hazard	Materials that are readily capable of detonation or explosive Decomposition at normal temperatures and pressures.

PERSONAL PROTECTIVE EQUIPMENT

A	Wear safety glasses.
B	Safety glasses, and hand protection.
C	Glasses, gloves, and protective splash clothing.
D	Face shield, gloves, and protective clothing.
E	Glasses, gloves, and dust respirator.
F	Glasses, gloves, protective clothing, and dust respirator.
H	Goggles, gloves, protective clothing, and vapor respirator.
I	Glasses gloves dust and vapor respirator.
J	Goggles, gloves, protective clothing, and dust and vapor respirator.
K	Air-line respirator, full protective suit, gloves, and boots.
X	Ask your supervisor for special handling instructions or see the MSDS.
N	NO PROTECTION REQUIRED UNDER NORMAL USAGE.