

## **HEAD START OF LANE COUNTY**

### **HAZARD COMMUNICATION PROGRAM**

Head Start of Lane County (HSOLC) is committed to the prevention of incidents or happenings which result in injury and/or illness and to comply with the Oregon Occupational Health and Safety Code - Hazard Communication. Therefore we spare no effort in providing a safe and healthful work environment for all employees; require that all levels of supervision are accountable for the health and safety of those employees under their direction; and through this written hazard communication program share assigned responsibility to ensure performance under that responsibility.

All centers and clinics are included in this program. This written program will be available in the Administrative offices, Head Start Centers, and on the internal web communication system (Portal) for review by any interested employee.

HSOLC will meet the requirements of this rule as follows:

#### **MATERIAL SAFETY DATA SHEETS (MSDS)**

Copies of MSDS for all hazardous chemicals to which employees of HSOLC may be exposed will be kept in the office of the HSD and in a MSDS binder which will be kept in a designated location with other policy and procedure manuals at each Head Start Center. Per Oregon OSHA regulations, MSDS will be kept for chemicals used in a non-household manner, except those that are considered extremely caustic (i.e. drain cleaner, oven cleaner). "Household manner" is defined as items that are being used daily to clean, such as dish soap or scouring powder.

MSDS will be available to all employees to review during working hours. A copy of the MSDS sheet should be placed in the binder, the name of the product noted on the inventory sheet, and a copy sent to the HSD.

#### **CONTAINER LABELING**

The Health Consultant (HC), in conjunction with the Facilities Manager and Regional Managers (RM), will ensure that all chemicals being used in our facilities will:

- Be clearly labeled as to the contents.
- Note the appropriate hazard warning.
- List the manufacturer's name and address.

It is the policy of this agency that no container will be released for use until the above data is verified.

## **EMPLOYEE INFORMATION AND TRAINING**

Each new employee of HSOLC will attend an orientation to the Hazard Communication Program and will receive information and training on the following:

- An overview of the requirements contained in the Hazard Communication Rules. Chemicals present in their workplace operations.
- Location and availability of our written hazard program and Material Safety Data Sheets.
- How to read labels and review MSDS to obtain appropriate hazard information.
- How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.

Each year the HC, in conjunction with the RMs, will ensure there is training provided on the Hazard Communication Program and a review provided on chemicals in use at the employee's specific site.

Prior to a new hazardous chemical being introduced into any section of this agency, each employee of that section will be given information as outlined above. The Facilities Manager with assistance from the HC and/or RMs is responsible for ensuring that MSDS on any new chemicals are available.

## **HAZARDOUS CHEMICALS LIST**

A list and information about all known hazardous chemicals used by HSOLC employees will be kept in the Hazardous Chemical binder located in the Facility Manager's office and the designated location at each HS site. The list of Hazardous Chemicals will also be posted on the Portal.

The HC and Facilities Manager will determine whether a chemical is hazardous by referring to the list on pages 8 and 9 of OSHA's Hazard Communication Safe Work Practice Guide (440-2034) and by referring to the comprehensive summaries available at [www.atsdr.cdc.gov](http://www.atsdr.cdc.gov)

## **HAZARDOUS NON-ROUTINE TASKS:**

Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee will be given information by their immediate supervisor about hazardous chemicals to which they may be exposed during such activity. This information will include:

- Specific chemical hazards.

- **Protective/safety measures employees can take.**
- **Measures the agency has taken to reduce the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.**

**Examples of non-routine tasks performed by employees of this agency may include but are not limited to:**

- **Painting and related tasks.**
- **Stripping and waxing linoleum floors.**
- **Carpet shampooing.**

## **INFORMING CONTRACTORS**

**It is the responsibility of the Facilities Manager, in conjunction with RM's, to provide contractors with the following information:**

- **Hazardous chemicals to which they may be exposed while on the job site, and the procedure for obtaining MSDSs.**
- **Precautions employees may take to lessen the possibility of exposure, by using appropriate protective measures, and an explanation of the labeling system used.**

**Also, it is the responsibility of Facilities Manager in conjunction with RM's to identify and obtain MSDSs for the chemicals the contractor is bringing into the workplace.**

## **REVIEW**

**The Safety Committee will review this Hazard Communication Program on an annual basis to assure continued compliance with the OSHA - Hazard Communication code.**

**Policy Council approved on May 11, 2004.**

Updated June 2009

## **CHEMICAL LIST AS OF 8/19/03**

### Outdoor/Lawn

Bugs be Gone (insecticide)

Glystar Plus (weed killer)

### Floors

Allstar New Look Thermal Buff Spray

Dazzle Neutral Floor Cleaner

First Base (NPE Free) (floor finish)

Gemstar Gemini (floor finish)

GSI 1900 (floor sealer)

GSI 1955 (mop stripper)

GSI 2200 (floor finish)

Liberty (liquid stripper)

Zep Strip-Ease (floor stripper)

Zep Time Saver (wax stripper)

### Carpet

All Star D Foam Suds Buster

All Star X Tractor

### Glass/Oven/Plumbing etc.

Drano (pipe unclogger)

Easy Off Oven Cleaner

Once Over Paste (heavy duty glass cleaner)