

PERSONNEL POLICY
Fauquier County, Virginia

Policy Title: Fauquier County Hazard Communication Program
Section No.: 21

Effective Date:
6/1/87
Supersedes Policy:
New

PURPOSE

On August 17, 1984, the Virginia Safety and Health Codes Board adopted the Federal OSHA "Hazard Communication" Standard, CFR 1910.1200. The Standard is designed to:

- Ensure the evaluation of chemicals to determine their hazards.
- Apprise workers of the hazards with which they work.
- Pre-empt any existing State laws. Virginia operates a state plan in accordance with section 18 of the Occupational Safety and Health Act. Any "Right to Know" or "Hazard Communication: law or standard in Virginia must undergo a Federal approval process through the OSHA State Plan System.

GENERAL INFORMATION

In an effort to comply with the Virginia Occupational Health and Safety Standard, 1910.1200, Hazard Communication, the following written Hazard Communication Program has been established for Fauquier County.

All departments whose employees are covered under the Personnel Policies of the Board of Supervisors are included in this program. The Water and Sanitation Authority and the School Board are not included under this program. The Department Head shall be responsible for implementing, monitoring, and upgrading the Hazard Communication Program, as it pertains to his/her individual department. The Safety Coordinator shall provide any necessary assistance to achieve this objective. The written program will be available in the County Personnel Policy Manual for review by any interested employee.

FAUQUIER COUNTY will meet the requirements of the Hazard Communication Standard as follows:

1. Container Labeling

All County Contracts for supplies or services shall include the following language "where applicable, the contractor shall comply with all of the requirements of the Virginia Occupational Safety and Health Administration Hazard Communication Standard (1910.2300)." Specifically, suppliers will be required to ensure that all products purchased by Fauquier county are properly labeled, and that material safety data sheets are provided for those products classified as "Hazardous" by the Virginia Occupational Safety and Health Administration.

The Department Head or his/her officially designated representative will verify that all containers received for use within his work environment will:

- Be clearly labeled as to the contents
- Note the appropriate hazard warning
- List the name and address of the manufacturer/importer or responsible party.

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

The Department Head or his/her representative will also ensure that all secondary containers are appropriately labeled with either an extra copy of the original manufacturer's label or a generic label, obtained from the Safety Coordinator, which has a block for identity and blocks for the hazard warning. For help with labeling, employees should contact the Safety Coordinator.

2. Material Safety Data Sheets (MSDS)

Copies of MSDS' for all hazardous chemicals to which employees may be exposed will be kept in the Office of the Safety Coordinator. MSDS' will also be available to all employees in their work area for review during each work shift. If MSDS' are not available or new chemicals in use do not have MSDS', please immediately contact the Office of the Safety Coordinator.

3. Employee Training And Information

Prior to starting work, each new employee of Fauquier County will attend a Health and Safety Orientation. This orientation will be held in conjunction with the employee orientation program conducted by the Office of Personnel, and will be conducted by the Safety Coordinator or his/her representative. The orientation will include:

- An overview of the requirements contained in the Hazard Communication Standard.
- Locations and availability of the written hazard communication program.
- How to read labels and review MSDS' to obtain hazard information.

In addition, employees will be informed of those hazardous materials located in their immediate work environment. This training will be conducted by the Department Head or his/her officially designated representative, with the assistance of the Office of the Safety Coordinator, if required. The training will consist of a review of MSDS' for products located in the work area. Information to be provided will include:

- Physical and Health effects of the hazardous chemicals.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work place.
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- Steps the County has taken to lessen or prevent exposure to these chemicals.
- Safety emergency procedures to follow if they are exposed to these chemicals.

After receiving this information the employee will be required to sign a form (provided by the Office of the Safety Coordinator) stating that he/she has reviewed MSDS', attended all required training sessions, reviewed all written program

materials, and understands the County's policies regarding the Hazard Communication Program. Once this form is signed, one copy shall be retained by the Department and one copy shall be forwarded to the Office of the Safety Coordinator.

4. List of Hazardous Chemicals

In Appendix A is a list of all known hazardous chemicals used by employees of Fauquier County for the effective date shown. Further information on each noted chemical can be obtained by reviewing Material Safety Data Sheets located in the Office of the Safety coordinator or, if hazardous materials are located in your immediate work area, MSDS' may be reviewed in the office of your Department Head of his/her designee. Appendix A will be updated by the Office of the Safety Coordinator to reflect changes. However, employees are directed to consult information maintained by their Department Head for those hazardous chemicals that apply directly to their departmental work processes.

5. Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their Department Head of his/her designee about hazardous chemicals to which they may be exposed to during such activities. If work is to be done for another department or agency, that Department of Head or designee shall be responsible for providing information about any hazardous chemicals to which employees may be exposed during their work for that department or agency.

This information will include:

- Specific chemicals hazards.
- Protective/Safety measures employees can take
- Measures the County has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine tasks performed by employees of Fauquier county include:

<u>TASK</u>	<u>HAZARDOUS CHEMICALS</u>
Purging building air conditioning system	(BIS) TRI-N-BUTYLTIN OXIDE
Re-charging building air conditioning system	(FREON 22) MONOCHLORODIFLOUR OMETHANE

6. Contractors

It is the Contracting Agency's responsibility to provide the employees of a contractor with the following information.

- Hazardous chemicals to which they may be exposed while on the job site.

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- Precautions the employees may take to lessen the possibility of exposure by use of appropriate protective measures and emergency procedures to follow, if they are exposed to any hazardous chemicals.

The Contracting Agency will also provide MSDS to the Safety Coordinator on any hazardous chemical to which a County employee may be exposed. The MSDS shall be provided five business days prior to the commencement of work by the outside contractor.