

22. HAZARDOUS SUBSTANCES AND MATERIALS **RIGHT-TO-KNOW POLICY**

POLICY

It is the policy of Scott County to comply with occupational and health standards promulgated under the provisions of the Iowa Hazardous Chemical Risk Right-to-Know Law and OSHA 1910.

SCOPE

This policy is applicable to all offices and departments of the County, with added emphasis on those departments in which the use of hazardous substances has been identified Facility and Support Services, Conservation, Health, Jail, and Secondary Roads.

PURPOSE

To assure that employees are effectively informed concerning workplace health hazards by comprehensively addressing the issue of evaluating the potential hazards of chemicals and communicating information concerning hazards and appropriate protective measures to employees and establishing protocols for procurement of Hazardous Substances, Material Safety Data Sheets (MSDS), Container Labeling and training.

ADMINISTRATIVE PROCEDURES

A. Inventory of Hazardous Chemicals

1. All chemicals used in the workplace shall be approved for use by each Department and have a MSDS on file for all chemicals, prior to authorizing their use in the workplace.
2. Each department will keep a current inventory list of each hazardous chemical that is used in that department, as well as a Work Area Specific Chemical List for those chemicals in the immediate work area. Each department will designate one or more persons to be responsible for maintaining chemical lists, MSDS and coordinating training on these subjects. FSS shall serve in this capacity for all county campus departments.

3. Each county campus department or tenant shall disclose to FSS any chemicals present in the workplace. Further, each county campus department or tenant shall notify the FSS Custodial Coordinator if they introduce any new chemicals into the workplace. Said department shall provide FSS with a copy of the MSDS and a description of the proposed use for each chemical introduced. Before introducing new chemicals into the workplace, each department/tenant should consider contacting FSS to determine if a chemical already documented and in use could meet their need.

B. Material Safety Data Sheets

1. The County will require a material safety data sheet (MSDS) prepared by the manufacturer of the substance, which contains information on the hazards associated with that substance to accompany each shipment of a new product that it receives.
2. The following steps will be taken if either an MSDS is not currently on file for a product the County uses, or if the MSDS did not accompany the product with the first shipment.
 - a. Phone call or e-mail request to the manufacturer, importer, or distributor.
 - b. If no reply within 10 days, a written letter or request will be prepared.
 - c. If no reply after 21 days, the Risk Manager will notify Iowa Occupational Safety and Health Administration (IOSHA).
 - d. If available, the requestor may chose to request the MSDS sheet from an on-line database or other resource in lieu of the formal procedure above.
3. Those departments /facilities using products which contain hazardous substances must maintain and have readily accessible to every employee a list of chemicals known to be present and identify each chemical using a name that is referenced on the appropriate Material Data Safety Sheet (MSDS). A list shall be in each MSDS binder.
4. Each department will annually review their MSDS file and make the appropriate additions or deletions.

C. Employee Training

1. Each department shall train its employees on the content and requirements of HAZARDOUS Substances and Materials RIGHT-TO-KNOW POLICY Based on the current business practices the following departments are required to provide employee training on hazardous materials:

- Facility and Support Services
- Conservation
- Health
- Jail
- Secondary Roads

Training shall include, but is not limited to:

1. The content of this policy, hazardous substances utilized in the department and the departments associated procedures.
2. The employee's right to access information under the "Right to Know" act with regards to substance hazards in the workplace.
3. The measures employees can take to protect themselves from these hazards, including specific procedures the County has implemented to protect employees from exposure to hazardous chemical, such as appropriate practices, emergency procedures, and personal protective equipment to be used.
4. How to read MSDS sheets.
5. The process by which to obtain the policy, procedures, Hazardous Substance List, and MSDS sheets.

After training is completed, it is the responsibility of the trainer / supervisor to ensure that the intended information has been adequately received and understood by all employees. Employees must sign a statement to indicate that they have received hazardous chemical training.

Whenever a new hazard is brought into the work environment, it is the department's responsibility to ensure that the necessary hazard information has been explained to affected employees.

The Human Resources Department/Risk Manager is responsible for monitoring departmental training efforts to ensure that training

requirements outlined herein are met. As needed, the Human Resources department and Risk Manager will assist in the development of a department's training plan. A copy of each department's plan will be kept on file in the Human Resources department.

Each Department or tenant is responsible for maintaining training records for employees in their span of control.

D. Labeling Responsibilities

1. Each department is responsible for ensuring that all containers of hazardous substances are properly labeled with the manufacture's original label or one which contains
 - a. The identity of the hazardous product by specific chemical identity, or trade name;
 - b. Warnings of the physical and health hazards of the product; as well as their effects;
 - c. The name and address of the chemical manufacturer or other party who can provide the specific chemical identity and other pertinent information. (This is needed only on containers shipped from the chemical manufacturer).

E. Signing of Hazardous Chemical Storage Areas

1. Departments in which hazardous chemicals are stored are responsible for notifying the department of Facility and Support Services of such storage areas.
2. The department of Facility and Support Services is responsible for the placement of signs regarding hazardous chemical storage areas in all County facilities except those outlying facilities operated by the departments of Conservation and Secondary Roads. The Facility and Support Services will maintain an up-to-date file of hazardous chemical storage areas and related floor plans. Copies of these floor plans will be updated on an annual basis and forwarded to the Purchasing Specialist. The Purchasing Specialist, in turn, will send these floor plans to relevant fire departments.
3. The departments of Conservation and Secondary Roads are responsible for the signing of hazardous chemical storage

areas in their facilities and for notifying the relevant fire department(s). As needed, the department of Facility and Support Services will provide technical assistance to ensure accurate signing of outlying hazardous chemical storage areas.

F. Handling of Non-Routine Tasks

In the event of any non-routine task (large tear gas exposure in jail, chemical spill, etc.) the supervisor, department head and Facility and Support Services will be notified immediately. Before any clean-up is started, appropriate MSDS should be read to determine proper clean-up procedures, personal protective equipment, or health risks. If necessary, blueprints will be used to determine materials flowing through unmarked pipes. If the problem poses a serious threat to personnel or equipment, the local fire department shall be notified and Emergency Operations Team operations will be implemented (see Scott County General Policy 4). A complete accident report will be prepared by the department and reviewed by the County's Risk Manager and EOT Team.

G. Handling of Contractors

1. The County will inform all contractors of possible exposure to hazardous chemicals before the contractor begins work.
2. Contractors may bring hazardous chemicals onto County property and must maintain a list of Hazardous Substances and MSDS sheets to which the County has access. Questions regarding hazardous substances used by contractors should be directed to Facility and Support Services.

H. Employee Rights

Employees are encouraged to report any condition to their immediate supervisor and or Risk Management which they feel is unsafe or if they feel they have not been sufficiently trained. If an employee is not satisfied that his/her report has been adequately dealt with, the employee may file a complaint under Policy "S" in the County policy manual (Employee Grievance Procedure). The employee may file such complaint without fear of reprisal.

I. Community Right-to-Know

The public has the right to request information about hazardous chemicals that are used by the County. Copies of MSDS will be given to members of the public at their own expense.