



## **HAZARDS COMMUNICATION**

### **POLICY.**

It is the policy of the Deschutes County Adult Jail (DCAJ) and Work Center (WC) to develop and maintain policies and procedures which provide a safe and healthy work environment for all employees by complying with all applicable health and safety rules, providing appropriate training, and committing all employees to the prevention of incidents which lead to job-related injuries and/or illnesses.

### **PURPOSE .**

The purpose of this policy is to provide DCAJ and WC staff with guidelines on the hazards and precautions associated with the use of hazardous chemicals in the workplace.

### **OREGON JAIL STANDARDS.**

- E-601 Emergency Planning

**REFERENCES:** None

### **DEFINITIONS .**

**Container.** Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like.

**Hazardous Chemicals.** A list of known chemicals used by employees which have the potential of posing a physical or health risk.

**Safety Data Sheets (SDS).** Product information sheets provided by manufacturers which list the product's name, ingredients, health hazards, first aid procedures, and other hazard assessment information.

### **PROCEDURES.**

#### **SECTION A: USE OF HAZARDOUS CHEMICALS TRAINING**

**A-1.** Employees of DCAJ and WC will receive information and training on the hazards and precautions associated with the use of hazardous chemicals in the workplace. This training and information will include:

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- a. An overview of the requirements contained in this policy and Deschutes County Sheriff's Office [Policy 5.23, Hazardous Materials and Containment Spills](#).
  - b. An overview of Deschutes County Risk Management's *Hazard Communication* training material.
  - c. Review of the SDS binders located throughout the facility(s), and instruction on how to obtain appropriate hazard information.
  - d. Information on the physical and health effects of the chemicals present.
  - e. The safety and emergency procedures to follow if exposed to these chemicals.
  - f. The methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
  - g. Proper handling and application techniques to lessen or prevent exposure to hazardous chemicals, including the use of personal protective equipment.
- A-2.** After attending the training class, employees will sign a DPSST Course Attendance Roster Form F-6 to verify they attended the training, are aware of the written materials, and understand policies on hazard communication. This training is in addition to the documented training provided during the Field Training and Evaluation Program (FTEP).
- A-3.** Prior to a new hazardous chemical being introduced into DCAJ or WC, employees will be provided information on the chemical as outlined above. The Programs Coordinator is responsible for ensuring SDS for new chemicals are available and distributed. Additional training on the proper use, special needs equipment and decontamination procedures will be provided as required.
- A-4.** SDS are available to all employees for review during each work shift. Copies of SDS for hazardous chemicals will be kept in the Control Center, the Sergeants' Office, Booking, Medical, Kitchen, Laundry, Maintenance and Administration.
- A-5.** All hazardous chemical containers, including secondary or portable containers, will be labeled, tagged, or marked with the identity of the hazardous chemical and the appropriate hazard warning. Existing labels on incoming containers of hazardous chemicals must be preserved and maintained. Labels must be prominently displayed, legible, and in English.
- A-6.** Employees and/or inmate workers who work in the kitchen or laundry will be informed about the chemicals which are transferred through the pipes, and the potential hazards and safety precautions to be taken.
- A-7.** In the event of a spill, SDS will be available to all employees for clean up procedures.

**FORMS USED:**

- DPSST Course Attendance Roster Form F-6
- Deschutes County Risk Management *Hazard Communication*