

Effective Date:  
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## North Sound Mental Health Administration

Section 1000 – Administrative: Hazard Communication

Authorizing Source:  
Cancels:  
See Also:  
Responsible Staff: Safety Officer

Approved by: Executive Director  
Motion #:

Date: 6-14-2005

### **POLICY #1013.00**

### **SUBJECT: HAZARD COMMUNICATION**

#### **POLICY**

The North Sound Mental Health Administration is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by the North Sound Mental Health Administration, the following hazardous chemical communication program has been established.

#### **PURPOSE**

All work units of the North Sound Mental Health Administration will participate in the hazard communication program. This written program will be available in shared/Safety Committee/Hazard Communication Policy for review by all North Sound Mental Health Administration employees.

#### **LABELING**

The North Sound Mental Health Administration's designated employee is responsible for container labeling procedures, reviewing and updating. The labeling system used at the North Sound Mental Health Administration is as follows:

All items that remain in the original manufacturer's packaging will not be labeled. If NSMHA purchases a product with the intent to repackage the product, it will label containing the appropriate MSDS data.

The procedures for proper labeling of all containers, reviewing and updating label warnings are as follows:

The employee(s) responsible for purchasing supplies will review all products received and prepare appropriate labels, when necessary, in accordance with the labeling system above.

The employee(s) responsible for purchasing supplies will request MSDSs for any new products ordered. This employee(s) is responsible for updating the MSDS binder when the new product is received. The red MSDS binder is located in the front/receptionist bookshelf, clearly marked NSMHA MSDSs.

It is the policy of the North Sound Mental Health Administration that no container will be released for use until the above procedures are followed.

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

The North Sound Mental Health Administration designated employee is responsible for establishing and monitoring the employer's MSDS program. This person will make sure procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new/significant health and safety information. This person will see that any new information is passed on to the affected employees.

The procedures to obtain MSDSs and review incoming MSDSs for new or significant health and safety information are as follows:

- MSDSs will be obtained through our office supply warehouse either via online or telephone request.
- An internal email will be distributed to all employees when/if any changes occur in an MSDS.
- All employees will ensure that all products are properly labeled before removing from supply resource for personal use.

Copies of MSDSs for all hazardous chemicals in use will be kept in the red binder on the bookcase located by the reception/front area, clearly marked NSMHA MSDSs. MSDSs will be available to all employees during each work shift. If an MSDS is not available or a new chemical in use does not have an MSDS, immediately contact: Safety Committee Coordinator.

**Note:**

If an alternative to printed MSDS is used (such as computer data), provide a description of the format.

**EMPLOYEE INFORMATION AND TRAINING**

Safety Committee Coordinator is responsible for the employee-training program. The procedures for how employees will be informed/trained are at staff training sessions and they will be informed of the following:

- MSDS labeling
- MSDS binder location
- Updating procedures

Safety Committee Coordinator will make sure that within two weeks of employment, each new employee of the North Sound Mental Health Administration will attend a health and safety orientation that includes information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard.
- Hazardous chemicals present at his or her work places.
- Physical and health risks of the hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment.
- Steps the employer has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review MSDSs to obtain hazard information.
- Location of the MSDS file and written hazard communication program.
- An overview of the requirements contained in the Hazard Communication Standard.

Before introducing a new chemical hazard into any section of this employer, each employee in that section will be given information and training as outlined above for the new chemical.

## **HAZARDOUS NON-ROUTINE TASKS**

Periodically, employees are required to perform hazardous non-routine tasks. (An example of a non-routine task is painting and carpet cleaning.) Non-routine tasks that are performed at the North Sound Mental Health Administration include.

- Painting office spaces
- Carpet/Furniture cleaning

Prior to starting work on such projects, each affected employee will be given information by Safety Committee Coordinator about the hazardous chemicals he or she may encounter during these activities:

## **MULTI-EMPLOYER WORK PLACES**

It is the responsibility of Safety Committee Coordinator to provide employers of any other employees at the work site with the following information:

- Copies of MSDSs (or make them available at a central location) for any hazardous chemicals that the other employer(s)' employee may be exposed to while working.
- Inform other employers of any precautionary measure that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.
- Provide other employers with an explanation of the labeling system that is used at the work site.

It is also the responsibility of NSMHA designee to identify and obtain MSDSs for the chemicals the contractor is bringing into the workplace.

## **LIST OF HAZARDOUS CHEMICALS**

The list of Hazardous Chemicals used within NSMHA workplace may be found as Attachment I and MSDSs are in the red MSDS binder located on the bookshelf in reception/front area labeled NSMHA MSDSs.

The criteria (i.e., label warnings, MSDS information, etc.) used to evaluate the chemicals are:

- Large containers will be individually labeled and smaller containers with transferred chemicals will be individually labeled with appropriate label
- Any known updates will be provided within the MSDS red binder located in the front/reception area clearly marked **“NSMHA MSDSs”**
- All employees will be informed of any updates/changes via staff training/email, and
- MSDSs will be required with the purchase of any new Hazardous Chemical

## **ATTACHMENTS**

- 1013.01 – MSDS Identity
- 1013.02 – MSDS Table of Contents
- 1013.03 – Hazardous Chemicals within NSMHA