

# BINDER: DBH Haz Com Program

## SECTION: 1

### AREA: Laws & Regulations

6		<p>Hazard Communication Program</p> <p><b>Haz Com Binder</b></p> <p><b>Section 1</b></p> 	<p>This is a federal/state-mandated program. It is the employer's responsibility to notify all employees of the "hazards" that exist in the work center and to post information about those hazards for easy-access to all employees. A binder should be located in an area of the facility that is readily available to all employees. It should identify all chemical hazards in the facility to include printer toner, office supplies and cleaning products that contain any ingredient that would cause harm to humans.</p> <p>This binder should contain</p> <ol style="list-style-type: none"><li>1) Personal MSDS Inventory Worksheets</li><li>2) Facility Master MSDS Inventory Sheets</li><li>3) Current MSDS from the manufacturer</li><li>4) Documentation of mitigation of MSDS</li><li>5) Haz Com Orientation documentation to staff</li></ol> <p>See the Haz Com Program for detailed instructions and forms.</p> <p><b>Reference the San Bernardino County Health &amp; Safety Manual, Section 1 (Page 18); Section 2. (Pages 5 – 8) . See attached DBH program &amp; worksheets for compliance with this program.</b></p>	
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# HAZARD COMMUNICATION PROGRAM

DBH Facility: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_



# *Hazard Communication Program*

(HCP)

**Purpose:** To inform employees of the hazardous materials and conditions that exists in the workplace and procedures for safe operations.

Here is what you need to do:

- 1) Conduct a thorough inspection of your facility for hazards and chemicals (**includes medical waste mgt.**)
- 2) Document all hazards/chemicals and their locations
- 3) Obtain MSDS for chemicals
- 4) Establish a Hazard Communications Binder (listing all hazards and MSDS sheets) MSDS sheets **MUST** be kept in a central location for all staff to access.
- 5) Inform all staff by memo or training about your HCP
- 6) Update HCP annually

Here are some preferred ways to handle the hazards (in their preferred order):

- 1) Mitigate the hazard/chemical (get rid of it)
- 2) Come up with engineering controls (put procedures in place to minimize contact/exposure)
- 3) Use Personal Protective Equipment (PPE)

You can obtain MSDS sheets in many different ways:

- 1) Request one from the supplier (Central Stores, Office Depot, etc or with your next order)
- 2) Janitorial Staff **ARE REQUIRED** to maintain MSDS for their cleaning supplies, ask for one from them
- 3) Go on line and download

<b>MSDS Web Sites</b>
<a href="http://ww.chemexper.com">ww.chemexper.com</a>
<a href="http://chemplaint.com">chemplaint.com</a>
<a href="http://phychem.ox.ac.uk/msds/">phychem.ox.ac.uk/msds/</a>
<a href="http://msdssearch.com">msdssearch.com</a>
<a href="http://msdsonline.com">msdsonline.com</a>
<a href="http://msdsolutions.com">msds solutions.com</a>
<a href="http://siri.uvm.edu">siri.uvm.edu</a>

You may also call **(800) 451-8346** and they will fax the MSDS directly to you.

### **Common Products List**

The following are **SOME** items you will require MSDS sheets for (not an inclusive list):

Cleaning Products  
Occupational Therapy Supplies  
Printer Toner Cartridges (One for each Model)

**GET RID OF CHARCOL STARTER !!!!!!!!!!!!!!!!**

**BINDER: DBH Haz Com Program**

**SECTION: 2**

**AREA: Individual Inventory Worksheets**

6 A		Individual Chemical Identification Data Collection Sheet for MSDS  <b>Haz Com Binder</b>  <b>Section 2</b>	EVERY staff member must complete an individual inventory form – scouring their work area. Staff is responsible for providing the inventory sheet and MSDS sheets for any products maintained in his/her personal work area to the supervisor no later than 31 Dec each year. The complete review, collection of MSDS forms and staff training must be completed by the last Friday of January each year.  See the packet for how to acquire <b>Material Safety Data Sheets (MSDS)</b> .
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# INDIVIDUAL INVENTORY SHEET

Completed by each staff member and transferred to master inventory sheet.  
Chemical Identification Data Collection Sheet for MSDS (Material Safety Data Sheet)

List ALL chemicals and other office products at your work station that could create a hazard if eaten, sniffed, or otherwise ingested and obtain MSDS for each and collect/request the MSDS for each product. Turn this inventory sheet and your MSDS into your LSC no later than 31 Dec each year.

<b>Program/Clinic: Disaster/Safety</b>			
<b>Room Number: F-130</b>			
<b>Prepared by (Staff Member): Gwen Morse</b>			
<b>DATE: 20 April 2007</b>			
<i>NAME OF CHEMICAL/PRODUCT</i>	<i>Manufacturer</i>	<i>Manufacturer's 800 NUMBER</i>	<i>DATE of MSDS</i>
Printer Cartridge (Color) # 23	HP c1823d		
Printer Cartridge (Black) # 45	HP 51645A		
Printer Cartridge (Laser)	HP Q2610A		

**BINDER:** DBH Haz Com Program

**SECTION:** 3

**AREA:** Master Inventory MSDS List

6 B		Master Inventory List for MSDS  <b>Haz Com Binder</b>  <b>Section 3</b>	These forms should be a consolidated list of ALL hazardous chemicals in the facility. They should be completed by the Clinic/Facility Supervisor or LSC and reviewed/updated ANNUALLY. If a new materials is a Brought into the facility, a new MSDS should be acquired. See the packet for how to acquire <b>Material Safety Data Sheets (MSDS)</b> .
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# BINDER: DBH Haz Com Program

## SECTION: 4

### AREA: MSDS (From manufacturer)

6 C		MSDS Sheets <b>Haz Com Binder</b>  <b>Section 4</b>	<p>These forms contain information on products used in your work center that may pose a health hazard to humans if ingested. They contain information on first aid, storage requirements, flashpoint, and much more. The Hazard Communication Program consists of</p> <ol style="list-style-type: none"><li>1. An assessment of the hazards (and chemicals/compounds, etc);</li><li>2. Collection of the Material Safety Data Sheets (MSDS) that describe the product;</li><li>3. Training for staff.</li></ol> <p>MSDS can be requested directly from the manufacturer, through Central Stores, or one of the websites/800 numbers listed in Section 1 of this binder. These important chemical information sheets must be kept available in the event of an exposure/ingestion incident. Conduct annual updates reviews of discontinued/upgraded items. Maintain <b>CURRENT MSDS</b> and for <b>all discontinued items</b> – file in section <b>7 - must be kept for 30 years.</b></p>
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**Place manufacturer's**  
**MSDS**  
**in this section**

**BINDER:** DBH Haz Com Program

**SECTION:** 5

**AREA:** Staff Training Acknowledgement



**BINDER:** DBH Haz Com Program

**SECTION:** 6

**AREA:** Facility Floor Plan

6 X		MSDS Sheets Haz Com Binder  Section 6	Place a copy of your facility floor plan in this section. Indicate when reconstruction changes the wall locations.
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**Place a copy of your facility**

# **FLOOR PLAN**

**in this section**

**BINDER:** DBH Haz Com Program

**SECTION:** 7

**AREA:** MSDS (From manufacturer)

6 x x		MSDS Sheets Haz Com Binder  Section 7	When companies change the formula on a product, the program orders something new, or discontinues the use of a product, the OUTDATED MSDS is to be placed in this section. Maintain MSDS and for <b>all discontinued items</b> – file in section 7 - <b>for 30 years.</b>
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Place **DISCONTINUED**  
manufacturer's  
**MSDS**  
*in this section*

(Maintain for 30 years)