

**TO: ALL COUNTY PERSONNEL**  
**FROM: VERDENIA C. BAKER**  
**COUNTY ADMINISTRATOR**  
**PREPARED BY: RISK MANAGEMENT DEPARTMENT**  
**SUBJECT: HAZARD COMMUNICATION**  
**PPM #: CW-P-071**

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**ISSUE DATE**  
**July 19, 2022**

**EFFECTIVE DATE**  
**July 19, 2022**

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**PURPOSE:**

To ensure that employees have access, information and training about the safe use and storage of chemicals to help prevent injuries and illnesses.

**UPDATES:**

Future updates to this PPM are the responsibility of the Manager of Employee Safety/Loss Control (ES/LC), under the authority of the Director of Risk Management.

**AUTHORITY:**

- U.S. Department of Labor, Occupational Safety and Health Administration (OSHA)
- Code of Federal Regulations 29 CFR 1910.1200, Hazard Communication Standard
- Palm Beach County Safety Policy (CW-O-005)

**SCOPE:**

This policy applies to all Departments under the Board of County Commissioners and all constitutional offices where Worker's Compensation is managed by Risk Management.

**DEFINITIONS:** See Attachment 1. Chemicals exempted from this PPM are listed in Attachment 1 Item I.

**POLICY:**

It is the County policy that all employees who work with or around chemicals be fully informed of the physical and health hazards posed by the chemicals, signs and symptoms of exposure, protective measures and methods to control exposure. The Hazard Communication program details maintenance of the list of chemicals (e.g. chemical common name, manufacturer, approximate

amount and location), Safety Data sheets (SDS), secondary container labeling, training, procedures to inform employees of non-routine task safety and coordination with contractors. Please see.

## **RESPONSIBILITIES:**

### **A. Department and Division Heads will:**

1. Ensure that all immediate supervisors implement the procedures set forth in this policy.
2. Ensure that supervisors schedule themselves and employees for training as provided by ES/LC.
3. Ensure that less hazardous materials are substituted whenever possible. ES/LC should be contacted to participate in the selection of new chemicals.
4. Ensure that the list of the chemicals used (chemical common name, manufacturer, approximate amount, and location) is provided to ES/LC whenever materials are added or deleted.
5. Ensure that adequate funding is budgeted for the purchasing of personal protective equipment and emergency equipment.

### **B. Supervisors will:**

1. Supervisors and their staff who work with hazardous chemicals will attend Hazard Communication training.
2. Discuss employee questions about chemical safety and if necessary contact ES/LC for more information to resolve any issues.
3. Ensure that the list of the chemicals used (chemical common name, manufacturer, approximate amount, and location) is provided to ES/LC whenever materials are added or deleted. Ensure that an annual inventory of Chemicals used are provided to ES/LC.
4. Be familiar with how to obtain SDSs from MSDS Online<sup>®</sup>.
5. Contact ES/LC if any chemicals are missing from the List/location inventory.
6. Make SDSs freely available 24/7 to employees through access to MSDS Online<sup>®</sup>.
7. Ensure that all containers of chemicals are appropriately marked or labeled as set forth in this policy. (Manufacturer and secondary containers).

8. Ensure that less hazardous materials are substituted whenever possible. ES/LC should be contacted to participate in the selection of new chemicals.
9. should be contacted to participate in the selection of new chemicals.
10. Ensure that emergency equipment is available, stocked, and functioning properly. Emergency equipment includes, but is not limited to: first aid kits; eyewash and shower stations; and spill response equipment. Eyewash and shower stations should always be located near the hazardous work areas (e.g. within about ten seconds of unimpeded travel). Plumbed units should be operated weekly to flush the lines and to verify proper operation. Self-contained units should be inspected according to the manufacturer's instructions.

**C. Project Managers will:**

1. Provide contractors with applicable SDS for the work they will be performing.
2. Prior to the commencement of any contractor work, obtain and review all SDSs for the chemicals to be used, with the goal of using less hazardous chemicals. ES/LC should participate in the review in most cases.
3. Ensure that the contractor has copies of the SDS at the jobsite.
4. Provide SDSs to PBC employees who request information.

**D. Employees will:**

1. Notify their supervisor immediately of any safety hazards, injuries, or illnesses as a result of chemical exposure(s). Under no circumstances, except for emergency medical treatment, should an employee leave the work site without reporting an injury (per PPM No. CW-P-021 Supervisor Incident Report).
2. Follow all chemical safe handling procedures including, but not limited to, reading chemical SDSs and wearing appropriate PPE.
3. Attend all training as directed by the Department, Division or ES/LC.
4. Comply with all procedures as set forth in this policy.

**E. Employee Safety/Loss Control will:**

1. Coordinate all training programs for County employees.
2. Monitor chemicals purchased and used by County departments. This will be accomplished by:

- a) Conducting an Annual review of chemicals ordered through the Purchasing Department.
- b) Requesting and Reviewing chemical lists submitted to ES/LC by County departments on an annual basis; and
- c) Conducting Safety inspections of County worksites.
- d) Assist Departments and Divisions in maintaining Department/Location SDSs in MSDS online<sup>®</sup>
- e) Monitor the availability, location, and function of emergency equipment and make recommendations for the purchasing of such equipment. Emergency equipment includes, but is not limited to: first aid kits; eyewash and shower stations; and spill response equipment.

## **PROCEDURE:**

### **A. DATA**

To facilitate the implementation of the PBC Hazard Communication Program a commercial database (MSDS Online<sup>®</sup>) is utilized. This website has been customized for PBC and can only be accessed by using the PBC intranet hyperlink. Access to MSDS Online<sup>®</sup> is provided utilizing the hyperlink located on the Risk Management Intranet page: <https://chemmanagement.ehs.com/9/9fc764c4-0db9-4ac6-8b27-50d53116b0c0/ebinder>

This database allows Risk Management to maintain the SDSs used by County employees and associate those SDSs with the location(s) where they are used (Department/location). This is accomplished by Departments supplying the list of the chemicals used to ES/LC noting the chemical common name, manufacturer, approximate amount, and location where they are used. ES/LC manages the database entry and maintenance. All employees have access to the information thus assuring a free exchange of information.

### **B. LIST**

The list of the chemicals can be accessed through the MSDS Online<sup>®</sup> database by selecting the location tab on the front page. Each Department/Division location lists the chemicals used at the general location.

### **C. LABELING AND HAZARD WARNINGS**

All containers of hazardous chemicals must be labeled, tagged, or marked with the identity of the material and appropriate hazard warnings. If the chemical is subsequently transferred from the labeled container to another container, this container must be also labeled, tagged, or marked with the identity of the material and appropriate hazard warnings.

1. Manufacturer's Label:

- a) The label affixed to the original container supplied by the manufacturer or importer must not be defaced, removed or covered. This label must be clearly readable.
- b) If the manufacturer label is no longer, in a readable condition, the manufacturer must be contacted and replacement labels affixed to the container, or the Department may create a label as long as it contains all of the information contained in the manufacturer's label.

2. PBC Container Labels (Secondary Containers)

- a) Chemicals stored in containers not supplied by the manufacturer must be labeled appropriately.
- b) Secondary container labels and/or the information needed to create labels are provided by ES/LC upon request. The chemical common name and manufacturer must be supplied to ES/LC so that an appropriate label can be developed.
- c) Secondary container labels must, at a minimum, contain the Chemical common name, spelled out, and the associated Hazard, either in pictogram form or spelled out (i.e. Flammable, Corrosive, Highly Toxic, etc.).
- d) Transfer containers (see definitions) are not required to be labeled as long as they are under the control of the employee using the container only. The transfer containers must not be left unattended.

**D. SAFETY DATA SHEETS (SDS)**

- 1. Each worksite shall have an SDS for each chemical, which they use, or store. Electronic access through MSDS Online<sup>®</sup> is preferred over hard copy books.
- 2. SDSs shall be readily available to employees during each work shift.
- 3. Any employee or designated representative may obtain the SDS for the chemicals to which he is, has been, or may be exposed.

## E. TRAINING

1. All County employees are encouraged to take Hazard Communication training when first hired and whenever a new category of hazard or new use, is introduced (e.g. corrosives, flammables, etc.).
2. All training will be provided by ES/LC and will include:
  - a) Properties, including physical and health hazards, of hazardous chemical categories (e.g. flammable liquids, corrosive materials, toxic materials).
  - b) How to obtain, read, and understand SDSs.
  - c) How to read and understand labels and other hazard warnings used to identify hazardous materials.
  - d) Methods employees may use to protect themselves from physical and health hazards including appropriate work practices, safe handling procedures, appropriate personal protective equipment (PPE), and emergency procedures (including first aid, waste disposal, and spill response procedures).
  - e) The location and availability of this written policy and of chemical inventories.
  - f) The methods used to detect the presence or release of a hazardous chemical in the workplace is (e.g. appearance, odor, air monitoring, etc.) and what actions to take if there is a release/spill.
  - g) How to obtain, read, and understand SDSs.
  - h) How to read and understand labels and other hazard warnings used to identify hazardous materials.
  - i) Methods employees may use to protect themselves from physical and health hazards including appropriate work practices, safe handling procedures, appropriate personal protective equipment (PPE), and emergency procedures (including first aid, waste disposal, and spill response procedures).
  - j) The location and availability of this written policy and of chemical inventories.
  - k) The methods used to detect the presence or release of a hazardous chemical in the workplace is (e.g. appearance, odor, air monitoring, etc.) and what actions to take if there is a release/spill.

- l) How to obtain, read, and understand SDSs.
- m) How to read and understand labels and other hazard warnings used to identify hazardous materials.
- n) Methods employees may use to protect themselves from physical and health hazards including appropriate work practices, safe handling procedures, appropriate personal protective equipment (PPE), and emergency procedures (including first aid, waste disposal, and spill response procedures).
- o) The location and availability of this written policy and of chemical inventories.
- p) The methods used to detect the presence or release of a hazardous chemical in the workplace is (e.g. appearance, odor, air monitoring, etc.) and what actions to take if there is a release/spill.

#### **F. PROCEDURES FOR THE SAFE USE OF CHEMICALS**

All County staff working with or around chemicals must comply with the following operating procedures.

1. Employees must know the hazards associated with the chemicals to be used by reviewing labels and SDSs prior to using the chemical.
2. Employees must review emergency procedures and ensure that necessary supplies and equipment for spill response are available.
3. Employees must not eat, drink, smoke, chew gum, use cell phones or apply cosmetics in areas where chemicals are used or stored.
4. Employees must always wash hands and other exposed skin after chemical use.
5. Employees must not store food items or cosmetics in areas where chemicals are used or stored.
6. Employees must not smell or taste chemicals.
7. Employees must not use mouth suction for pipetting or starting a siphon.
8. Employees must keep work areas clean and uncluttered, with chemicals and equipment properly labeled and stored.
9. Employees must wear appropriate personal protective equipment including, but not limited to: eye protection; gloves; boots; coveralls; aprons; and respirators.

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**Note:** All respirators must be obtained by ES/LC, which must also approve their use.

10. Employees must store flammable liquids in approved containers and storage cabinets.
11. Employees must ensure that proper bonding and grounding methods are used when transferring or dispensing a flammable liquid from a large container or drum.
12. Employees must ensure that appropriate sprinkler systems or fire extinguishers are readily available in areas in which flammable or combustible materials are used or stored.
13. Employees must store incompatible chemicals in separate areas (i.e., acids and caustics flammables and oxidizers).
14. Employees must ensure that eyewash and safety showers are functioning properly in areas where corrosives are used and stored, and immediately report malfunctioning equipment to their supervisor.



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**VERDENIA C. BAKER**  
**COUNTY ADMINISTRATOR**

**Supersession History:**

1. Internal PPM# RSO-301
2. CW-P-071 effective 6/15/2000
3. CW-P-071 effective, 9/9/2010
4. CW-P-071-effective, 03/29/2016



## Attachment 1 (Definitions)

- A. **Article** - means a manufactured item other than a fluid or particle: (i) which is formed to a specific shape or design during manufacture; (ii) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (iii) which under normal conditions of use does not release more than very small quantities of a hazardous material and does not pose a physical hazard or health risk to employees. Examples include; Fluorescent lightbulbs or thermometers which contain mercury or Lead Aprons for x-ray protection.
- B. **Chemical** – means any substance or mixture of substances.
- C. **Chemical name** - the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name, which will clearly identify the chemical for the purpose of conducting a hazard classification. The chemical name must be the same on the SDS, label and list.
- D. **Classification** – means to identify the relevant data regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical (see below). In addition, classification for health and physical hazards includes the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.
- E. **Common name** - any designation or identification such as a code name, code number, trade name, generic name, or brand name that is used to identify a chemical other than its chemical name.
- F. **Container** - any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical.
- G. **Employee** - any worker who is, has been, or may be exposed to a hazardous chemical under normal operating conditions or in foreseeable emergencies at the employer's workplace.
- H. **Exemptions – (Labeling Requirements Only)** - When subject to the labeling requirement of the individual acts.
1. Any pesticide as defined in the Federal Insecticide, Fungicide and Rodenticide Act.
  2. Any chemical substance or mixtures as such terms are defined in the Toxic

Substances Control Act, when subject to the labeling regulations issued under that Act by the Environmental Protection Agency (EPA)

3. Any food, food additive, color additive, drug, cosmetic, or medical or veterinary device or product, including materials intended for use as ingredients in such products (e.g. flavors and fragrances), as such terms are defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 et seq.) or the Virus-Serum-Toxin Act of 1913.
4. Any distilled spirits (beverage alcohols), wine, or malt beverage intended for nonindustrial use, as such terms are defined in the Federal Alcohol Administration Act.
5. Any consumer product or hazardous substance as those terms are defined in the Consumer Product Safety Act and Federal Hazardous Substances Act.
6. Agricultural or vegetable seed treated with pesticides and labeled in accordance with the Federal Seed Act.

**I. Substances Exempted from this PPM:**

1. Any hazardous waste as such term is defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976.
2. Any hazardous substance as such term is defined by the Comprehensive Environmental Response, Compensation and Liability ACT (CERCLA) when the hazardous substance is the focus of remedial or removal action being conducted under CERCLA in accordance with the Environmental Protection Agency regulations.
3. Tobacco or tobacco products.
4. Wood or wood products, including lumber which will not be processed, where the chemical manufacturer or importer can establish that the only hazard they pose to employees is the potential for flammability or combustibility (wood or wood products which have been treated with a hazardous chemical covered by this standard, and wood which may be subsequently sawed or cut, generating dust, are not exempted).
5. Articles (see definition).
6. Food or alcoholic beverages which are sold, used, or prepared in a retail establishment (such as a grocery store, restaurant, or drinking place), and foods intended for personal consumption by employees while in the workplace.
7. Any drug, as that term is defined in the Federal Food, Drug, and Cosmetic Act when it is in solid, final form for direct administration to the patient (e.g., tablets

or pills); drugs which are packaged by the chemical manufacturer for sale to consumers in a retail establishment (e.g., over-the-counter drugs); and drugs intended for personal consumption by employees while in the workplace (e.g., first aid supplies).

8. Cosmetics which are packaged for sale to consumers in a retail establishment, and cosmetics intended for personal consumption by employees while in the workplace.
- J. **Exposure or exposed** means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, injection, skin contact or absorption).
- K. **Globally Harmonized System (GHS)** – The United Nations Globally Harmonized System of classification and labeling of chemicals (GHS), revision 3.
- L. **Hazard category** – means the division of criteria within each of the three hazard classes. The categories compare hazard severity within a class and should not be taken as a comparison of hazard categories.
- M. **Hazardous chemical** – means any chemical, which is classified as a physical hazard, an environmental hazard, or a health hazard a simple asphyxiate, combustible dust, pyrophoric gas or hazard not otherwise classified.
- N. **Hazard class** – means the nature of the physical, environmental or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity, chronic aquatic toxicity.
- O. **Health hazard** - a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; target organ toxicity (single or repeated exposure); or aspiration hazard.
- P. **Identity** - means any chemical or common name, which is indicated on the safety data sheet (SDS) for the chemical. The identity used shall permit cross-references to be made among the required list of hazardous chemicals, the label and the SDS.
- Q. **Label** – means an appropriate group of written, printed, or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical or to the outside packaging.
- R. **Label elements** means the specific pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.

- S. **Physical hazard** – means a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gasses, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas.
- T. **Pictogram** - means a composition that may include a symbol plus other graphic elements such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under the Hazard Communication Standard for application to a hazard category.
- U. **Safety Data Sheet (SDS)** – means written or printed material concerning a hazardous chemical that is developed by Chemical manufacturers and importers about hazardous chemicals. SDS must conform to the specified 16-section format as required by OSHA to align with the Globally Harmonized System (GHS) of Classification and Labeling of Chemicals.
- V. **Secondary Container** is any container not supplied and labeled by the manufacturer/distributor of a chemical which is used to mix or store chemicals for more than one work shift.
- W. **Substance** means chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent, which may be separated without affecting the stability of the substance or changing its composition.
- X. **Transfer Container:** A portable container into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer.
- Y. **Work area** - a room or defined space in a workplace where hazardous chemicals are produced or used and where employees are present.