

## **UMATILLA-MORROW COUNTY HEAD START HAZARD COMMUNICATION PROGRAM**

Umatilla-Morrow County Head Start, Inc. (UMCHS) is committed to the prevention of incidents or happenings which result in injury and/or illness and to comply with the Oregon Occupational Health and Safety Code - Hazard Communication. Therefore we spare no effort in providing a safe and healthful work environment for all employees; require that all levels of supervision are accountable for the health and safety of those employees under their direction; and through this written hazard communication program share assigned responsibility to ensure performance under that responsibility.

All centers and clinics are included in this program. This written program will be available in the Administrative offices, Head Start Centers, and WIC Clinics for review by any interested employee.

UMCHS will meet the requirements of this rule as follows:

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

Copies of MSDS for all hazardous chemicals to which employees of UMCHS may be exposed will be kept in the office of the HSD and in a MSDS binder which will be kept in a designated location with other policy and procedure manuals at each Head Start Center or WIC Clinic. Per Oregon OSHA regulations, MSDS will be kept for chemicals used in a non-household manner, except those that are considered extremely caustic (i.e. drain cleaner, oven cleaner). "Household manner" is defined as items that are being used daily to clean, such as dish soap or scouring powder.

MSDS will be available to all employees to review during working hours. A copy of the MSDS will be placed in the binder, the name of the product noted on the inventory sheet, and a copy sent to the HSD.

### **CONTAINER LABELING**

The Health Services Director (HSD), in conjunction with the Operations Directors (ODs), will ensure that all hazardous chemicals being used in a non-household manner will:

- ! Be clearly labeled as to the contents.
- ! Note the appropriate hazard warning.
- ! List the manufacturer's name and address.

It is the policy of this agency that no container will be released for use until the above data is verified.

The HSD, in conjunction with the Team Leaders, will ensure that all secondary containers (i.e. bleach solution) are labeled with either an extra copy of the original manufacturer's label or with a generic label which has identification and hazard warning blocks. For help with labeling contact the HSD.

## **EMPLOYEE INFORMATION AND TRAINING**

Each new employee of UMCHS will attend an orientation to the Hazard Communication Program and will receive information and training on the following:

- ! An overview of the requirements contained in the Hazard Communication Rules.
- ! Chemicals present in their workplace operations.
- ! Location and availability of our written hazard program and Material Safety Data Sheets.
- ! How to read labels and review MSDS to obtain appropriate hazard information.
- ! How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.

Each year the HSD, in conjunction with the Team Leaders, will ensure there is training provided on the Hazard Communication Program and a review provided on chemicals in use at the employee's specific site.

Prior to a new hazardous chemical being introduced into any section of this agency, each employee of that section will be given information as outlined above. The HSD, with assistance from the OD's, is responsible for ensuring that MSDS on any new chemicals are available.

## **HAZARDOUS CHEMICALS LIST**

A list and information about all known hazardous chemicals used by UMCHS employees is in the Hazardous Chemical binder located in the HSD's office and the designated location at each center or clinic.

## **HAZARDOUS NON-ROUTINE TASKS:**

Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee will be given information by their Operation Director about hazardous chemicals to which they may be exposed during such activity.

**This information will include:**

- ! Specific chemical hazards.**
- ! Protective/safety measures employees can take.**
- ! Measures the agency has taken to reduce the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.**

**Examples of non-routine tasks performed by employees of this agency may include but are not limited to:**

- ! Painting and related tasks.**
- ! Stripping and waxing linoleum floors.**
- ! Carpet shampooing.**

## **INFORMING CONTRACTORS**

**It is the responsibility of the HSD, in conjunction with Operations Directors, to provide contractors with the following information:**

- ! Hazardous chemicals to which they may be exposed while on the job site, and the procedure for obtaining MSDSs.**
- ! Precautions employees may take to lessen the possibility of exposure, by using appropriate protective measures, and an explanation of the labeling system used.**

**Also, it is the responsibility of HSD in conjunction with Operation Directors to identify and obtain MSDS's for the chemicals the contractor is bringing into the workplace.**

## **REVIEW**

**Safety Committee will review this Hazard Communication Program on an annual basis to assure continued compliance with the OSHA - Hazard Communication code.**

Material Safety Data Sheets (MSDS)

As of 9/13/07

Contents:

**How to Interpret Material Safety Data Information Sheets**

**MSDS included:**

**Outdoor/Lawn:**

Vigoro Ultra Turf Weed and Feed  
Ace Green Turf Winterizer Weed and Feed  
Roundup Weed and Grass Killer Concentrate  
Ortho Weed Be Gone Max  
Spectracide Bug Stop  
Ortho Home Defense Max  
Ace Indoor Fogger  
Bug B Gone  
Other \_\_\_\_\_

**Floors:**

Reng 1151 Renown All Purpose Neutral Cleaner  
GSI 115 All Purpose Neutral Cleaner  
Reng 19001 Acrylic Floor Sealer  
GSI 1900 Acrylic Floor Sealer  
Reng 16001 High Performance Floor Finish  
GSI 1950 Extra Heavy Duty Floor Stripper  
Murphy's Oil Soap  
Holloway House Quick Shine Floor Finish  
Other \_\_\_\_\_

**Carpet:**

Liquid Gold Carpet Cleaner  
GSI 300 Carpet Cleaner Concentrate  
Other \_\_\_\_\_

**Glass/Oven/Plumbing/Disinfectant etc.:**

Drano  
Easy Off Oven Cleaner  
Mint 9 Acid Bowl Cleaner  
All Star John Bowl Cleaner  
Bleach/Ultra Bleach  
Sanizide Plus  
Humco Isopropyl Rubbing Alcohol 70% USP  
Triple S Metal Cleaner and Polish  
Other \_\_\_\_\_

**Other:**

EZ Seal  
Copy Machine Toner \_\_\_\_\_  
Other \_\_\_\_\_