

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number SSU-006
	Subject Hazard Communication Program	
	Special Instructions Replaces CUI-007 dated March 12, 2009	Effective Date March 1, 2015

I. PURPOSE

Establish a program to transmit information on the hazards of chemicals in the workplace to affected employees. References: www.in.gov/dol/insafe and www.OSHA.gov

II. POLICY

Compliance to the OSHA hazard communication regulations shall be accomplished by means of a written Hazard Communication Program. Commanders shall maintain the program within their area of responsibility.

III. PROCEDURES

A. The Hazard Communication Program (HCP) shall be maintained in the Staff Services Unit by the OSHA Compliance Officer.

1. Current copies shall be maintained at each applicable location and be accessible for review by any employee.

2. The HCP shall include: container labeling of hazardous chemicals or substances; Safety Data Sheets (SDS); employee exposure and medical records; inventory of hazardous chemicals or substances in the work area and annual employee training.

B. Field Support Services shall identify hazardous items listed in the Department stock catalogs and shall provide SDS on all stock items, upon request.

C. Component commander responsibilities.

1. Ensure that each container of hazardous chemicals or substances in their area of responsibility is labeled, tagged, or marked with the identification of the hazardous chemical and show appropriate hazard warnings.

2. Prepare and maintain a current inventory of hazardous chemicals or substances known to be present in their area of responsibility. The inventory shall include all hazardous chemicals used in each employee workplace, e.g., housekeeping, laboratory, maintenance, agricultural, photography, secretarial, and printing/copying chemicals, etc. This does not include everyday housekeeping items that are kept in small quantities in their original self contained packaging.

3. Maintain all SDS that are received on incoming shipments of hazardous chemicals or substances and ensure they are readily accessible to affected employees for review.

a. Contact manufacturers or suppliers for SDS not supplied with shipments.

b. Maintain a record of efforts to obtain a missing SDS or an outdated SDS when necessary.

4. Ensure that employees of contractors working at a site within the commander's area of responsibility are apprised of the dangers of hazardous chemicals and substances in the area.

a. This shall be provided at the beginning of a job assignment, during subsequent assignment to another work area, and when new hazardous chemicals or substances are introduced into the employees' workplace.

b. An explanation shall be provided to employees of:

(1) The requirement of 29CFR 1910.1200;

(2) The operation in their workplace where hazardous chemicals or substances are present; and

(3) Location and availability of the written HCP inventory list of hazardous chemicals and SDS.

5. Provide training to employees which includes:

a. A review of hazardous chemicals or substances used by employees in their workplace;

b. Understanding and detecting hazards of chemicals used within their workplace;

c. Use of personal protection equipment when using chemical hazards;

d. Explanation and understanding of the labeling system of hazardous chemicals and substances; and

e. How employees can obtain and use SDS hazard information.

D. Disposal of hazardous chemicals or substances shall adhere to the Indiana Environmental Management and/or the Federal Environmental Protection Agency guidelines.

E. Employees and/or their designated legal representatives shall be provided access to their own exposure and medical records.

1. Exposure records shall be made through completion of the Illness or Injury Report (located on the employee's Shield calendar) by the affected employee, the employee's commander, or an authorized administrative person.

2. Exposure records, to include the Exposure Determination form (see attachment at ENF-003), shall be preserved and maintained in the employee's file in the Human Resources Division for the duration of an employee's employment, plus 30 years.

3. Medical information, related to the exposure incidents, shall be maintained in the employee's medical file in the Training Section for the duration of the employee's employment, then indefinitely in an archive file.

F. Indiana Occupational Safety and Health Act (IOSHA) inspections may be randomly conducted to verify that adequate and appropriate records are maintained.

G. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.