



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 508.3
Subject: Training and Staff Development	Topic: Hazardous Communications
Accreditation: 6VAC15-40-950	
Enacted: 04/16/2008	Revised: 07/01/2013
Last Review:	Reaffirmed:
	Review:

I. PURPOSE

The purpose of this General Order is to provide directives for compliance with the OSHA Hazard Communication Standard .

II. POLICY

It shall be the policy of the Corrections/Court Services Division that all chemicals be regulated. It shall also be the policy that information regarding a chemical's potential hazard shall be communicated to employees in an effort to reduce the number of chemically related occupational illnesses and injuries. To maintain appropriate control, these materials shall be stored securely and their use closely monitored. Inmate access shall be limited and closely supervised. There shall be a Material Safety Data Sheet (MSDS) binder containing a (MSDS) sheet for each chemical used or stored within the facility. The binders shall be located in designated areas throughout the facility. Any flammable materials shall be stored outside of the facility.

III. PROCEDURE

A. Hazardous Chemical Inventory List

1. All hazardous chemicals used in the Loudoun County Adult Detention Center and Work Release Center are purchased materials. Therefore, we rely upon the Material Safety Data Sheet (MSDS) provided with the product for the safe handling and usage of the product.
2. The Assistant Division Commander of Administration will maintain MSDS books, of all known hazardous chemicals and products used in the facilities.

B. Material Safety Data Sheets (MSDS)

1. When chemicals are shipped to the facilities and received by our staff, an MSDS should accompany the materials. These sheets should be received with the normal shipping reports and check sheets at the time the local companies or the state truck make the deliveries.
2. Each MSDS must be sent to the Assistant Division Commander of Administration. They must ensure that the MSDS is complete and legible. If it is not, they will be responsible for contacting the manufacturer to obtain a corrected document.

3. They will be responsible for ensuring that copies are made on an approved MSDS training sheet and distributed to all shift supervisors in the Division. They will also verify that a copy of the MSDS sheet is placed in the MSDS book located at the Adult Detention Center and Work Release Center.
4. All squad supervisors will conduct squad level training on the MSDS and return the training sheet to the Assistant Division Commander of Administration.

C. Labels and Warnings

1. It is a requirement that all chemicals and chemical items are labeled properly. Such labels must include:
 - a. Chemical identity
 - b. Any appropriate hazard warnings
 - c. Name and address of the chemical manufacturer
2. The deputy receiving such chemical items is responsible for reviewing the container to verify that the container is marked or labeled.
 - a. Should the receiving deputy find that an item being delivered is not marked; the Assistant Division Commander of Administration will be notified.
 - b. The Assistant Division Commander of Administration will be responsible for completing a review of such items within two (2) days of receipt.

D. On-Site Contractors

1. Loudoun County General Services Personnel and outside contractors frequently perform maintenance at the Adult Detention Center and Work Release Center. When any outside agency or contractor has employees working within the facilities, they must be given an opportunity to review the MSDS logs if they are working with any chemical items.
2. If the outside company is using chemical items that originate from their own company, they may be requested to provide MSDS information to any Sheriff's Office staff members that are in close proximity to the work being performed.

E. Accountability

1. Flammable, toxic, and caustic materials can pose a threat to the health, welfare and safety of facility personnel and inmates. Inmate access should be limited and closely supervised.

2. On a daily basis, staff must inventory all cleaning closets within the facility. Each cleaning closet maintains a posted inventory sheet that will be used in this process. This sheet itemizes all equipment and chemicals kept in each closet.
3. At the start of each shift, all post deputies will inventory their assigned cleaning closet and record the results on the Facility Cleaning Closet Daily Inventory sheet. Each deputy will then forward the sheet to the Central Control to be placed on the Daily Activity Log.

F. Training

1. Prior to being released from the Correctional Training Officer program, new employees must attend a brief health and safety orientation program designed by the Correctional Training Coordinator. During this training process, the following topics will be addressed:
 - a. An overview of the requirements of this General Order
 - b. How to review MSDS and where they are located
 - c. The chemicals normally present in our workplaces
 - d. Known physical and health effects of each chemical
 - e. Personal protective equipment available and its appropriate use
 - f. Safety and emergency procedures as exposure occurs
 - g. Following this training, a training record must be filed with the employee's signature and date in the employee's working file, with a copy sent to the Assistant Division Commander of Administration.
 - h. When new chemicals are put into use, additional training on the new chemicals must be provided through the squad Correctional Training Officer.

IV. DOC STANDARD

6VAC15-40-950: Flammable, Toxic and Caustic Materials

Written policy, procedure, and practice shall specify the control and storage of cleaning equipment and use of all flammables, toxic, and caustic materials. Inmate access shall be limited and closely supervised.

This General Order becomes effective July 1, 2013, and rescinds all previous rules and regulations pertaining to the subject.