

# SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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## POLICY 4.17 HAZARD COMMUNICATION PLAN

- A. Scioto County Board of Developmental Disabilities will comply with the Occupational Safety and Health Act (OSHA) Communication Standard and the Ohio Public Employment Risk Reduction Standards (O.R.C. 4167) by compiling a hazardous chemicals list using Material Safety Data Sheets (MSDS), by ensuring that containers are labeled, and by providing employees and individuals served, if applicable, with training in proper hazardous condition and/or equipment defect reporting procedures.
- B. A Hazardous Communication Plan will be developed as a procedure that applies to all work operations of the agency where employees and individuals served may be exposed to hazardous substances under normal working conditions or during an emergency situation.
- C. The Board's Occupational Safety and Health (OSH) designee(s) will review and Hazard Communication Plan annually and update as necessary. Copies of this written Plan will be made available to all employees and applicable individuals, as well as to any stakeholder upon request.
- D. Under this Plan, employees and individuals served, as applicable, will be informed of the contents of the Hazard Communication Plan, the hazardous properties of chemicals with which employees and individuals work, safe handling procedures, spill containment procedures, reporting and labeling procedures and measures to take to protect themselves from these chemicals. Employees and appropriate individuals will also be informed of the hazards associated with non-routine tasks.
- E. Staff Training and Information
  - 1. The Program Directors are responsible for ensuring that their employees receive training in the proper handling of hazardous materials that they come into contact with while working on Board business.
  - 2. Prior to starting work each new employee of the program will attend a health and safety orientation and will receive information and training on the Hazard Communication Plan.
- F. A list of all known hazardous chemicals used by Board staff will be kept by the OSH designee(s) of that facility or program and the central office.