HONOLULU POLICE DEPARTMENT

POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

October 19, 2018	Policy Number 2.06

HAZARD COMMUNICATION PROGRAM

POLICY

The Honolulu Police Department shall maintain a hazard communication and training program, as outlined herein, in accordance with federal and state regulations and guidelines prescribed by law.

PROCEDURE

I. FEDERAL AND STATE REQUIREMENTS

A. The Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, has established a standard titled "Hazard Communication." It is designed to help prevent the safety and health problems associated with chemical hazards in the workplace. The standard creates uniform requirements to ensure that all chemicals are evaluated and that the resulting hazard information is transmitted to potentially affected employers and employees.

B. The Occupational Safety and Health Division, State of Hawaii Department of Labor and Industrial Relations, requires that comprehensive hazard communication programs be implemented throughout the state.

II. DEPARTMENTAL HAZARD COMMUNICATION PROGRAM/COORDINATOR

A. For the purposes of this directive, the term "chemical" shall also refer to products that are composed of chemicals that may be hazardous.

B. The departmental hazard communication program coordinator is the department's Safety Specialist, who is assigned to the Professional Standards Office. The coordinator bears overall responsibility for the program and shall:

1. Review each element's procedures to ensure that they are consistent with the program; and

2. Monitor and direct changes in program requirements and element procedures as necessary.

III. HAZARD DETERMINATION

The department relies upon a manufacturer's hazard assessment of a chemical that it produces. A list of all known hazards about a chemical is listed on its container labels and Safety Data Sheet (SDS), both of which are provided by the manufacturer. The SDSs (Attachment A) are printed on letter-size sheets and include information on components and quantities, physical and chemical characteristics, hazards, reactivity, and precautions for its handling and use. As stated in sections V C and D below, an element's SDSs shall be available to all of its employees at all times.

IV. ELEMENT HAZARD COMMUNICATION PROGRAM

A. The hazard communication program coordinator shall issue a Hazardous Communications Program File (loose-leaf SDSs binder) to each element that uses or stores hazardous chemicals.

B. Each element that uses or stores hazardous chemicals shall maintain an element hazard communication program that follows the guidelines established by this directive. It shall also include materials provided by the hazard communication program coordinator and an element program file (as described below).

C. Each element that uses or stores hazardous chemicals shall maintain at each of its work facilities a written Hazardous Communications Program File (a loose-leaf SDSs binder) that contains all applicable SDSs and other written materials specifically required for this program.

D. Each element's safety officer (usually the element's executive officer) shall ensure that all materials issued by the hazard communication program coordinator, current SDS for chemicals in the workspace, and the element's Hazardous Communications Program File, are always readily available for the employees' review.

E. Appropriate instructions and program references shall be added to each element's Manual of Operations.

V. HAZARD COMMUNICATION PROGRAM COMPONENTS

The general components of the hazard communication program are spelled out below.

A. Lists of Hazardous Chemicals

1. Each element shall maintain a list of the hazardous chemicals known to be present in that element's work facilities. Each chemical shall be identified by reference to the name on the appropriate SDS.

2. The list shall be maintained as a part of the element's program file. It shall be updated whenever there is a change in the kind of chemicals that are at a facility.

3. Chemicals that are no longer in use shall be purged from the Hazardous Communications Program File.

4. Each element shall submit a copy of their current list to the hazard communication program coordinator every January.

B. Labels

1. Element commanders shall ensure that every container of hazardous chemicals in their facilities are labeled with the following information:

a. The chemical name and common name of the hazardous chemicals in the container;

b. Appropriate hazard warnings; and

c. Name and address for the chemical's manufacturer.

When a chemical is ordered, the requesting element shall indicate on the purchase order that the container of the chemical is to be labeled with all of this information. The employee receiving the chemical shall not accept the delivery if any of this information is omitted.

2. Labels provided by the vendors with chemical information shall not be removed or defaced and shall be kept on chemical containers until the chemical is completely used or properly disposed.

3. In-House Labeling

Whenever a hazardous material is transferred into a secondary container, the employee transferring the material shall attach a label to the container. The In-House Labeling form (see required information in Attachment B) shall be used in the following circumstances. This form shall contain the information in sections B 1 a and b above.

a. The form shall be used when chemicals are transferred to secondary containers. The employee making the transfer shall ensure that the form is used to label the secondary containers. Secondary containers need not be labeled if the chemical is intended only for immediate use by the employee who performed the transfer, and no risk is posed by the chemical residue of that secondary container.

b. The form shall be used when a manufacturer's label for a container has been removed or becomes illegible. The chemical's manufacturer is the resource for obtaining the required information.

C. SDS

1. No new hazardous material shall be purchased by an element without a SDS first being reviewed by the element commander and safety officer for hazards associated with the chemical. The element shall maintain copies of all current SDSs within their work areas. The safety officer shall determine if a less-hazardous alternative to the requested chemical should be considered. Along with the SDS, the following factors shall be considered in making this determination:

   a. The environment in which the chemical is to be used;

   b. The availability of the proper protective equipment required for handling the chemical; and

   c. Any qualifications/training required for using the protective equipment and/or handling the chemical.

2. An employee shall not accept the delivery of a chemical if a current SDS for it is not available.

3. Element safety officers shall review all SDSs for current and complete product and hazard information and ensure that all SDSs are reviewed, updated, and purged annually. Copies of the current SDSs may be uploaded to the intranet, but a hard copy shall be kept in the Hazardous Communications Program File.

4. Element safety officers shall ensure that employees are properly trained to handle any chemical that is being used, and a SDS for all chemicals shall be made available for review prior to working with the hazardous material.

5. A Hazardous Chemical Inventory List, noting all known hazardous chemicals at a work facility, shall be kept with the Hazardous Communications Program File (SDSs binder) for that facility in a readily available location, and all employees shall be notified of that location.

6. Any unavailable SDSs may be requested from the element safety officer. If the SDS cannot be obtained from the safety officer, a request may be made to the hazard communication program coordinator, and the chemical shall be removed from service until the SDS can be obtained.

D. Employee Information and Training

1. Any employee who is newly assigned to an element shall receive safety and health training before handling any chemical. The element's safety officer is responsible for scheduling or conducting this training. Commanders are responsible for ensuring that the new employee receives this training.

   The training, which may be oral and/or a video presentation, shall cover the following topics:

   a. An overview of the OSHA Hazard Communication Standard and this policy;

   b. Chemicals present in the work environment. This includes a review of the contents and location of the element's or that facility's Hazardous Chemical Inventory List and Hazardous Communications Program File (SDSs Binder);

   c. Physical and health effects of hazardous chemicals used in the workplace;

   d. The labeling system and how to use it;

   e. Reading, interpreting, and locating SDSs;

   f. Methods of detecting the presence or release of hazardous chemicals in the area;

   g. Personal protective equipment (PPE) and work practices to minimize exposure to hazardous chemicals;

   h. Measures taken by the department to minimize exposure to hazardous chemicals; and

   i. Emergency safety procedures for exposure.

2. An annual review and training of the SDSs of all chemicals will be conducted by each element's safety officer in January.

3. Following each training session, employees are required to verify their attendance by signing and dating a training record. A list of topics covered in the training shall be attached to this training record and maintained by the element commander for review.

4. An employee whose work requires the use of PPE or may expose the person to hazardous chemicals shall complete training as described in sections 1 a through j above before starting such work.

5. Additional training shall be provided to affected employees with the introduction of each new chemical hazard and this training shall also be documented.

E. Nonroutine Tasks

Supervisors and element safety officers shall identify nonroutine tasks which may be hazardous. Safety officers shall be responsible for informing employees of the hazards, requirements for safely performing the task, and the need for PPE before employees begin the work.

F. Unlabeled Pipes

Employees may work in areas with sealed, unlabeled pipes that transfer chemicals. However, element safety officers shall inform employees working in these areas of (1) what chemicals are in the pipes, (2) potential hazards, and (3) required safety precautions before the work begins.

G. On-site Contractors

1. Before an on-site contractor works where he or she is likely to be exposed to hazardous chemicals, the element's safety officer for that area shall inform the contractor of the types and locations of chemicals and the locations of the hazard communication policy and Hazardous Communications Program File (SDSs Binder). Elements that use more chemicals than the normal office operation should be particularly attentive to contractors at their work sites.

2. If an on-site contractor works where he or she is not likely to be exposed to hazardous chemicals, the element's safety officer for that area shall make the hazard communication policy and Hazardous Communications Program File (SDSs binder) available upon request by the contractor.

VI. PROCEDURES FOR EMERGENCIES

If the circumstances of a hazardous material emergency call for immediate action to protect the public health or welfare, the guidelines established in Policy 4.42, HAZARDOUS MATERIALS AND WEAPONS OF MASS DESTRUCTION EMERGENCIES, shall be followed.

VII. POLICY REVIEW

This policy shall be reviewed each February by the departmental hazard communication program coordinator and updated when necessary.

Susan Ballard

SUSAN BALLARD
Chief of Police

Attachments

Post on bulletin
board for one week

Policy first issued
June 16, 1997

ASHLAND		Page: 1
SAFETY DATA SHEET		Revision Date: 05/23/2015
		Print Date: 7/1/2015
		SDS Number: R0296910
Zerex™ 0 SUPER CLEANER ZXC02		Version: 1.0

29 CFR 1910.1200 (OSHA HazCom 2012)

SECTION 1. PRODUCT AND COMPANY IDENTIFICATION

Product identifier

Trade name : Zerex™ 0
SUPER CLEANER

Recommended use of the chemical and restrictions on use

Details of the supplier of the safety data sheet	**Emergency telephone number**
Ashland P.O. Box 2219 Columbus, OH 43216 United States of America EHS Customer Requests@ashland.com	1-800-ASHLAND (1-800-274-5263) **Regulatory Information Number** 1-800-325-3751 **Product Information** 614-790-3333

SECTION 2. HAZARDS IDENTIFICATION

GHS Classification

Oxidizing liquids	: Category 1
Skin irritation	: Category 2
Eye irritation	: Category 2A
Specific target organ systemic toxicity - repeated exposure (Inhalation)	: Category 2 (Respiratory Tract)

GHS Label element

Hazard pictograms :

Signal Word : Danger

Hazard Statements : May cause fire or explosion; strong oxidizer.
Causes skin irritation.
Causes serious eye irritation.
May cause damage to organs (Respiratory Tract) through prolonged or repeated exposure if inhaled.

Sample Label

Chemical Name:

Manufacturer:

Manufacturer's Address:

Physical / Health Hazards: