



Hazard Communication (HazCom) Program

Approved by Tuolumne County Board of Supervisors on

September 06, 2022

Contents

Introduction.....2

List of hazardous chemicals.....2

Proposition 65 list of chemicals.....2

Safety Data Sheets (SDSs).....2

Labels and other forms of warning4

Employee information and training5

Hazardous non-routine tasks6

Labeled/unlabeled pipes6

Independent contractors and temporary employees working in our workplace6

Acknowledgement.....7

Sample Hazardous Chemical List.....8

Sample Employee Hazard Communication Training Roster.....9

Sample Training Topic Checklist 10

Sample SDS Request Letter 11

mSDSonline.com QR Code..... 12

BOS Approval..... 13

Introduction

As required by California's Hazard Communication (HazCom) Regulation, California Code of Regulations Title 8 section 5194 (T8 CCR 5194), Tuolumne County has developed this Hazard Communication Program, which we implement and maintain as an important component of our Injury and Illness Prevention Program (T8 CCR 3203) to enhance our employees' health and safety. The Hazard Communication Program manager, the County's Administrative Officer (CAO), has full authority and responsibility for implementing and maintaining this program. Department Heads are by default the Safety Officers for their agency/department and accountable for the implementation of this policy under the direction of Human Resources / Risk Management. Department Heads may designate Location Safety Officers within their agency/department as outlined in the Injury and Illness Prevention Program (IIPP). If no Location Safety Officer has been designated then, as referenced below, the Location Safety Officer will refer to the Department Head.

The County's goal is to provide information to all personnel on our worksites — including other employers and their employees — about the hazardous chemicals in our workplace, the associated hazards, and the control of these hazards through a program that includes the elements listed below. We expect contractors bringing hazardous chemicals into our workplace to do the same via their own written HazCom Program.

List of hazardous chemicals

Location Safety Officers and Supervisors will prepare and keep current a list of all known hazardous chemicals present in their Location that are in use or storage and, at the same time, verify that we have the most current safety data sheets (SDSs). The product identifiers listed will match those on the corresponding container labels and SDSs. Specific information on each noted hazardous chemical can be obtained by reviewing the corresponding label and SDS. All SDSs are to be uploaded into the County's online SDS management system, mSDSonline.com, by Human Resources / Risk Management. The County's mSDSonline.com page can be accessed by anyone including employees, the public, emergency responders, and contractors by scanning the QR code. The QR code is to be conspicuously posted throughout all locations and can be obtained at the end of this document or by request from Human Resources / Risk Management.

Proposition 65 list of chemicals

Proposition 65 requires employers to provide warnings to employees about significant exposures to chemicals that cause cancer, birth defects or other reproductive harm. These chemicals can be in the products that employers purchase. By requiring that this information be provided, Proposition 65 enables employees to make informed decisions about their exposures to these chemicals. Location Safety Officers and supervisors are responsible for obtaining updates of Prop 65 listed chemicals and providing new information to affected employees. In the case of newly added chemicals to the Prop 65 list, the additional warning requirements will take effect within 12 months from the date of listing. All Prop 65 chemicals must be reported to Human Resources / Risk Management.

Safety Data Sheets (SDSs)

Location Safety Officers and supervisors are responsible for obtaining the SDSs, reviewing them for completeness, and maintaining the safety data sheets for their location. If a product that contains a hazardous chemical does not have an SDS then a letter from the manufacture must be obtained, see

the 'Sample SDS Request Letter' attachment. All SDSs must be sent to Human Resources / Risk Management to be reviewed by the Safety Committee and uploaded into mSDSonline.com.

Should a SDS not be received with or prior to receipt of the initial shipment of a hazardous chemical, or with the first shipment after a safety data sheet is updated, the Location Safety Officer or supervisor will request a copy from the manufacturer or distributor within 7 days of receipt of the shipment. If the manufacturer or distributor does not provide the SDS(s) within 25 days of the written request, a copy of the request is to be forwarded to Cal/OSHA at the address below.

Division of Occupational Safety and Health
Deputy Chief of Health and Engineering Services
1515 Clay Street, Room 1901
Oakland, CA 94612

If a new or revised SDS is received that indicates significantly increased risks or measures needed to protect employee health, that information will be reviewed by the Safety Committee and Risk Analyst who will: review and revise current safety procedures, determine if a safer alternate chemical can be used, and train staff on any changes to procedures. The Location Safety Officer and/or supervisor are responsible for conveying the information within the revised SDSs to employees within 30 days.

If we become aware of any significant information regarding the hazards of a chemical, or ways to protect against the hazards, this new information will be attached to the SDS within three months.

Legible SDS copies for all hazardous chemicals to which employees of this company may be exposed are kept on location as hardcopies and online at msdsonline.com. Employees may access the mSDSonline.com database by scanning the QR code that is posted at all County facilities or from their computer by using the preinstalled mSDSonline.com icon on their desktop. At locations where employees are expected to routinely handle hazardous chemicals, hard copies of SDSs shall be kept onsite in a location that is conspicuous and accessible to all employees. SDSs shall be readily available for review by all employees in their work area and during each work shift without the need to ask someone.

Should any of our employees work at more than one geographical location, all SDSs will be available on mSDSonline.com by location. Employees can bookmark the link after scanning the QR code and have full access to all locations through their computer or smart phone. Hard copies of SDSs relevant to each location must be kept conspicuously in an area that is easily accessible to employees who are not familiar with that location.

Employees are to contact their Location Safety Officer, supervisor, or Human Resources / Risk Management if they have a specific question or need additional information on an SDS.

mSDSonline.com provides 24-hour online access to all County SDS's by location. Our backup system in the event of failure of the primary SDS retrieval system will be the hardcopies that are kept by location and offline electronic copies kept by Human Resources / Risk Management.

SDSs (formerly Material Safety Data Sheets (MSDS)) constitute an "employee exposure and medical record" and will be kept according to T8 CCR 3204 requirements. Historical records of hazardous chemicals will be kept with as much information about the chemical as possible, including name, synonyms, trade names, registry numbers, etc. When possible the original SDS, or MSDS, that came

with the chemical will also be retained. Per T8 CCR 3204(d)(C), exposed employee medical and exposure records will be kept for no less than 30 years after termination and can be cross referenced with the historical record of hazardous chemicals.

Labels and other forms of warning

Before hazardous chemical containers are released to the work area, it is the policy of the County that Location Safety Officers and supervisors directly responsible for overseeing the use of the hazardous chemical will verify that all containers are properly labeled as follows.

- Original containers received from the manufacturer, distributor, importer:
 - Product identifier
 - Signal words
 - Hazard statements
 - Pictograms
 - Precautionary statements
 - Name, address, and telephone number of the manufacturer, importer, or other responsible party

- Workplace containers where the contents of the original containers received from the manufacturer, distributor, importer have been transferred into one of our own containers:
 - With a duplicate label of the original container.
 - Locations may submit an alternative labeling method to Human Resources / Risk Management for approval. Once approved, the method will be attached to this Hazard Communication Plan for that location.

We will not remove or intentionally deface existing labels on incoming containers of hazardous chemicals unless the container is immediately marked with the required information.

Location Safety Officers and Supervisors directly responsible for overseeing the use of the hazardous chemicals will utilize the following procedures to review and update label information when necessary: Chemicals that are routinely used and restocked will have the label and SDS updated each time a new shipment is received. Non-routine chemicals should be checked before each use and the label updated if necessary. Any significant changes in the label will be reported to Human Resources / Risk Management before that chemical can be used.

If Location Safety Officers and Supervisors become newly aware of any significant information regarding the hazards of a chemical, they will immediately inform Human Resources / Risk Management and revise the labels for the chemical within six months of becoming aware of the new information.

To address exposures to Proposition 65 chemicals that do not fall under the requirements of the Cal/OSHA section 5194 Hazard Communication regulation, Location Safety Officers and supervisors directly responsible for overseeing the use of the hazardous chemical will ensure a warning appears on the label or labeling of a product or substance present or used in the workplace. The label or labeling shall be prominently displayed on the product or substance and the product or substance shall be used under circumstances which make it likely that the warnings will be read and understood by employees or other individuals prior to the exposure for which the warning is given.

It is the policy of Tuolumne County that all containers containing hazardous materials must be labeled.

Failure to properly label a container could result in discipline up to and including termination. If a container with an unknown substance is discovered, inform your supervisor immediately and contact Human Resources / Risk Management at 533-5566.

Employee information and training

Employees are to attend a HazCom program training session set up by their supervisor and/or Location Safety Officer at the time of their initial assignment and whenever a new chemical hazard is introduced into the work area. This training session will be performed via a method(s) approved by Human Resources / Risk Management and provide information on:

- The requirements of the Hazard Communication regulation, including the employees' rights under the regulation.
- The location and availability of the written HazCom Program and list of hazardous chemicals and SDSs. Included here will be how this information will be addressed when there are other employer activities at the work site.
- Instruction in using mSDSonline.com.
- Any operation in the employees' work area, including non-routine tasks, where hazardous chemicals or Proposition 65 carcinogens/reproductive toxins are present and exposures are likely to occur.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- Protective practices the company has taken to minimize or prevent exposure to these substances.
- The details of our HazCom Program, including how to read labels and review SDSs to obtain hazard information, and an overview of our workplace-specific labeling procedures for original and workplace containers, as well as stationary processes.
- Physical and health effects of the hazardous chemicals either individually or as hazard groups. Chemical-specific information will always be available through labels and safety data sheets.
- Symptoms of overexposure.
- Measures employees need to put into practice to reduce or prevent exposure to these hazardous chemicals by engineering controls, work practices, and use of personal protective equipment.
- Emergency and first aid procedures to follow if employees are exposed to hazardous chemicals.
- The location and interpretation, if needed, of warning signs or placards to communicate that a chemical known to cause cancer or reproductive toxicity is used in the workplace.

Employees will receive additional training as soon as possible when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another employer's worksite.

Training will be documented via the attached *Hazard Communication Employee Training Roster*. A copy will be kept at the location the employee reports and sent to Human Resources Risk Management. Supervisors must submit a request to Human Resources / Risk Management asking that an assignment be created in Vector Solutions for each employee to self-attest to having completed the training.

Hazardous non-routine tasks

Periodically, our employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, affected employees will be given information by their supervisor on the hazards to which they may be exposed during such an activity.

This information will cover:

- Specific hazards.
- Measures the County has taken to reduce the risk of these hazards, such as providing ventilation, ensuring the presence of another employee, providing a respiratory protection program that meets T8 section 5144 requirements, and establishing emergency procedures.
- Required protective/safety measures.

Labeled/unlabeled pipes

Above-ground pipes transporting hazardous chemicals (gases, vapors, liquids, semi-liquids, and plastics) will be identified in accordance with T8 CCR, section 3321, "Identification of Piping."

Before employees enter the area and initiate work on or near pipes, Location Safety Officers and Supervisors will inform them of:

- The location of the pipe or piping system or other known safety hazard.
- The chemicals in the pipe.
- Potential hazards.
- Safety precautions.

Independent contractors and temporary employees working in our workplace

To ensure that outside contractors work safely at our workplace and to protect our employees from chemicals used by outside contractors, Location Safety Officers and supervisors are responsible for arranging two-way access of the following information with respect to contractors or other employers in our workplace:

- Hazardous chemicals, including Proposition 65 chemicals, to which they may be exposed while on the job site as well as chemicals they will be bringing into the workplace. To this end, we will provide contractors with information on our labeling system and access to SDSs.
- Precautions and protective measures the employees may take to minimize the possibility of exposure.

Should we use the services of a temporary employment service, we will treat their employees as if they are ours and include them in our Hazard Communication Program accordingly.

Employees are to contact Location Safety Officers and supervisors if they have questions about this plan or wishes to review it. Our plan will be maintained by Human Resources / Risk Management to ensure that the policies are carried out and the plan is effective.

Acknowledgement

I certify that I have read and understand the County of Tuolumne’s Hazard Communication (HazCom) Program, including my responsibilities with respect to the policy and procedures outlined therein. I further agree to comply with all safe work practices. I understand that failure to follow this policy could put other employees’ health and safety at risk and result in discipline up to and including termination.

Print Name

Date

Employee Signature

Sample Hazardous Chemical List

Hazardous Chemical (Product identifier matches SDS and label)	Operation/Work Area	SDS (date)

Sample Employee Hazard Communication Training Roster

Content of the training will be as outlined in our written HazCom Program and the back of this sheet.

Date: _____ Department: _____

Name and title of person conducting the training: _____

- Initial training (reference attached training topic checklist)

- Repeat training

- Training on newly introduced chemical Product identifier(s):

Employee Name	Signature

Sample Training Topic Checklist

- Requirements of T8 CCR section 5194.
- Operations where hazardous chemicals are present.
- Location and availability of the written Hazard Communication Program, including the list of hazardous chemicals and safety data sheets.
- Instruction in using mSDSonline.com.
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
- The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area.
- The measures employees can take to protect themselves from these hazards, including specific procedures implemented to protect employees from exposure to hazardous chemicals.
- Details of the Hazard Communication Program, including an explanation of the labels received on shipped containers and the workplace labeling system, safety data sheets, and how employees can obtain and use the appropriate hazard information.
- Employee rights:
 - To personally receive information regarding hazardous chemicals to which they may be exposed.
 - For their physician or collective bargaining agent to receive information regarding hazardous chemicals to which the employee may be exposed.
 - Against discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substances Information and Training Act.
- Other

Sample SDS Request Letter

Date:

Manufacturer or Distributor:

Address:

RE: SDS for listed product identifiers

Product name on label	Additional identifying information

Please provide me with an up-to-date copy of your Safety Data Sheet (SDS) for the above product(s). The SDS is needed for compliance with the State of California Hazard Communication Regulation, title 8, California Code of Regulations, section 5194.

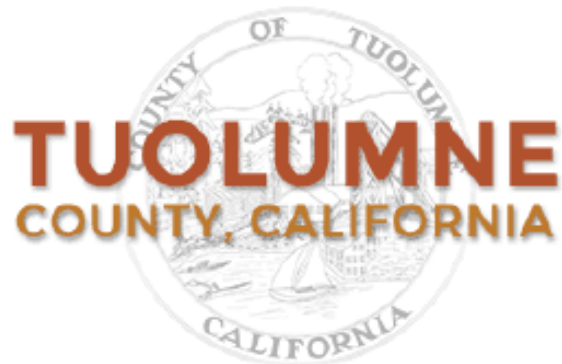
Please either send the SDS to:

Or email to:

Please notify us in writing if this product does not require a SDS.

If you have any questions regarding our request, please contact _____.

Sincerely,



MSDSonline
— a velocityEHS solution —

The County of Tuolumne utilizes an online data management system as the primary storage location for Safety Data Sheets. The above QR Code will provide access to the County's electronic SDS binder. Employees are instructed to access and bookmark this page on their mobile devices by using the QR Code above.

BOS Approval

The County of Tuolumne's Hazard Communication (HazCom) Program was approved by the Board of Supervisors and became effective on

SEPTEMBER 06, 2022.

APPROVED AS TO LEGAL FORM:




Sarah Carrillo, County Counsel

APPROVED:



Daniel Anaiah Kirk, CHAIR

ATTEST:



Heather D. Ryan,
Board Clerk of the Board of Supervisors

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

HEATHER D. RYAN
Board Clerk

By: 
