

# Youth Focus, Inc.

## Policy and Procedure

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Title: Hazard Communication Policy

Policy #579

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Department: Safety

Effective Date: 12-21-11

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**Policy:** Youth Focus shall have a hazard communication policy that is implemented at each program location.

**Procedure:** The attached Hazard Communication Program shall be implemented by each program director.

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Supersedes \_\_\_\_\_ Distribution Prepared by \_\_\_\_\_

Page \_\_\_ of \_\_\_ Dated \_\_\_\_\_ Approved by \_\_\_\_\_

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## HAZARD COMMUNICATION PROGRAM

### Youth Focus, Inc.

- I. This program will describe how the agency intends to protect the safety and health of our employees who are exposed to hazardous chemicals in the workplace, and to comply with the provisions of 29 CFR 1910.1200.
- II. The Training and Quality Management Director has been assigned the title of Hazard Communication Program Monitor and is responsible for monitoring all related activities to ensure compliance with both the intent and specifics of this program.

Each supervisor will be held responsible for strict adherence to these policies and will closely monitor all activities involving hazardous chemicals.

Each employee will carefully follow established work practices and promptly report observed or potential problems to supervision.

There is no job at Youth Focus, Inc. so vital or urgent as to justify the risk of employee overexposure to a hazardous chemical. Ask when in doubt. Proceed with a job only after being satisfied that it is safe for you to do so.

- III. A list of all hazardous chemicals for each workplace has been made and is readily available, upon request, to any employee, working on any shift. It is located at each facility. The Program Manager or designee may be contacted.
- IV. A Material Safety Data Sheet (MSDS) for each hazardous chemical on the list referenced above is on file at each facility. The MSDS are accessible during each work shift for any employee to review. If you have further questions about the MSDS program, contact your supervisor.
- V. The Program Manager is responsible to ensure that the list of hazardous chemicals is kept current and that a current MSDS for each hazardous chemical used is on hand. A chemical that is not shown on the current list will not be ordered without prior coordination with the Hazard Communication Program Monitor Director.
- VI. All containers of hazardous chemicals in each workplace will be conspicuously labeled with the identity of the chemical (same as on the applicable MSDS), and the appropriate hazard warnings. If the chemical is a known or suspected cancer causing agent (carcinogen), or if it is known to affect a specific organ of the body, this information will also be placed on the container label. The person having supervisory responsibility for the storage or use of each hazardous chemical will ensure that such labels are not defaced and that they remain legible at all times.

The Hazard Communication Program Monitor will ensure that an adequate supply of labels is kept on hand and made available to the responsible supervisors.

- VII. The Program Manager is responsible for anticipating, as much as possible, the hazards that would be present for non-routine tasks, such as chemical spill or container rupture. Clean-up procedures and proper personal protective equipment shall be considered and adequate training for such tasks shall be addressed.
- VIII. When an outside contractor will be used, it will be the responsibility of the Program Manager to advise the contractor of any hazardous chemicals to which their employees may be exposed and the appropriate protective measures to be taken. Conversely, it will be the same person's responsibility to determine if the contractor will be using any hazardous chemicals during this work that would place employees at risk. Appropriate training and protective measures must be taken in order to protect all employees. Prior to any work being performed by an outside contractor involving hazardous chemicals, all affected employees will be advised.
- IX. All employees exposed to any hazardous chemicals will complete an information and training program which includes at least the subjects listed below. New employees must complete similar instruction before initial exposure to any hazardous chemical in the workplace.

Adequate training of all employees exposed to hazardous chemicals will be given by the Hazard Communication Program Monitor.

Employee information for this program will include:

- (1) The purpose and need for such a program, including the basic concept that gives every employee the right to know about hazardous chemicals with which they work.
- (2) The location and availability of the written Hazard Communication Program, plus the list of hazardous chemicals and their corresponding MSDSs.
- (3) The identity upon request, of any chemical to which the employee is exposed. In the case of a trade secret chemical, the name shown on the MSDS will be provided.

Employee training shall include at least the following:

- (1) Methods and observations used to detect the presence or release of a hazardous chemical in the work area such as monitoring devices, appearance or odor.
- (2) The physical and health hazards associated with each chemical, as specified in the MSDS.
- (3) Action that employees can take to protect their own safety and health, including specific procedures that have been established for normal work practices, emergency procedures, and policies on the use of personal protective equipment.

- (4) Details of the Hazard Communication Program, including an explanation of the labeling system used on in-house containers of hazardous chemicals. Also, details of how employees can obtain and use information contained in the MSDS.
- X. It is the intent of Youth Focus, Inc. management to protect the safety and health of each employee, our most valuable and valued asset. By following correct procedures, no employee should experience any harmful effects from working with chemicals in their workplace.

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