

# **DuPage County Environmental, Safety, Health & Property Loss Control Program**

## **Hazard Communications (Employee Right to Know)**

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### **1.0 Purpose**

To ensure that the hazards of all chemicals used or handled are communicated to employees, and others, that may be exposed either through routine handling, or as a result of an unforeseeable emergency. This communication shall be accomplished through container labeling, material safety or Globally Harmonized Safety Data Sheets (SDS) data sheets, and appropriate information and training programs.

### **2.0 Policy**

DuPage County will ensure that employees receive training in chemical exposure recognition, training in the physical and health hazards of the chemicals in the work area, measures that employees can take to protect themselves from chemical hazards, and training in locating and obtaining material safety data sheets / GHS safety data sheets for all hazardous chemicals at each location.

### **3.0 Procedures**

#### **3.1 Responsibilities**

Departments, using chemicals, Heads will designate one person to serve as the Department's Hazard Communication Coordinator. These coordinators are responsible for assuring that the department's Hazard Communication Program is maintained and enforced. i.e. Public Works has assigned their Chief Chemist as their Coordinator.

**3.1.1** It is the responsibility of the Purchasing Departments, when purchasing supplies to ensure that a Safety Data sheet is obtained on all chemical supplies.

**3.1.2** The Department receiving must forward the SDS to the their Departments Haz Com Coordinator.

**3.1.3** In event an employee needs medical treatment due to coming into contact with or Inhaling a hazardous chemical the SDS must be provided the emergency medical responders and provided the employee to give to their treating doctor.

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**3.2 Definitions**

“Absorption” A chemical/substance that is taken into the body through the skin.

“Acute” Short term.

“Acute Effect” Symptoms develop/show in a rapid/short period of time. (Your nose/respiratory system will burn, eyes water, rash develops on hands, etc.)

“Antidote” An agent that neutralizes or counteracts the effects of a poison.

“Boiling Point” The temperature at which a liquid changes into a vapor state.

“Carcinogens” Cancer causing agents.

“C. A. S”: Chemical Abstracts Service. An organization operated by the American Chemical Society which indexes information and provides index guides by which information about particular substances may be located in the "Abstracts."

“C. A. S. Number” The number assigned to chemicals or products by the Chemical Abstracts Service.

"Chemical" means any element, chemical compound or mixture of elements and/or compounds, which may or may not present a health or physical hazard.

“Chronic” Long term.

“Chronic Effect” Symptoms develop over a long period of time.

“Combustible” A substance capable of fueling a fire. Flash point listed at being above 100 degrees and below 200 degrees Fahrenheit.

"Employee" means a worker, including a contract worker, who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers who encounter hazardous chemicals only in non-routine, isolated instances are not covered by this policy.

"Employer" means a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.

“Explosive Limits” The concentration range of a flammable gas or vapor (percent by volume in air) in which an explosion can occur if an ignition source is present.

"Exposure" or "Exposed" means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.) and includes potential (e.g., accidental or possible) exposure.

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“Flammable” A material, which is easily ignited and burns with extreme rapidity.

“Flash Point” The minimum temperature at which a liquid gives off sufficient vapor to form, with air, an ignitable mixture.

"Hazardous Chemical" means any chemical that is a physical hazard or a health hazard.

"Hazard Warning" means any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the hazard(s) of the chemical(s) in the container(s).

"Health Hazard" means a chemical that poses one of the following hazardous effects: carcinogens, acute toxicity, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system and agents which damage the lungs, skin, eyes, or mucous membranes, germ cell mutagenicity (single or repeated exposure); or aspiration hazard.

“Hazardous Material” Any substance or mixture of substances having the properties capable of producing adverse effects on the health or safety of a human being or facility. Basically any substance or chemical that has been declared, by a recognized authority, as being harmful to human life.

“Inhalation” Breathing, taken into the body through the respiratory system.

“Ingestion” Something that is taken into the body through the mouth, (by eating, drinking, inhaling on a cigarette, etc.).

“Ontogenetic” Tumor forming.

”Particulate” Of, or pertaining to, small pieces of matter. (Airborne dust, fumes, mists, etc..)

“P E L” Permissible Exposure Limit: an exposure limit established by OSHA's regulatory authority.

"Physical Hazard" means a chemical that is classified as posing one of the following hazardous effects: gas under pressure: or in contact with water emits flammable gas, explosive, flammable (gases, aerosols, liquids, or solids), organic peroxide, oxidizer, pyrophoric, unstable (reactive) or water-reactive, corrosive to metal.

“PPM” Parts per million, a unit for measuring the concentration of a gas or vapor in contaminated air.

“Reaction” A chemical transformation or change.

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“Reactivity” The tendency of a substance to undergo a chemical change with the release of energy.

“STEL” Short Term Exposure Limit.

“THRESHOLD LIMIT VALUE (TLV)” Term used By the American Conference of Government Industrial Hygienists (ACGIH) to express the airborne concentration of a material to which nearly all persons may be exposed day after day without any adverse effects.

**ACGIH expresses TVLs in four ways:**

TVL-C: Ceiling Exposure limit; the concentration that should not be exceeded, even momentarily.

TVL-STEL: Short Term Exposure Limit, or maximum concentrations for a continuous 15-minute exposure period (maximum of four such periods per day, with at least 60-minutes between exposure periods, and that the daily TVL-TWA is not exceeded).

TVL-SKIN: (Listed substance followed by the designation "skin"): the skin designation refers to the potential contribution to the overall exposure by the cutaneous route, including mucous membranes and the eye. Exposure can be either by airborne or direct contact with the substance. This "attention calling" designation suggest appropriate measures be taken to prevent cutaneous skin absorption. The TVL is not invalidated. A notation, sometimes used with PEL or TVL exposure data, that indicates that the stated substance may be readily absorbed by the skin, mucous membranes and the eyes--either airborne or direct contact-- and that this additional exposure must be considered part of the total exposure to avoid, so as not to exceed the Gulf Exposure Limits (GELS) TVL for that substance.

TLV-TWA: The allowable time-weighted average concentration for a normal 8 hour workday or 40 hour week.

TWA: Time-Weighted Average exposure; the airborne concentration of a material to which a person is exposed, averaged over the total exposure time, generally the total work day (8 hours).

TARGET ORGANS: Organs of the body that are directly affected by a substance/chemical.

"Unforeseeable Emergency" means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment, which could result in an uncontrolled release of a hazardous chemical into the workplace.

“UPPER FLAMMABLE LIMIT (UFL) Also called the UPPER EXPLOSIVE LIMIT (UEL)” The highest concentration of a flammable vapor or gas in air (usually expressed in percent by volume) above which propagation of a flame will not occur in the presence of an ignition source.

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**3.3 Labeling**

DuPage County requires that labels be provided on all containers used to store or for use in the workplace. In the event a container of chemicals is missing a label or the label is defaced, a new label shall be obtained and placed on the container immediately. At no time is an employee to remove or deface existing labels on containers of chemicals.

**Consumer Product Exception:** Consumer Product Safety Act allows for use of the consumer product container at the workplace for the purpose intended by the manufacturer. i.e. a can of “bug” spray in the original container and used to spray for insects does not need labels as identified in this policy.

3.3.1 Each container of hazardous chemicals in the workplace shall be labeled, tagged or marked with the following minimum information:

3.3.1.1 The Product Name

3.3.1.4 Pictogram(s)

Additional information such as name and phone number of manufacturer, Single word(s) describing the Hazardous chemical i.e. Toxic

3.3.2 Containers used to store chemicals that are transferred from bulk containers must also be labeled with words, pictures, symbols, or combination thereof, which provides at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees with the specific information regarding the physical and health hazards of the hazardous chemical. (**Exception** is when the container is to be used by an employee who has transferred the chemical from the bulk container to the smaller container and is the **ONLY employee** who will use that chemical during their shift. Unused chemical at the end of the shift must be returned to the original bulk container or properly disposed of).

3.3.2.1 Such containers may include lubricants, solvents, etc.

3.3.2.2. In addition to preprinted labels, labeling can also be accomplished with indelible marker and must include the same information as above plus appropriate Pictogram(s).

3.3.3 OSHA requires a semi-annual inspection of the work area's to ensure that these containers are properly labeled and that all labeling is legible.

3.4.3 Use order form at back if needed for peel off Pictograms. Complete with Dept. name and whom to send labels to. Send form to the Highway Sign Supervisor in Wheaton.

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**3.4 Material Safety or GHS Data Sheets**

DuPage County will maintain in each appropriate department a manual or electronic a listing of all chemicals used within the department and will ensure that (GHS Safety Data Sheet) are available for each chemical.

3.4.1 These Safety Data Sheets will be accessible to all employees and maintained in binders marked Safety Data Sheets and located in employee break room(s) or a central location each appropriate building.

3.4.2 The receiver of the Safety Data Sheet must forward to the Department's Haz Com Coordinator.

3.4.3 Each Hazard Communication Program Coordinator shall be responsible for ensuring that the book(s) of Safety Data Sheets are maintained as items containing chemicals are added or deleted from the current list. An electronic copy could be maintained on the Dept.'s shared drive in Safety Data Sheet folders marked Current and Past: for chemicals no longer used. **(Past MSDS / SDS must be kept for 30 years per IDOL/OSHA).**

3.4.3(a) The Coordinators are responsible to read all new Safety Data Sheets and determine if the Dept. has the necessary Personal Protective Equipment needed for employee's to use the new chemical.

3.4.3.(b) The Coordinators are responsible to inform the Managers who would be using the new chemical of the new Safety Data Sheet and the precautions employee's need to take when using the chemical.

3.4.4 Purchasers of chemicals must request a Safety Data Sheet be sent with each shipment. If none is received or the Safety Data Sheet is incomplete a letter to the vendor must be sent requesting the missing Data Sheet or missing information. (See sample letters)

3.4.5 The Dept. Manager is responsible to assure proper PPE is readily available for employee use and the employee trained in the proper use and care of the PPE.

3.4.6 A Department or Division may maintain their Safety Data Sheets Online in lieu of hard copies. Online availability must be posted on units bulletin boards and remind personnel at staff meetings how to quickly access and print out.

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**3.5 Information and Training**

- 3.5.1 Employee's who will come in contact with chemicals as part of their job duties will receive General training covering chemical safety and hazard communication as part of their HR New Employee Orientation.
- 3.5.2 Departments handling chemicals new employee orientation should include:
- The location and availability of the written policy and program.
  - Location in work areas where hazardous chemicals are present.
  - Training in methods that may be used to detect the presence or release of a hazardous chemical in the work area.
  - Explanation of the potential physical and health hazards of chemicals stored in the work area.
  - Measures that the employees can take to protect themselves from the hazards of chemicals in the work area.
  - Specific actions that employees are to take in the event of an emergency leak or spill.
  - Where they are located in the work area, and how to request a printed copy of the SDS or how to obtain a missing one.
- 3.5.3 The employee's supervisor, will oversee the training to ensure the employee understands the information presented and to answer any specific questions the employee may have. The County Risk Management Coordinator, Public Works Chief Chemist, Sheriff's Forensic Lab Chief Chemist can be contacted to assist their Departments in the training.
- 3.5.4 Training should be conducted prior to the new employee's first work assignment and will be repeated if the Supervisor see's the employee needs refresher training.
- 3.5.5 Training will also be conducted any time a new hazard is introduced through the purchase of a new supply or material that contains a hazardous chemical.
- 3.5.6 Upon successful completion of the training program, each employee will be asked to sign a Safety Training Acknowledgement form, found in the Safety Intranet site under Training, that they have received hazard communication training.

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### **3.6 Spills Involving Hazardous Chemicals**

Departments using Hazardous chemicals should have Emergency Spill Kits for their specific type of exposure and used on small spills. Spill Kits come in a variety such as for mercury spills, Oil, Blood, Solvents etc. The kits locations should be properly marked so they are readily seen and employees trained in the kits use and proper PPE.



- 3.6.1 Spills or accidental releases of hazardous chemicals must be reported at once to a supervisor.
- 3.6.2 In the event a release of hazardous chemicals occurs as a result of a broken or spilled container, or other incident, employees not trained in small spill cleanup procedures will be instructed to evacuate the affected area.
- 3.6.3 Personnel, that have received training in small spill cleanup procedures will, under the guidance of their supervisor, absorb, neutralize, or otherwise control spills of hazardous chemicals that occur in the immediate release area.
- 3.6.4 Should a spill or release occur that is beyond the capability to control through absorption or neutralization, all employees will be instructed to evacuate the area.
- 3.6.5 For large campus spills Security should be called x5262 **and** 911 for the Fire Dept. indicating what has been released and @ how much.  
For off campus spills call the Fire Department 911 and indicate what has been released.

### **4.0 Hazard Communication Program**

New employees must be trained prior to working with chemicals on their job. Anytime a new hazardous chemical is brought into the work area the employees must be made aware of it's hazards. For the purpose of employee protection and safety awareness, DuPage County has enacted the program as outlined below.



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DuPage County Departments may handle a variety of potentially hazardous chemicals. For this reason, it is important that employees are aware of the material's identity, health and physical hazards, and emergency procedures required to handle accidental spills. DuPage County has established a Hazard Communication Program in its commitment to provide a safe and healthful work environment for every employee.

- 4.1 This is the written program and is made available for everyone on the Intranet / Internet or a copy can be obtained from Supervisors.
- 4.2 The Division/Department will ensure that each container in the workplace is clearly marked with the identity of all chemicals (unless protected by trade secret) and all appropriate hazard warnings necessary for employee protection.
- 4.3 The Department will obtain from Manufacturers or distributors, Safety Data Sheets for all hazardous materials used in the work place. **Exception:** for those obtained in hand held "consumer" type packaging i.e. a can of bug spray or container of window cleaner purchased off the shelf a SDS is not required.
- 4.4 Obtain these data sheets on all materials used, regardless of quantities, packaging, or degree of hazard.
- 4.5 The Safety Data Sheet must contain all of the following:
  - 4.5.1 Section 1: Identification (includes product identifier; manufacturer or distributor name, address, phone number, emergency phone number; recommended use; restrictions on use.
  - 4.5.2 Section 2: Hazard(s) identification includes all hazards regarding the chemical; required label elements.
  - 4.5.3 Section 3: Composition/information on ingredients includes information on chemical ingredients; trade secret claims.
  - 4.5.4 Section 4: First Aid measures include important symptoms/ effects, acute, delayed; required treatment.
  - 4.5.5 Section 5: Fire fighting measures includes suitable extinguishing techniques, equipment; chemical hazards from fire.
  - 4.5.6 Section 6: Accidental release measures lists emergency procedures, protective equipment; proper methods of containment and cleanup.
  - 4.5.7 Section 7: Handling and Storage lists precautions for safe handling and storage, including incompatibilities.

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- 4.5.8 Section 8: Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PEL's); Threshold Limit Values (TLV's); appropriate engineering controls; PPE.
- 4.5.9 Section 9: Physical and chemical properties lists chemical characteristics.
- 4.5.10 Section 10: Stability and reactivity lists chemical stability and possibility of hazardous reactions.
- 4.5.11 Section 11: Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.
- 4.5.12 Section 12: Ecological info.
- 4.5.13 Section 13: Disposal considerations.
- 4.5.14 Section 14: Transport info.
- 4.5.15 Section 15: Regulatory info.
- 4.5.16 Section 16: Other information includes the date of preparation and last revision.
- 4.6 All SDS sheets are available for anyone at anytime during the work day to look at. Books containing the sheets relevant to your Dept. are at every major facility and / or are online. See your Supervisor for the location. Anyone desiring a copy of a specific SDS should request one from their immediate supervisor instead of taking the book apart to make a copy. The Supervisor should stamp the copy provided the employee with COPY.
- 4.7 The Division/Department have prepared and maintained a list of all hazardous chemicals in the work place and verify that SDS sheets have been obtained.
- 4.8 Any SDS sheets received by anyone should be forwarded to the Dept's Haz Com Coordinator along with as much as possible the following information:
  - 4.8.1 Date received.
  - 4.8.2 Is it a trial, one time only use, or will it be ongoing?
  - 4.8.3 Location of usage
  - 4.8.4 Does the product replace a previous product which will no longer be used?
  - 4.8.5 Hi-lite or circle the chemical name on the SDS.

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- 4.9 All New Employees under the County Jurisdiction receive training on what a SDS is, how to locate a data sheet in their Department by Risk Management during the HR New Employee Orientation. The Department training program should consist of the following:
  - 4.9.1 How to read and interpret information on labels and MSDS / SDS sheets;
  - 4.9.2 The hazards of the various chemicals to be used by an employee;
  - 4.9.3 Measures an employee must take to protect themselves from a chemical hazard, including the use of personal protective equipment and other work practices and engineering controls;
  - 4.9.4 Methods and observations – such as visual appearance and smell – that an employee can use to detect the presence of a hazardous chemical to which they may be exposed in their workplace.
- 4.10 For the training, most of the information will come from various sources. Handouts are supplementary, supplying more specific information not found in the training materials.

## **5.0 Hazard Communication Standard**

### **5.1 Chemicals In The Workplace**

- 5.1.1 DuPage County handles or uses several products that contain potentially hazardous chemicals, knowledge of the potential hazards of these materials is critical in order to understand the proper storage and handling methods, as well as understanding what to do in the event a broken or leaking container is encountered.
- 5.1.2 The federal OSHA Hazard Communication Standard (followed by IDOL) 1910.1200 was established to provide available information about chemical products handled in the workplace so that employees are aware of their potential hazards and informed of the necessary safe handling procedures and work practices.
- 5.1.3 The goal of the Hazard Communication Standard is to reduce illnesses and injuries caused by overexposure to chemicals in the workplace.
- 5.1.4 The Standard requires that all chemical products be evaluated by the manufacturer and that hazard information be made available to employees through the uses of warning labels, Safety Data Sheets, and employee training.

### **5.2 Labels and Other Forms Of Warning**

- 5.2.1 Chemical manufacturers must ensure that all containers of hazardous materials are labeled, tagged or marked with the identity, appropriate hazard warnings, and the name and address of the manufacturer or other responsible party.
- 5.2.2 Many provide spill cleanup and protective equipment recommendations on the product label.
- 5.2.3 At DuPage County, each container must be labeled, tagged or marked with the identity of hazardous chemical it contains, and must show hazard pictograms appropriate for employee protection.
- 5.2.4 An employee must notify a supervisor upon discovering a product that is unlabeled, or one that has a damaged or defaced label.
- 5.2.5 The manufacturer of the hazardous chemical is responsible for correctly labeling all original chemical containers.

### **5.3 Material Safety Data Sheets / Safety Data Sheets**

- 5.3.1 Receiver must assure the SDS has been received with the shipment. If not they must notify the purchaser to obtain one from the manufacturer.
- 5.3.2 Each SDS must include the specific information identified in 4.5.
- 5.3.3 Since the SDS are the primary source of this chemical safety information, the SDS must be accessible by all employees at any time it is needed.

### **5.6 Information**

- 5.6.1 At a minimum, each employee will be informed about the following:
  - 5.6.1.1 The requirements of the Hazard Communication Standard.
  - 5.6.1.2 Operations in their work area where hazardous substances are present.
  - 5.6.1.3 The location of the written Hazard Communication Program.
  - 5.6.1.4 The list of hazardous substances.
  - 5.6.1.5 The required SDS file.

### **5.7 Employee Rights Under the Hazard Communication Standard**

- 5.8.1 To have labels present on containers of hazardous chemicals.
- 5.8.2 To have access to material safety data sheets SDS for each hazardous chemical stored in your workplace. Upon request of your Supervisor be provided a copy of the SDS.
- 5.8.3 To receive employee training & information required by the Hazard Communication program.
- 5.8.4 To be provided with access to the written Hazard Communication Program.
- 5.8.5 To be provided appropriate PPE and trained in it's safe use.

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### **5.9 Employee Responsibility**

It is absolutely essential for each affected DuPage County employee to participate in the Hazard Communication program to ensure its success. You should:

- 5.9.1 Be alert to the potential hazards of all hazardous chemicals in the workplace.
- 5.9.2 Consult the material safety data sheet SDS for specific information about a hazardous chemical.
- 5.9.3 Read product labels.
- 5.9.4 Become familiar with the written Hazard Communication Program.
- 5.9.5 Follow the safe work practices established to protect your Health and Safety including wearing appropriate PPE.
- 5.9.5 Ask Supervisor if you have any questions regarding how to use a chemical safely.

### **6.0 HOW TO READ A MATERIAL SAFETY DATA SHEET now referred to as a Safety Data Sheet.**

The MSDS / SDS is the heart of the Hazard Communication Program. Each employee should know when to consult a MSDS / SDS, how to read and interpret the information it contains, and how to locate the MSDS / SDS information at your location. If you are not sure, consult your supervisor. Because MSDS / SDS's are prepared by various companies, they may be called by other names and printed in different formats, but most contain the information included on this sample material safety data sheet.

#### **6.1 When to Consult an MSDS / SDS**

- 6.1.1 Before you handle any hazardous material.
- 6.1.2 When you have specific questions about a hazardous material which you handle.
- 6.1.3 In case of an emergency involving a hazardous material.
- 6.1.4 To answer questions concerning proper storage and handling of any hazardous material.

**6.2 Common Sections Contained Within an SDS.**

The following information describes the information commonly found within various sections of most material safety data sheets. Many SDS differ widely in their appearance and format, but each must contain at least the following information:

**6.2.1 Name and Product**

6.2.1.1 The Name and Product section lists the name, address, and emergency phone number of the company that prepared the information and the date the SDS was prepared.

6.2.1.2 This section also contains the chemical's common name and synonyms, and, where appropriate, the trade name or chemical family.

**6.2.2 Hazardous Ingredients**

The Hazardous Ingredients section lists the names of all hazardous components of the substance as well as the exposure limits that indicate concentrations to which a person can safely be exposed.

**6.2.3 Physical Data**

The Physical Data section describes physical properties of the substance, such as boiling and freezing points, vapor density and pressure, specific gravity, solubility percent volatile, and appearance and odor.

**6.2.4 Fire and Explosion Data**

The Fire and Explosion Data section identifies the fire hazards of a substance and any conditions that could contribute to, or result in a fire or explosion. Appropriate extinguishing agents and approved fire fighting methods.

**6.2.5 Health Hazard Data**

The Health Hazard Data section includes health hazards associated with the substance including routes of exposure, signs and symptoms of acute and chronic overexposure, cancer causing properties that the material may have, toxicity information, and medical conditions that can be aggravated by exposure. Many of the terms used in this section are explained in the following pages of definitions.

**6.2.6 First Aid Procedures**

The Health Hazard Data section often also contains emergency and first aid procedures if overexposure to the chemical occurs.

**6.2.7 Reactivity Data**

The Reactivity Data section identifies materials with which the substance is incompatible, hazardous decomposition products that can be produced, such as carbon monoxide and carbon dioxide, and conditions to avoid. This information is useful in determining what products should not be stored, shipped, or packaged together.

**6.2.8 Spill, Leak, and Disposal Procedures**

The Spill, Leak, and Disposal Procedures section summarizes the steps to be taken in the event the material is released or spilled.

6.2.8.1 It may also identify what materials to use when neutralizing, absorbing, and cleaning up spills of hazardous chemicals.

6.2.8.2 This section also identifies appropriate waste disposal methods.

6.2.8.3 Hazardous waste must be disposed of according to federal, state and local regulations.

6.2.8.4 Spill cleanup material and expired or damaged chemicals, and their containers, should never be placed in the trash or flushed or poured down any drain.

**6.2.9 Special Protection Information**

The Special Protection Information identifies any special protective equipment that should be used or worn when working with the chemicals.

6.2.9.1 It also describes any special ventilation that should be used when working with the chemical.

6.2.9.2 This information should be consulted when using the chemical or preparing to clean up a release or spill involving the material. However, this information does not apply to handling sealed containers.

**6.2.10 Special Precautions**

The Special Precautions section contains information to consider when handling and storing the hazardous chemical and should be consulted whenever questions arise as to the proper storage conditions and location.



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**7.0 How to Obtain an SDS**

- 7.1 The Hazardous Communication Coordinator of each user Department who has hazardous chemicals maintains a MSDS or SDS data sheet.
- 7.2 Some work areas will maintain chemical lists and copies of the MSDS / SDS in that work area. Others may maintain online.
- 7.3 Employees may request a copy of a material safety data sheet through their supervisor or print from online.
- 7.5 All DuPage County employees must have unrestricted access to material safety data sheet information.
- 7.6 Manufacturers of the products that require a change in a material safety data sheet will supply revised MSDS / SDS.
- 7.7 Each Hazard Communication coordinator shall remove the outdated MSDS / SDS and insert the updated MSDS / SDS. MSDS / SDS for chemicals no longer used must be retained alphabetically by chemical name in a separate folder maintained by the Haz Com Coordinator(s) for 30 years.
- 7.8 Each coordinator shall also ensure that a material safety data sheet is obtained and placed in the book or online as new products, requiring a MSDS / SDS, are added to inventory or purchased for use.

**COUNTY of DUPAGE**

**HAZARD COMMUNICATION PROGRAM  
IN COMPLIANCE WITH OSHA 1926.59**

**In accordance with the Standard the following items are available to you on request**

- Copy of the Written Hazard Communication Program (on Intranet Risk Management)
- Copy of the OSHA Hazard Communication Standard 1910.1200 (online at OSHA .gov)
- Copy of my Departments List of Hazardous Chemicals
- Copies of the Material Safety Data Sheets / Safety Data Sheets for any Chemicals to which I may be exposed

**TO OBTAIN ANY OR ALL OF THIS INFORMATION  
CONTACT:**

**YOUR SUPERVISOR**

## **COUNTY of DUPAGE**

### **HCS Jobsite Poster**

**The Material Safety Data Sheets / Safety Data Sheets Collection for  
hazardous chemicals on this jobsite is located at**

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**The Written Hazard Communication Program for this jobsite is located at**

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**The Hazardous Chemical List for this jobsite is located at**

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**Questions regarding chemicals, chemical handling or health and safety  
should be directed to Risk Management Coordinator 630-407-6124**

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Date:

To:

Dear Mr. / MS:

The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (29 CFR 1910.1200) requires employers be provided Safety Data Sheets (SDSs) for all hazardous substances used in our facilities. We, therefore, request a copy of the SDS for (your product / or from your supplier) listed as \_\_\_\_\_.

We did not receive an SDS with the initial shipment on (date)\_\_\_\_\_.

Please consider this letter as a standing request to your company for any information concerning the safety and health aspects of using this product that may become known in the future.

The SDS and any other relevant information should be sent to us within 10 days. Delays in receiving the SDS information may prevent use of this product and subsequent return.

Please send the requested information to myself.

Your cooperation is greatly appreciated. Thank you for your timely response to this request.

Sincerely,









Buyer

DuPage County

## Hazard Communication Standard Pictogram



As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

### HCS Pictograms and Hazards

<p style="text-align: center;"><b>Health Hazard</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Carcinogen</li> <li>▪ Mutagenicity</li> <li>▪ Reproductive Toxicity</li> <li>▪ Respiratory Sensitizer</li> <li>▪ Target Organ Toxicity</li> <li>▪ Aspiration Toxicity</li> </ul>	<p style="text-align: center;"><b>Flame</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Flammables</li> <li>▪ Pyrophorics</li> <li>▪ Self-Heating</li> <li>▪ Emits Flammable Gas</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>	<p style="text-align: center;"><b>Exclamation Mark</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Irritant (skin and eye)</li> <li>▪ Skin Sensitizer</li> <li>▪ Acute Toxicity</li> <li>▪ Narcotic Effects</li> <li>▪ Respiratory Tract Irritant</li> <li>▪ Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p style="text-align: center;"><b>Gas Cylinder</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Gases Under Pressure</li> </ul>	<p style="text-align: center;"><b>Corrosion</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Skin Corrosion/Burns</li> <li>▪ Eye Damage</li> <li>▪ Corrosive to Metals</li> </ul>	<p style="text-align: center;"><b>Exploding Bomb</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Explosives</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>
<p style="text-align: center;"><b>Flame Over Circle</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Oxidizers</li> </ul>	<p style="text-align: center;"><b>Environment</b> (Non-Mandatory)</p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Aquatic Toxicity</li> </ul>	<p style="text-align: center;"><b>Skull and Crossbones</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Acute Toxicity (fatal or toxic)</li> </ul>



## Comparison of NFPA 704 and HazCom 2012 Labels

	 NFPA 704	 HazCom 2012
Purpose	Provides basic information for emergency personnel responding to a fire or spill and those planning for emergency response.	Informs workers about the hazards of chemicals in workplace under normal conditions of use and foreseeable emergencies.
Number System: NFPA Rating and OSHA's Classification System	0-4 0-least hazardous 4-most hazardous	1-4 1-most severe hazard 4-least severe hazard • The Hazard category numbers are NOT required to be on labels but are required on SDSs in Section 2. • Numbers are used to CLASSIFY hazards to determine what label information is required.
Information Provided on Label	<ul style="list-style-type: none"> <li>• Health-Blue</li> <li>• Flammability-Red</li> <li>• Instability-Yellow</li> <li>• Special Hazards*-White</li> </ul> *OX Oxidizers W Water Reactives SA Simple Asphyxiants	<ul style="list-style-type: none"> <li>• Product Identifier</li> <li>• Signal Word</li> <li>• Hazard Statement(s)</li> <li>• Pictogram(s)</li> <li>• Precautionary statement(s); and</li> <li>• Name address and phone number of responsible party.</li> </ul>
Health Hazards on Label	Acute (short term) health hazards ONLY.  Acute hazards are more typical for emergency response applications.  Chronic health effects are not covered by NFPA 704.	Acute (short term) and chronic (long term) health hazards. Both acute and chronic health effects are relevant for employees working with chemicals day after day. Health hazards include acute hazards such as eye irritants, simple asphyxiants and skin corrosives as well as chronic hazards such as carcinogens.
Flammability/ Physical Hazards on Label	NFPA divides flammability and instability hazards into two separate numbers on the label.  Flammability in red section Instability in yellow section	A broad range of physical hazard classes are listed on the label including explosives, flammables, oxidizers, reactives, pyrophorics, combustible dusts and corrosives.
Where to get information to place on label	Rating system found in NFPA Fire Protection Guide to Hazardous Materials OR NFPA 704 Standard System for Identification of the Hazards of Materials for Emergency Response 2012 Edition, Tables 5.2, 6.2, 7.2 and Chapter 8 of NFPA 704	OSHA Hazard Communication Standard 29 CFR 1910.1200 (2012).  1) Classify using Appendix A (Health Hazards) and Appendix B (Physical Hazards) 2) Label using Appendix C
Other	The hazard category numbers found in section 2 of the HC2012 compliant SDSs are NOT to be used to fill in the NFPA 704 diamond.	Supplemental information may also appear on the label such as any hazards not otherwise classified, and directions for use.
website	<a href="http://www.nfpa.org/704">www.nfpa.org/704</a>	<a href="http://www.osha.gov">www.osha.gov</a> OR <a href="http://www.osha.gov/dsg/hazcom/index.html">www.osha.gov/dsg/hazcom/index.html</a>

For more information:



National Fire Protection Association  
[www.nfpa.org](http://www.nfpa.org) 1 800.344.3555



**Occupational Safety  
and Health Administration**  
U.S. Department of Labor  
[www.osha.gov](http://www.osha.gov) 1 800.321.OSHA (6742)



The substance: "NOMIXUP 7042012"

**To create an OSHA label per HazCom 2012:**

**Step 1:** Perform the classification in accordance with Appendix A: Health Hazards & Appendix B Physical Hazards of 29 CFR 1910.1200 - this is where you find the criteria for each hazard class and hazard category.

Class: Flammable Gas, Category 1

Class: Carcinogen, Category 1B

Class: Specific Target Organ Toxicity (Single Exposure), Category 3

Class: Substances and Mixtures Which, in Contact with Water, Emit Flammable Gases, Category 3

**Step 2:** Gather labeling information (Pictograms, Signal Word, Hazard Statements) from Appendix C of 29 CFR 1910.1200 based on the chemical's hazard class and category.

**Step 3:** Create the Label



**To Create NFPA 704 label:**

**Step 1:** Collect information on hazards from applicable sections of SDS. Some SDSs may provide the NFPA diamond symbol with hazard rating numbers filled in already. Note: Do NOT use the hazard category numbers given in section 2 of HazCom 2012 compliant SDS on 704 label!

If the diamond is not provided on the SDS you can obtain the information under the following sections of the SDS. Note that additional information may be provided in other sections of the SDS.

- Health hazard information under Section 11
- Flammability information under Section 9
- Instability information under Section 10
- Special information under Section 9, 10, 11

**Step 2:** Obtain current edition copy of NFPA 704 or view on line at [www.nfpa.org/704](http://www.nfpa.org/704).

Compare the criteria on the SDS sections as shown above with the criteria shown in Tables 5.2 (Health), 6.2 (Flammability), 7.2 (Instability) and 8.2 (Special Hazards)

**Step 3:** Place numbers for the degree of hazard associated with the criteria obtained in Step 2 in the correct quadrant of NFPA 704 placard.

NFPA Label for NOMIXUP 7042012



For more information:



National Fire Protection Association  
[www.nfpa.org](http://www.nfpa.org) | 800.344.3555



Occupational Safety  
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# DuPage County GHS Label Order form



NAME  
OF  
PRODUCT \_\_\_\_\_  
2" \_\_\_\_\_  
QTY: \_\_\_\_\_  
4" \_\_\_\_\_  
QTY: \_\_\_\_\_  
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