

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE May 10, 2019	EFFECTIVE DATE May 10, 2019	NO. 072-19
SUBJECT: Hazardous Materials Communication Plan		DISTRIBUTION ALL PERSONNEL	AMENDS
REFERENCE: NYSLEAP 58.2; OSHA Standard, 29 CFR 1910.1200			RESCINDS 072-05

Purpose: To establish, communicate and maintain procedures and practices that will enable employees of the Monroe County Sheriff's Office (MCSO) to be aware of hazardous substances in their work environment and protective measures against such.

Policy: The MCSO will adhere to the procedures and practices of this Hazard Communication to provide a safe, toxic-free work environment for all of its employees in accordance with the Occupational Health and Safety Administration Standard, 29 CFR 1910.1200.

I. Program Administration

- A. The Standards and Compliance Unit (SCU), within Staff Services, is responsible for overall coordination and administration of the MCSO Hazard Communication Plan.
- B. The Hazard Communication Plan contained below will be reviewed annually. Further information about the written plan and the OSHA Hazardous Communications Standard is available by contacting the SCU.
- C. To ensure compliance with the elements of this plan, the SCU will include within all inspections activity an assessment of employee awareness, implementation, and training with respect to hazardous materials in their work environments, as specified in this Order.

II. List of Hazardous Materials

- A. The SCU will maintain a master list of all hazardous materials used in the MCSO.
- B. Supervisors will notify the SCU when new hazardous chemicals are acquired and forward all appropriate Material Safety Data Sheets (MSDS).

III. Material Safety Data Sheets (MSDS)

- A. The SCU will maintain an accurate and updated MSDS library on every substance on the list of hazardous chemicals in the MCSO. These records will consist of a fully completed OSHA Form 174 (Standard MSDS) or its equivalent.
- B. The SCU will ensure that each work area maintains an MSDS for hazardous materials used in the area. MSDS' will be readily available to all employees during all work shifts.
- C. MSDS that meet the requirements of the Hazardous Materials Communication Standard must be fully completed and received at the MCSO Quartermaster's Office either prior to or at the time of receipt of the first shipment of potentially hazardous chemical purchased

from a vendor. Supervisors will ensure that the MSDS for any new potentially hazardous materials are copied and then forwarded to the SCU.

- D. MSDS are required as a part of any compliance obligation to be available and displayed prominently in the workplace. They must be written in English and contain:
1. Name of the chemical (same as on the label)
 2. Chemical and common names of the substance
 3. Listing of the ingredients
 4. A statement of the ingredients that are known carcinogens or that present other known or specific hazards

IV. Labels and Other Forms of Warning

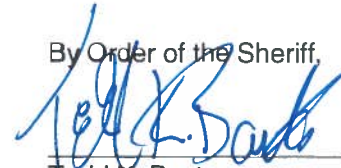
- A. The SCU is designated to ensure that all hazardous chemicals in the MCSO are properly labeled. Labels should list at least the chemical identity of the product, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. The SCU will refer to the corresponding MSDS to verify label information.
- B. Immediate use containers and small containers to which materials are drained for use during a work shift by the employee drawing the material do not require labeling. To meet the labeling requirements of the OSHA Hazard Communication Standard for in-house containers, refer to the label supplied by the manufacturer.
- C. The SCU will ensure that all containers are labeled and that the labels are up-to-date during annual inspections of the agency's units, zones, facilities, etc.

V. Training

- A. Any employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazardous Materials Communication Standard during the academy and the safe use of those hazardous chemicals. Additional training will be provided during in-service for employees whenever a new hazard is introduced into the work area. Hazardous chemical training information regarding the name of the instructor, course outline, training schedules, sign-in sheet for attendees and course description is located in the Training Unit within Staff Services.
- B. Such training will emphasize the following elements:
1. A summary of the standard(s) and the written program, where the program is located and that it is accessible to all employees.
 2. Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals.
 3. Operations to be performed in the employee's work area and the hazardous chemicals present during such operations.
 4. Physical and health hazards associated with potential exposure to workplace chemicals.

5. Procedure to protect against hazards (i.e., personal protective equipment, work practices, and emergency procedures).
6. Where the inventory list of hazardous chemicals and MSDS are located, how to understand their content, and how employees may obtain and use appropriate hazard information.
7. Explanation of the labeling system in use by the employer.

By Order of the Sheriff,



Todd K. Baxter