



HAZARDS COMMUNICATION

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) to develop and maintain policies and procedures which provide a safe and healthy work environment for all members by complying with all applicable health and safety rules, providing appropriate training, and committing all members to the prevention of incidents which lead to job-related injuries and/or illnesses.

PURPOSE .

The purpose of this policy is to provide AJ members with guidelines on the hazards and precautions associated with the use of hazardous chemicals in the workplace.

OREGON JAIL STANDARDS.

- E-601 Emergency Planning

REFERENCES: None

DEFINITIONS .

Container. Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or similar item.

Hazardous Chemicals. A list of known chemicals used by members, which have the potential of posing a physical or health risk.

Safety Data Sheets (SDS). Product information sheets provided by manufacturers, which list the product's name, ingredients, health hazards, first aid procedures, and other hazard assessment information.

PROCEDURES.

SECTION A: USE OF HAZARDOUS CHEMICALS TRAINING

A-1. Members of the AJ will receive information and training on the hazards and precautions associated with the use of hazardous chemicals in the workplace. This training and information will include:

- a. An overview of the requirements contained in this policy and Deschutes County Sheriff's Office [Policy 5.23, Hazardous Materials and Containment Spills](#).

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- b. An overview of Deschutes County Risk Management's *Hazard Communication* training material.
 - c. Review of the SDS binders located throughout the facility(s), and instruction on how to obtain appropriate hazard information.
 - d. Information on the physical and health effects of the chemicals present.
 - e. The safety and emergency procedures to follow if exposed to these chemicals.
 - f. The methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
 - g. Proper handling and application techniques to lessen or prevent exposure to hazardous chemicals, including the use of personal protective equipment.
- A-2.** After attending the training class, members will sign a DPSST Course Attendance Roster Form F-6 to verify they attended the training, are aware of the written materials, and understand policies on hazard communication.
- A-3.** Prior to the introduction of a new hazardous chemical into the AJ, members will be provided information on the chemical as outlined above. The supervisor assigned to oversee AJ programs is responsible for ensuring SDS for new chemicals are available and distributed. Additional training on the proper use, special needs equipment and decontamination procedures will be provided as required.
- A-4.** SDS are available to all members for review during each work shift. Copies of SDS for hazardous chemicals are kept in the Control Center, the Sergeants' Office, Booking, Medical Unit, kitchen, laundry, Building Maintenance Unit and Administration.
- A-5.** All hazardous chemical containers, including secondary or portable containers, shall be labeled, tagged, or marked with the identity of the hazardous chemical and the appropriate hazard warning. Existing labels on incoming containers of hazardous chemicals must be preserved and maintained. Labels must be prominently displayed, legible, and in English.
- A-6.** Members and/or inmate workers who work in the kitchen or laundry will be informed about the chemicals that are transferred through the pipes, and the potential hazards and safety precautions to be taken.
- A-7.** In the event of a spill, SDS will be available to all members for clean-up procedures.

FORMS USED:

- DPSST Course Attendance Roster Form F-6
- Deschutes County Risk Management *Hazard Communication*