

Hazard Communication Program .....	2
I. Definitions .....	2
A. Authorized/Qualified Designee .....	2
B. Caustic Material.....	3
C. Chemical .....	3
D. Chemical Inventory List .....	3
E. Chemical Name.....	3
F. Combustible Liquid.....	3
G. Common Name .....	3
H. Container.....	3
I. Contractor .....	3
J. Explosive Material .....	3
K. Employee .....	4
L. Exposure/Exposed .....	4
M. Flash Point .....	4
N. Flammable Liquid .....	4
O. Foreseeable Emergency .....	4
P. Hazard Category .....	4
Q. Hazard Class.....	4
R. Hazard Statement .....	4
S. Hazardous Chemical .....	4
T. Health Hazard .....	5
U. Immediate Use .....	5
V. Label .....	5
W. Label Elements.....	5
X. Mixture .....	5
Y. National Fire Protection Association (NFPA) 704 Label.....	6
Z. Physical Hazard .....	6
AA. Pictogram.....	6
BB. Precautionary Statement.....	6
CC. Product Identifier .....	6
DD. Radioactive Material.....	7
EE. Safety Data Sheet (SDS).....	7
FF. Signal Word.....	7
GG. Simple Asphyxiant.....	7
HH. Toxic Material.....	7
II. Work Place.....	7
II. Chemical Inventory List (CIL) and Safety Data Sheets (SDS) .....	7
A. Responsibilities of Facility/District/Unit Department Supervisors.....	7
B. Responsibility of Safety Consultant/Qualified Designee.....	8
C. Responsibility of Employees/Offenders .....	8
III. Containers and Labels .....	9
A. Labels.....	9
B. Existing Labels .....	9
C. Incoming Containers.....	10
D. Containers In-Use (In-House Containers).....	10
IV. General Guidelines for the Use of Flammable, Toxic, and Caustic Chemicals.....	11
A. Storage.....	11
B. Issuance.....	11
C. Amounts.....	11
D. Supervision (4-ACRS-1C-18) .....	11
E. Accountability .....	12
V. Specific Guidelines for Storage, Use, and Disposal of Flammable, Toxic and Caustic Chemicals .....	12
A. Flammable and Combustible Liquids.....	12
B. Toxic and Caustic Chemicals .....	15
C. Toxic Substances .....	16

D. Other Substances.....	17
VI. Responsibilities .....	17
A. Inventories.....	17
B. Personal Responsibility .....	17
VII. Diluted Caustic/Toxics.....	17
A. Identification .....	18
B. Inventory .....	18
C. Record Keeping.....	198
VIII. Exposure.....	18
A. Reporting Exposure.....	18
B. Record Keeping.....	19
IX. Training.....	19
A. Employee Training.....	19
B. Offender Training.....	20
C. Documentation .....	20
X. Outside Contractor’s Responsibilities .....	21
A. Contractor .....	21
B. Department of Corrections.....	21
C. Exchange of the SDS Information.....	21
D. Training .....	21
XI. References.....	21
XII. Action.....	22
Referenced Forms .....	23

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<b>Robert Patton, Director</b> <b>Oklahoma Department of Corrections</b>	<b>Signature on File</b>		

## Hazard Communication Program

The Oklahoma Department of Corrections (DOC) recognizes that its employees, offenders, volunteers, visitors, and contractors have a right and need to know the properties and potential safety and health problems of associated chemicals to which they may be exposed. This procedure provides guidelines for the implementation and maintenance of hazard communication ensuring compliance with the applicable federal and state standards and to safeguarding the health of correctional employees, offenders, volunteers, visitors, and contractors. (2-CO-3B-01M, 4-ACRS-1C-18)

For the purpose of this procedure, the term “offender” will apply to anyone under the authority, custody or care of a prison or a community-based facility operated by or contracted with the Oklahoma Department of Corrections (DOC).

### I. Definitions

#### A. Authorized/Qualified Designee

Staff appointed by the facility/district/unit head who has completed training in the proper use of hazardous chemicals, the hazards of the chemicals

safe handling, and appropriate first aid measures.

B. Caustic Material

A substance capable of burning, corroding, dissolving, or deteriorating by chemical reaction.

C. Chemical

Any substance or mixture of substances.

D. Chemical Inventory List

An appetized list of all chemicals maintained at the facility.

E. Chemical Name

The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or name that will clearly identify the chemical for the purpose of conducting hazard classification.

F. Combustible Liquid

A substance with a flash point at or above 100 degrees Fahrenheit.

G. Common Name

Any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

H. Container

Any bag, barrel, bottle, box, can, cylinder, drum, storage tank, or the like that contains a hazardous chemical. For purposes of this procedure, pipes or piping systems and engines, fuel tanks, or other operating systems in a vehicle are not considered to be containers.

I. Contractor

A person or business which provides goods or services to the Oklahoma Department of Corrections (ODOC) under terms specified in a contract.

J. Explosive Material

A chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.

K. Employee

DOC staff or volunteer who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies.

L. Exposure/Exposed

An employee, offender, volunteer, visitor or contractor is subjected to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption).

M. Flash Point

The minimum temperature at which a liquid will give off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid or in the vessel used.

N. Flammable Liquid

A substance with a flash point below 100 degrees Fahrenheit (37.8 degrees Centigrade).

O. Foreseeable Emergency

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.

P. Hazard Category

The division of criteria within each hazard class (e.g., oral acute toxicity and flammable liquids include four hazards categories).

Q. Hazard Class

The nature of the physical or health hazards (e.g., flammable solid, flammable liquid, corrosive).

R. Hazard Statement

A statement assigned to a hazard class and category that describes the nature of the hazards(s) of a chemical, including, where appropriate, the degree of hazard.

S. Hazardous Chemical

Any chemical which is classified as a physical hazard or a health hazard,

a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

T. Health Hazard

A chemical which is classified as posing one of the following hazardous effects:

1. Acute toxicity (any route of exposure);
2. Skin corrosion or irritation;
3. Serious eye damage or eye irritation;
4. Respiratory or skin sensitization;
5. Germ cell mutagenicity;
6. Carcinogenicity;
7. Reproductive toxicity;
8. Specific target organ toxicity (single or repeated exposure); or
9. Aspiration hazard.

U. Immediate Use

The hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

V. Label

An appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

W. Label Elements

The specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.

X. Mixture

A combination or a solution composed of two or more chemicals that do not react.

Y. National Fire Protection Association (NFPA) 704 Label

The typical "fire diamond" used by emergency personnel to quickly and easily identify the risks posed by hazardous materials.

Z. Physical Hazard

A chemical that is classified as posing one of the following hazardous effects:

1. Explosive;
2. Flammable (gases, aerosols, liquids, or solids);
3. Oxidizer (liquid, solid, or gas);
4. Self-reactive;
5. Pyrophoric (liquid or solid);
6. Self-heating;
7. Organic peroxide;
8. Corrosive to metal;
9. Gas under pressure; or
10. In contact with water emits flammable gas.

AA. Pictogram

A composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical.

BB. Precautionary Statement

A phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.

CC. Product Identifier

The name or number used for a hazardous chemical on a label or in the Safety Data Sheet (SDS). It provides a unique means by which the user can identify the chemical.

DD. Radioactive Material

The property that some elements have of spontaneously disintegrating into another element by emitting alpha particles, beta particles, neutrons, or gamma radiation from the nucleus of an atom.

EE. Safety Data Sheet (SDS)

Written or printed material concerning a hazardous chemical.

FF. Signal Word

A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label.

GG. Simple Asphyxiant

A substance or mixture that displaces oxygen in the ambient atmosphere and can cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

HH. Toxic Material

A substance that will produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract. The toxicity is dependent on the quantity absorbed, the rate, method, and site of absorption (see [Attachment A](#) entitled "Common Flammable, Toxic and Caustic Substance," attached).

II. Work Place

A facility, job site or project at one geographical location.

II. Chemical Inventory List (CIL) and Safety Data Sheets (SDS)A. Responsibilities of Facility/District/Unit Department Supervisors

Responsibilities of facility/district/unit department supervisors where chemicals are stored or issued are as follows:

1. Maintain an up-to-date CIL of the hazardous chemicals with an up-to-date list of emergency telephone numbers (i.e., 911 and local poison control center);
2. Maintain a SDS for each chemical listed on the CIL; and
3. Ensure that both the CIL and the SDS are accessible for review by employees, volunteers, offenders, visitors and contractors and for responding in the event of an emergency resulting from exposure.

B. Responsibility of Safety Consultant/Qualified Designee

A safety consultant/qualified designee will be assigned to each facility/district/unit. The safety consultant/qualified designee will maintain and ensure compliance with the following:

1. Maintain a master CIL and SDS's for each hazardous chemical present in the facility/district/unit in alphabetical order;
2. Make the CIL and the SDS available to employees, volunteers, offenders, visitors and contractors for their review and provide information in the event of an exposure;
3. Forward copies of the master CIL to the local fire department unless notified by that authority not to send such information;
4. Conduct and document an annual review of all CIL's and the SDS's on site utilizing [DOC 150310B](#) (attached) entitled "CIL and SDS Annual Review." The facility safety consultant/designee should conduct the annual review and forward to the facility/district/unit head for certification. All annual reviews shall be conducted by September 1 of each year;
5. Update the master CIL and CIL's where chemicals are stored and issued within seven (7) days when a new hazardous chemical is purchased and/or used. Any SDS that is found to be missing or damaged will be replaced; the appropriate SDS will be deleted when a chemical is removed from use; and
6. Maintain all SDS's and CIL's for 40 years in accordance with the General Records Disposition Schedule, series 3-40 and 41, entitled "Safety Data Sheets and Chemical Inventory List" respectively.

C. Responsibility of Employees/Offenders

1. Employees/offenders working in areas where exposure(s) to hazardous chemical(s) may exist will be required to perform their jobs in accordance with precautions communicated in the SDS.
2. A supervisor may take appropriate disciplinary action when an employee/offender does not comply with the precautionary measures mandated by this procedure.
3. An affected employee/offender (or designated representative) may make a written request to the safety officer/qualified designee for access to review copies of the CIL and the SDS.
  - a. Such access will be granted within a reasonable time, place, and manner but never later than one working day after

receipt of the request for access.

- b. In addition, when any affected employee or designated representative requests a copy of the CIL or the SDS, the safety officer/qualified designee will provide a copy within 15 days.
  - c. Offenders may only review copies of the CIL or SDS under direct supervision and may not receive hard copies of the CIL or SDS.
4. ODOC may not discharge, discriminate against or initiate any adverse personnel action against any employee who has exercised his/her right under 40 O.S. § 403 B to file a complaint with the Department of Labor or any other regulatory agency.

D. Master CIL

The master CIL consisting of a complete alphabetical listing of all hazardous chemicals maintained at the facility/district/unit. The information will include:

1. Common and trade name of the chemical;
2. Manufacturer;
3. Any department/unit where the chemical is stored;
4. Any building; where the chemical is stored; and
5. An up-to-date list of emergency telephone numbers (i.e., 911 and local poison control center).

III. Containers and Labels

A. Labels

Supervisors and safety consultants/qualified designees will be responsible for ensuring that all hazardous chemicals in containers at the workplace have proper labels that are legible, and displayed clearly on the container.

B. Existing Labels

Existing labels on hazardous substance containers will be left intact. If labels are not present or are not legible, a National Fire Protection Association 704 (NFPA) label will be affixed to all containers holding the hazardous chemical. Hazardous chemical containers at any facility/district/unit workplace must be clearly labeled, tagged, or marked either with:

1. The product identifier, signal word, hazard statement(s), pictogram(s), and precautionary statement(s); or
2. The product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees, offenders, visitors, volunteers, and contractors provide them with the specific information regarding the physical and health hazards of the hazards chemical.

C. Incoming Containers

1. Labels on incoming containers of hazardous substances will not be removed or defaced.
2. The safety consultant/qualified designee will check to see that all incoming hazardous chemical containers are labeled with the product identifier, signal word, hazard statement(s), pictogram(s), and precautionary statement(s).
3. If an incoming container is not labeled properly or is missing a label, the safety officer/qualified designee will determine whether or not a label is required based on 29 CFR 1910.1200 entitled "Hazard Communication."
4. If a label is required, the safety consultant/qualified designee will either send the shipment back with the transporter to the distributor, importer, or manufacture or store the chemical until it can be properly labeled by sending a letter to the chemical distributor, importer, or manufacture requesting a label for the chemical.

D. Containers In-Use (In-House Containers)

All containers used by employees, offenders, volunteers, visitors or contractors will be properly labeled using the NFPA 704 label or the Hazardous Material Identification System (HMIS) prior to use of the hazardous chemical in the workplace. The NFPA 704 and the HMIS outlines the typical "fire diamond" used by emergency personnel to quickly and easily identify the risks posed by hazardous materials.

E. Relabeling or Disposing of Chemical Containers Upon Discovery

1. When a chemical container is discovered with a label that is soiled, unreadable, or missing, upon identification the chemical container will be secured in an area inaccessible to offenders and an incident report completed by the end-of-work/scheduled shift. All containers with worn labels require an incident report per [OP-050109](#) entitled "Reporting of Incidents."

2. The safety consultant/qualified designee will determine whether or not a label is required base on 29 CFR 1910.1200, entitled, "Hazard Communication". Certain portable containers do not require labeling if conditions described in 29 CFR 1910.1200(f)(8) are met.
3. If the chemical cannot be identified, the safety consultant/qualified designee will contact the manager of the Safety Administration Unit for guidance on proper disposal requirements.

#### IV. General Guidelines for the Use of Flammable, Toxic, and Caustic Chemicals

##### A. Storage

Hazardous chemicals will be stored in approved storage areas away from offender housing units and employee offices and will be inaccessible to unsupervised offenders.

##### B. Issuance

All flammable, caustic, and toxic substances will be issued (i.e., drawn from supply points to canisters or dispensed) only under the supervision of authorized staff, and in approved containers. A log will be used to record distribution of these chemicals and will contain the following:

1. Date of issuance;
2. To whom the chemical was issued to (caddy, area, unit, person, etc.);
3. Amount issued;
4. Amount of unused returned;
5. Date returned; and
6. Staff issuing the chemical.

##### C. Amounts

All chemicals will be issued daily and only in the minimum amount necessary for the task. Institutions that use the Correct Pac or Portion Pac chemical system do not need to issue daily. These cleaners have a caustic value of zero when they are diluted. As such, they may be issued on an as needed basis.

##### D. Supervision (4-ACRS-1C-18)

All persons using hazardous chemicals will be supervised by qualified staff who has received training on the hazards of caustics, toxics and

flammables. The staff member must review the associated SDS; understand the safe use of the substance and first aid measures. All staff who handle or supervise the use of such chemicals will receive training each calendar year.

E. Accountability

All hazardous chemicals will be accounted for before, during, and after their use. Discrepancies will be reported to the safety officer/qualified designee.

F. Inspections

Weekly inspections will be conducted by the facility/district/unit department supervisor on hazardous chemical containers for correct labeling, weak seals, leaks, fire hazards, losses, and spoilage, in accordance with [OP-130107](#) entitled "Standards for Inspections."

V. Specific Guidelines for Storage, Use, and Disposal of Flammable, Toxic and Caustic Chemicals

A. Flammable and Combustible Liquids

Any liquid or aerosol that is labeled "Flammable" or "Combustible" under the Federal Hazardous Substances Labeling Act will be stored and used according to label recommendations and in a way that does not endanger life and property.

1. Storage

Lighting fixtures and electrical equipment, including plugs and switches, in flammable liquid storage rooms will conform to the National Electrical Code (NEC) requirements for installation in hazardous locations.

a. Storage buildings will meet the following specifications:

- (1) Be of fire-resistant construction and properly secured;
- (2) Have self-closing fire doors at all openings;
- (3) Have either a four-inch sill or a four-inch depressed floor (inside storage rooms only);
- (4) Have a ventilation system (either mechanical or gravity to flow at or near ceiling/roof) to the outside and an opposite vent within 12 inches off the floor that provides at least six constant air changes per hour in

the room to prevent the accumulation of the flammable vapors;

- (5) Located away from heating units, machinery, and other reaction or ignition sources;
- (6) Have at least one fire extinguisher present;
- (7) Areas around the building will be kept free of weeds, debris, and other combustible material not necessary to the storage;
- (8) Posted with “No Smoking,” “Flammable- Keep Fire Away” or “Caution” signs; and
- (9) Posted with the NFPA 704 placarding.

b. Each storage cabinet will be:

- (1) Fire-resistant and securely locked.

Metal cabinets will be constructed of at least No. 18 gauge sheet steel on the bottom, top, door, and sides of the cabinet; double walled with one and one half inch of air space; riveted or welded joints; three point latch arrangement on the door; door sill at least two inches above the bottom of the cabinet in order to retain spilled liquid.

- (2) Conspicuously labeled “Flammable—Keep Fire Away.”
- (3) Used to store no more than 60 gallons of Class I or Class II liquids or 120 gallons of Class III liquids ([Attachment A](#)). No more than three (3) such cabinets may be located in a single storage area. Quantities in excess of this shall be stored in an inside storage room or building.

c. Storage buildings and cabinets will be properly secured and supervised by an authorized staff member any time they are in use. Doors and cabinets will be placed so that they do not obstruct access to exits, stairways, and other areas normally used for evacuation in the event of fire or other emergency.

d. All portable containers for flammable and combustible liquids other than the original shipping containers will be approved safety cans listed or labeled by a nationally recognized testing laboratory. Containers will bear legible labels identifying the contents. (4-4214M, 4-ACRS-1C-16M)

- e. Approved metal safety cans with self-closing lids will be used for the handling and use of flammable liquids in quantities greater than one gallon, except that this will not apply to those flammable liquid materials which are highly viscous (hard to pour), which may be used and handled in original shipping containers.
- f. All excess liquids will remain in their original containers in the proper storage building or cabinet. All containers will be tightly closed when not in use.

g. Waste Fluids

Waste fluids such as oil, antifreeze, and hydraulic fluid will be stored in containers that have no severe rust, apparent structural defects, or deterioration. The containers will be clearly labeled as to its content will be protected from the weather. These containers must be checked monthly in accordance with [OP-130107](#) entitled "Standards for Inspection."

- (1) Any leaking containers will be repaired or replaced promptly.
- (2) Spillage will be removed and disposed of according to the SDS.
- (3) Waste fluid storage area will be at least 50 feet from housing areas with proper NFPA and "No Smoking" or "Flammable-Keep Fire Away" signs.

2. Use

The use of any flammable or combustible liquid will be in accordance with the provisions and precautions listed in the manufacturer's SDS.

- a. Flammable and combustible liquids will be dispensed only by authorized staff. The only acceptable methods for drawing from or transferring these liquids into containers inside a building are:
  - (1) Through a closed piping system;
  - (2) From safety cans;
  - (3) By a device drawing through the top; or
  - (4) By gravity through an approved self-closing system.

- b. An approved grounding and bonding system will be used when liquids are dispensed from drums.
- c. Under no circumstances will flammable liquids be used for cleaning.

### 3. Disposal

Excess flammable or combustible liquids will be disposed of properly in accordance with manufacturer's recommendation by the safety officer/qualified designee. The SDS for each substance will prescribe the proper method of disposal and related precautions.

- a. Special containers will be used for flammable liquids and for rags used with such substances.
- b. All receptacles will be emptied and cleaned daily. (4-4214M, 4-ACRS-1C-16M)

### 4. Spills

Spills will be addressed in accordance with the information contained in the chemical's SDS.

## B. Toxic and Caustic Chemicals

### 1. Storage

Normally, all toxic and caustic chemicals are to be stored in their original containers in the designated storage area. The manufacturer's label will be kept intact on the container. When chemicals are placed in a container other than the original container, the new container will be approved for the type of chemical and be marked with a label consistent with section III.C of this procedure.

### 2. Use

- a. Toxic and caustic substances will be drawn only by an authorized staff member or under direct supervision of an authorized staff member.
- b. The SDS for each substance details the necessary provisions and precautions for its use. All toxic and caustic substances drawn will be recorded as prescribed in Section IV. item B. of this procedure.
- c. No chemicals are to be mixed other than by manufacturer recommendations.

d. Unused portions are to be returned to the original container in the storage area or, if appropriate, stored in the storage area in a suitable, clearly labeled container.

3. Disposal

Disposal of toxic and caustic chemicals will be in accordance with the manufacture recommendations or the SDS.

4. Spills

a. Spills will be addressed in accordance with the information contained in the chemical SDS.

b. Any spill beyond the facility/district/unit resources or where outside intervention is warranted (DEQ, OSHA, EPA, etc.) will be reported to the Safety Administration Unit and through the appropriate chain of command. Safety Administration will work with the affected site and will assist with monitoring to facilitate a resolution agreeable to all involved.

C. Toxic Substances

The following represents only a partial listing of toxic substances that may be in use. Following the recommendations on the SDS is always advisable.

1. Antifreeze containing ethylene glycol will be stored in a locked area inaccessible to offenders and dispensed only by authorized staff.
2. The use of cleaning fluid containing carbon tetrachloride or trichloroethylene is prohibited.
3. Glues and dyes of all types may contain hazardous chemicals and will receive close attention at every stage of handling. Nontoxic products will be used when possible. Toxic glues will be stored in areas inaccessible to offenders and used under close supervision.
4. Ethyl alcohol, isopropyl alcohol, and other antiseptic products will be stored and used only in the medical unit. The use of such chemicals will be closely supervised. Whenever possible, such chemicals will be diluted and issued only in small quantities to prevent any injurious or lethal accumulation.
5. Pesticide and herbicide application at the facility will be conducted by individuals holding an appropriate current license from the Department of Agriculture as a certified applicator. If the pesticide or herbicide is not regulated by the Department of Agriculture then a license is not required to apply the pesticide or herbicide.

- a. Proper clothing and PPE will be used when applying pesticide and herbicides.
- b. The facility safety consultant/qualified designee will monitor the proper storage, issuance and safe application of these pesticides in accordance with this procedure.
- c. All pesticides and herbicides will be stored in locked areas inaccessible to offenders.
- d. Only chemicals approved by the Environmental Protection Agency (EPA) will be used. DDT and 1080 (sodium fluoracetate) are among those chemicals absolutely prohibited.

D. Other Substances

Substances that do not contain one or more of the properties listed in Sections V., items A., B., or C. of this procedure but are labeled 'KEEP OUT OF REACH OF CHILDREN' or 'MAY BE HARMFUL OR FATAL IF SWALLOWED' will be individually assessed by the safety officer/qualified designee at the facility/district/unit to determine appropriate control and use measures.

1. At a minimum, a SDS is required for any substance maintained which has a warning label.
2. The storage, issuance, and control of these products will be appropriate for the substances and the amount of control is exercised for each substance based on amount used, potential for misuse, history of misuse, and chemical content of substance.

VI. Responsibilities

A. Inventories

Perpetual inventories will be maintained for all hazardous materials (flammable, toxic, and caustic substances) used and stored in each department.

B. Personal Responsibility

It is the responsibility of each person using these substances to follow all prescribed safety precautions, use personal protective equipment when necessary, and report all incidents or spills to the proper authority.

VII. Diluted Caustic/Toxics

A. Identification

Each facility/district/unit will maintain cleaning products which may be issued to offenders for general housekeeping. Dilution of all products will be in accordance with manufactures' recommendations for the task being performed. Issuance will be in accordance with Section IV. item C. of this procedure.

B. Inventory

Diluted products with a hazardous rating (0) or (1) for health, flammability and reactivity, using the guidelines from the SDS, do not meet the definition of toxic material. Issue logs for these substances are not required but all bottles/containers must be labeled. SDS sheets must be maintained on these substances and readily available. An inventory of these products should be maintained in the primary storage area for general control purposes but is not required at the usable area. At no time should there be more than a one day supply of diluted products in any area.

VIII. Exposure

A. Reporting Exposure

1. All exposures to a hazardous chemical must be reported to the immediate supervisor and safety consultant/qualified designee immediately.
2. After taking appropriate safety and health precautions and first aid if necessary, the supervisor will:
  - a. Complete an "Oklahoma Department of Corrections Employee Exposure Report (Hazardous Material)" ([DOC 150310A](#), attached).
  - b. Copies of the "Employee Exposure Report" will be submitted to the following:
    - (1) Facility/district/unit head;
    - (2) Facility safety consultant/qualified designee;
    - (3) Facility/district/unit personnel officer;
    - (4) Affected employee; and
    - (5) Safety Administration Unit.
  - c. An incident report will be completed in accordance with [OP-050109](#) entitled "Reporting of Incidents" for any exposures to

employees, volunteers, offenders, visitors, and contractors with a copy forward to:

- (1) The facility/district/unit head;
- (2) Medical staff;
- (3) Unit staff;
- (4) Safety consultant/qualified designee; and
- (5) Safety Administration Unit.

B. Record Keeping

The Safety Administration Unit will maintain a copy of the "Employee Exposure Report" and incident report in a file separate from the employee's personnel file.

1. These files must be maintained for a minimum of 40 years after the employee separates from DOC.
2. Upon request from a terminating employee, Safety Administration Unit will provide a listing of hazardous substances to which the individual has been exposed during employment with the agency.

IX. Training

A. Employee Training

1. All new and affected employees are required to attend Hazard Communication training within their first 30 days of employment or before working with or around hazardous chemicals, whichever occurs first, and when there is a change in chemical inventory and/or operation.
2. All affected employees will receive refresher training annually. Hazard Communication training will consist of the following:
  - a. A summary of the Hazard Communication Standard (29 CFR 1910.1200) and this policy;
  - b. The type of hazardous chemicals are present in operations in employee work areas;
  - c. The chemical and physical properties of hazardous chemicals and how to detect the presence or release of these chemicals;
  - d. The physical hazards of chemicals in the workplace;

- e. Health hazards, including signs and symptoms of overexposure (including acute and chronic exposure) and medical conditions known to be aggravated by exposure to chemicals;
- f. Any simple asphyxiation, combustible dust, and hazards not otherwise classified in the workplace;
- g. Any steps the agency has taken to reduce or prevent exposure to hazardous chemicals;
- h. Procedures to protect against hazards and exposure;
- i. Procedures for reporting and responding to chemical emergencies;
- j. How to read and use both the workplace (in-house) labeling system and labels received on shipped containers;
- k. The order of information found on SDSs and how to read the information and what the information means; and
- l. How to access SDSs and the agency's written Hazard Communication Program, including the CIL and SDSs.

#### B. Offender Training

1. All affected offenders are required to attend Hazard Communication training within their first 30 days of job assignment or before exposure to hazardous chemicals, whichever occurs first and when there is a change in chemical inventory and/or operation.
  - a. All affected offenders will receive refresher training annually.
  - b. Hazard Communication training for offenders must include the information outlined in Section V. A. 1. item a. through item g. of this procedure.

#### C. Documentation

Training and education provided to employees, volunteers, and offenders will be documented with detailed records maintained.

1. Documentation of employee and volunteer training will be made by the facility training officer in accordance with [OP-100101](#) entitled "Training and Staff Development." The facility training officer will maintain all necessary records.
2. A copy of the offender training records will be maintained in section

four of the offender field file

X. Outside Contractor's Responsibilities

A. Contractor

Any time a contractor brings hazardous chemicals into the workplace, the facility/district/unit must be provided the CIL and appropriate SDS for these substances.

B. Department of Corrections

DOC must supply a CIL and a SDS for all hazardous substances in the area in which the contractor will be working.

C. Exchange of the SDS Information

The safety consultant/qualified designee will coordinate exchange of the SDS information. The contractor will ensure training is provided with documentation of completion of training for his/her employees on the required substances.

D. Training

Contractors whose work or materials pose a health hazard to DOC employees, offenders, visitors or volunteers will ensure training and education of DOC employees, offenders and volunteers as detailed in Section V.A.1. item a. through item g. of this procedure.

E. Persons responsible for preparing requisitions for services to be performed by outside contractors will include in their specifications, the requirements noted in Section XI. items A., C., and D. of this procedure. Bids that do not include provisions for addressing Section XI. items A., C., and D. of this procedure will be rejected for failing to meet the required specifications.

XI. References

Policy Statement No. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-100101 entitled "Training and Staff Development"

OP-130107 entitled "Standards for Inspections"

O.S. Title 40 § 401 through 424

CFR 29, 1910.1200 entitled "Hazardous Communication"

American Correctional Association Adult Correctional Institutional Standards,

Appendix C: Guidelines for the Control and Use of Flammable, Toxic, and Caustic Substances

Code of Federal Regulations (CFR) 29 Part 1926.152 entitled "Flammable and Combustible Liquids"

Code of Federal Regulations (CFR) 29 Part 1926.153 entitled "Liquid Petroleum Gas"

Code of Federal Regulations (CFR) 29 Part 1926.153 entitled "Liquefied Petroleum Gas"

National Fire Protection Association 251 (NFPA) entitled "Standard Methods of Fire Tests of Building Construction and Materials"

General Records Disposition Schedule series 3-40 entitled "Chemical Inventory Lists"

General Records Disposition Schedule series 3-41 entitled "Safety Data Sheets"

## XII. Action

The Safety Administration Unit is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-150310 entitled "Hazard Communications Program" dated July 23, 2013

Deleted: Operations Memorandum No. OP-040108 entitled "Control and Use of Flammable, Toxic, and Caustic Substances" dated August 10, 2010

Distribution: Policy and Operations Manual  
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	“Common Flammable, Toxic, and Caustic Substances”	Attached
<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 150310A</a>	“Oklahoma Department of Corrections Employee Exposure Report”	Attached
<a href="#">DOC 150310B</a>	“CIL and SDS Annual Review”	Attached

