



**ORANGE COUNTY SHERIFF'S OFFICE
GENERAL ORDER
HAZARD COMMUNICATION PROGRAM**



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PURPOSE: The purpose of this General Order is to establish guidelines and procedures to eliminate or minimize occupational exposure to toxic or hazardous chemicals in accordance with Occupational Safety and Health Administration (OSHA) Hazard Communication Program.

I. POLICY.

The Orange County Sheriff's Office is committed to provide a safe and healthful work environment for all of our employees. In pursuit of this endeavor, the following Hazard Communication Program is provided to eliminate or minimize occupational exposure to toxic or hazardous chemicals in accordance with Occupational Safety and Health Administration (OSHA) Hazard Communication Program Title 29 Code of Federal Regulations 1910.1200.

II. GENERAL INFORMATION.

No employee will subject themselves to conditions where contact in any form with a hazardous material may occur without the appropriate personal protective equipment and the associated training for the equipment utilized. If an employee recognizes a hazardous condition they must report the condition immediately to a supervisor and act accordingly to protect themselves and the general public. Employees must recognize that in order to protect and serve the public they must protect themselves, and that extreme caution should be utilized whenever possible. Elementary emergency response tactics, such as conducting a proper survey of a potentially dangerous scene may protect an employee from harmful hazardous material exposure.

III. PROCEDURE.

The Hazard Communication Program is divided up into four basic procedural Sections. They are as follows:

- A. The identification of hazardous materials, and their appropriate storage,
- B. Receipt of a hazardous material by the Sheriff's Office,
- C. Utilization of a hazardous material,
- D. Exposure to a hazardous material.

IV. IDENTIFICATION AND STORAGE OF A HAZARDOUS MATERIAL IN THE OFFICE.

- A. A hazardous material is defined in this policy as any substance that may injure a person when they are exposed to the substance. Adverse health conditions may occur via any route of entry to the body including but not limited to inhalation, ingestion, and skin contact or absorption. All hazardous materials will be stored and utilized in accordance with their corresponding Material Data Safety Sheet (MSDS).
- B. The supervisor for each division is responsible to produce an annual inventory of all hazardous materials to be submitted by the 1st day of March. The inventory will list all hazardous materials and be recorded on the Hazardous Material Identification Form (*FORM HAZ-02*) and is required to be completed in the introductory phase of this policy and for any future additional hazardous materials procured. A copy of all Hazardous Material Identification Forms will be sent to the Squad room with the corresponding MSDS sheet and will be contained in a clearly marked and visible binder for emergency reference. Copies of the Hazardous Material Identification Forms will be maintained where the material is stored and in the division where employees are responsible for its use, and a copy will be sent to the County Department of Risk Management for notification and oversight purposes.

V. RECEPTION OF A HAZARDOUS MATERIAL.

- A. If the Sheriff's Office receives a hazardous material subsequent to the identification phase a member will follow the procedure in section IV. The supervisor for the division receiving the new material shall make it inclusive in the corresponding Hazardous Materials Inventory.

VI. UTILIZATION OF HAZARDOUS MATERIALS.

- A. All employees must obtain written approval to utilize any hazardous material by completing and submitting a Hazardous Materials Utilization Request Form (*FORM HAZ-01*).

VII. EXPOSURE TO A HAZARDOUS MATERIAL.

- A. An employee exposed to any hazardous material while on duty shall seek medical attention, if required, as soon as practical. An Exposure Incident Report (*FORM GEN 56D*) will be completed and submitted to the administration by the exposed member or their supervisor. Upon administrative approval and direction a copy may be sent to the County Department of Health. If required, an Employee Exposure Follow Up Report (*FORM GEN 56 G*) will be completed and submitted by the member exposed.

VIII. INFORMING CONTRACTORS.

- A. It is the responsibility of the Department of Public Works to assure all outside contractors act in accordance with OSHA standards as a prerequisite to performing work on Orange County Sheriff's Office property.

IX. HAZ MAT INCIDENT CHECKLIST. *Gen Form 114*

<input type="checkbox"/>	Position Up-Wind, Up-Hill. Avoid exposure to toxic gasses and materials.
<input type="checkbox"/>	Deny Entry – Protect yourself and others from being contaminated, secure the scene.
<input type="checkbox"/>	Notify the Shift Supervisor.
<input type="checkbox"/>	Identify – Type of Substance release or involved, quantity, UN#, DOT Class, etc. Use the Emergency Response Guidebook .
<input type="checkbox"/>	Observe victims for physical signs that indicate exposure to a specific chemical agent.
<input type="checkbox"/>	Notify Appropriate Agencies – Additional LE, DEC, Fire, Hazmat, etc.
<input type="checkbox"/>	Isolation Distance – Save Zone (ERG) – Establish a safe perimeter, evacuate civilians to a safe refuge area.
<input type="checkbox"/>	Establish a Command Post .
<input type="checkbox"/>	Do not walk into or touch any materials – Do not self contaminate.
<input type="checkbox"/>	Avoid inhaling fumes, smoke, or vapors. Don't assume that gases or vapors are harmless because there is no smell.
<input type="checkbox"/>	Look for warning signs and indicators that may determine if this is an accident involving Hazardous Materials or is it a Terrorist Incident.