



**LAKE COUNTY**  
BOARD OF COUNTY COMMISSIONERS  
*County Procedure*

**Title: HAZARD COMMUNICATION PROGRAM**

Number: ES-5.01.06

Approved: October 12, 2012

Cancels: Hazard  
Communication  
Program dated April  
5, 2012

Originator: Human Resources

Review: October 12, 2017

**I. PURPOSE AND SCOPE**

The purpose of this document is to provide a written description of Lake County Board of County Commissioners' (BCC) Hazard Communication Program procedures.

**II. REFERENCES**

Employment Policies Manual, 10/1/11, 5.1 Safety Policy

**III. APPLICABILITY**

This procedure applies to all work operations where BCC employees may be exposed to chemicals and other hazardous substances under normal working conditions.

**IV. PROCEDURES**

A. Safety Data Sheets (SDS)

1. Lake County will rely on Safety Data Sheets (SDS) from material suppliers to meet hazard determination requirements.
2. Supervisors will be responsible for maintaining a binder with SDS for chemicals and other hazardous materials in areas that use chemicals and other hazardous substances. SDS will be made readily available for review by employees at any time. Copies will be available upon request.

3. Supervisors are responsible for acquiring and updating SDS and for reviewing each SDS with their employees. An SDS should include the following sections:
  - Section 1 - Identification
  - Section 2 - Hazard(s) identification
  - Section 3 - Composition/information on ingredients
  - Section 4 - First-Aid measures
  - Section 5 - Fire-fighting measures
  - Section 6 - Accidental release measures
  - Section 7 - Handling and storage
  - Section 8 - Exposure controls/personal protection
  - Section 9 - Physical and chemical properties
  - Section 10 - Stability and reactivity
  - Section 11 - Toxicological information
  - Section 12 - Ecological information
  - Section 13 - Disposal considerations
  - Section 14 - Transport information
  - Section 15 - Regulatory information
  - Section 16 - Other information, including date of preparation or last revision
4. It is the Supervisor's responsibility to ensure that employees are notified of new or revised SDS on chemicals and other hazardous substances located in the Department.

#### B. Labeling

1. All incoming chemicals and other hazardous substances labels will be checked for: identity of the product (same as on SDS); hazard(s) of the chemical product (e.g., flammable); and name and address of the manufacturer or distributor.
2. Each supervisor will be responsible for seeing that all portable containers containing hazardous materials that are used in their work area are labeled with appropriate chemical identity and hazard warning.
3. Personnel will not deface labels or remove labels from containers.

### C. Hazardous Non-Routine Tasks

Supervisors may require employees to perform a special task which would involve possible exposure to chemicals and other hazardous substances that they have not worked with before. Prior to starting this task, the supervisor will review with the employee the chemicals and other hazardous substances to which they might be exposed and the proper precautions to take to reduce or avoid exposure.

### D. Personal Protective Equipment (PPE)

1. Supervisors will assess their workplace to determine if chemicals and other hazardous substances are present, or are likely to be present, which necessitate the use of PPE. If such hazards are present, or likely to be present, supervisors will ensure that appropriate PPE is selected, provided, used, and maintained. The selection criteria used will be communicated to personnel.
2. Employees are responsible to use PPE as necessary, request new PPE when needed and exercise proper care of issued PPE.
3. Employees will be trained to know the following:
  - a. When PPE is necessary;
  - b. What PPE is necessary;
  - c. How to properly put on, take off, adjust and wear PPE;
  - d. Limitations of the PPE; and
  - e. Proper care, maintenance, useful life, and disposal of PPE.

### E. Training

1. Each employee will be advised of the following:
  - a. Chemicals and other hazardous substances to which he/she may be exposed;
  - b. Instructions on how to minimize exposure to these substances;
  - c. The location of the SDS binder;

- d. Instructions on the details of SDS;
  - e. Labels and how to obtain and use the information; and
  - f. Instructions regarding any personal protective equipment, if applicable.
2. The supervisor or designee will be responsible for the training and for keeping a record of the date of training, employee that has been trained, content of the training, and who conducted the training.
- F. When contractors bring chemicals or hazardous substances onto County property, employees may ask contractors for a copy of the SDS.

**V. RESERVATION OF AUTHORITY**

The authority to issue or revise this Procedure is reserved to the County Manager. The County Manager may authorize exceptions to this procedure when deemed appropriate.



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County Manager  
Lake County