

Use of Chemicals

- All Chemicals used by staff or adult clients must have a Material Safety Data Sheet.
- No chemicals of any kind will be used by children.
- All employees will be notified of the potential hazards of all chemicals in use before they supervise or work with them.
- Chemical spills in the eyes should be flushed with running water for 15 minutes, and get immediate medical attention.
- If clothing is saturated, flush with water and remove as soon as possible. Report immediately to your supervisor.
- Wear gloves when using any chemicals.
- Don't mix chemicals, soaps or cleaning supplies.
- Spray all chemicals towards surface to be cleaned only.
- Use the minimum amount of chemical needed to do the job, use a measuring cup or spoon.
- If any chemical spills clean it up immediately.
- Carefully supervise any handling of chemicals by volunteers or clients.



1. Before starting a job or using equipment, be sure that you fully understand it. When in doubt, contact your immediate supervisor for instructions and then follow the instruction carefully.
2. Do not operate any machine or equipment that has not been assigned to you by your supervisor.
3. Do not remove, change, or adjust any guard or safety device on any equipment.
4. Do not operate or attempt to make any adjustment or repairs on equipment that is not in safe working condition or has been locked/tagged out. Notify your immediate supervisor immediately if equipment is out of order.
5. Do not place your fingers or hands into dangerous areas when operating any machinery or equipment. Use tools and equipment only as they are intended to be used.
6. Use appropriate protective equipment, including protective equipment for eyes, hair, face, ears, and extremities), protective clothing, respiratory devices, protective shields and barriers, etc. on all operations and all areas designated as hazardous by the Safety Committee.
7. Wear properly fitted clothing, appropriate to the job that you are doing. Never wear loose garments or shoes, rings, neckties, wristwatches, shorts, tennis shoes, or other apparel, which may be unsafe in relation to your work area or a particular job.
8. Use compressed air only for the purpose for which it is intended. Do not use it for dusting clothes, hair, face, or hands.
9. When lifting heavy objects or persons, bend your knees, keep your back straight, and lift with your legs. Ask for assistance when the load is too heavy.
10. Keep all aisles and working areas orderly, clean, and free of obstructions.
11. Become familiar with the hazardous nature of any chemicals with which you work. Store, dispense, and dispose of all flammable and other hazardous materials in approved containers. Keep flammables away from furnaces and heaters.
12. Do not ride on "walk along" hand trucks and other materials handling equipment.

Abuse and Suspected Abuse

POLICY: Abuse of any Concerned Citizens staff member, production worker, or client is prohibited and is subject to disciplinary action, including termination.

Hazard Communication Program

POLICY: It is the policy of Concerned Citizens to comply with OSHA Hazard Communication, Title 29 Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, by using Material Safety Data Sheets (MSDS's), by ensuring that containers are labeled, and by providing training for staff, production workers, and clients. This program applies to all work operations in our organization where people may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The Safety Committee is responsible for the Hazardous Communication Program. Under this program, you are informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which you work, safe handling procedures, and measures to take to protect yourself from these chemicals. You are also informed of the hazards associated with non-routine tasks.

It is the responsibility of all staff persons who work with chemicals or any other hazardous materials or who introduce same into the workplace to notify the Safety Committee of the presence of these materials. The Safety Committee then compiles a list of all hazardous chemicals and related work practices used in the organization, and update the list as necessary. The Concerned Citizens list of chemicals identifies all of the chemicals used in all work area: A separate list is available for each location and is posted in accessible locations at each facility. Each list also identifies the corresponding MSDS for each chemical. The Chairperson of the Safety Committee maintains a master list of these chemicals.

MSDS's provide you with specific information on the chemicals you use. The Safety Committee Chairperson maintains a binder in his/her office with an MSDS on every substance on the list of hazardous chemicals. The MSDS is a fully completed OSHA Form 174 or its equivalent. The Office Manager ensures that each work site maintains an MSDS for hazardous materials in that area. MSDS's are made readily available to staff, production workers, and clients at all work stations.

The Safety Committee Chairperson is responsible for acquiring and updating MSDSs. He contacts the chemical manufacturer or vendor if additional research is necessary if an MSDS has not been supplied with the initial shipment of the product. All new procurements of hazardous materials are cleared with the Safety Committee Chairperson before putting to use. The master list of MSDSs is available from the Safety Committee Chairperson.

The Safety Committee Chairperson ensures that all hazardous chemicals in the Concerned Citizens locations are properly labeled and updated, as necessary. Labels list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party. The Safety Committee Chairperson refers to the corresponding MSDS to assist you in verifying label information. The person doing the shipping and receiving to make sure that all containers are properly labeled checks containers that are shipped.

If there are a number of stationary containers within a given work area which have similar contents and hazards, signs are posted on them to convey the hazard information. Written materials may be substituted for container labels when they contain the same information as labels. These written materials are made available to at your workstations. If you transfer chemicals from a labeled container to a portable container that is intended only for your immediate use, no labels are required on the portable container.

When staff, production workers, or clients are required to perform hazardous non-routine tasks, a special training session is conducted to inform you regarding the hazardous chemicals to which you might be exposed and the proper precautions to take to reduce or avoid exposure.

Everyone who works with or is potentially exposed to hazardous chemicals receives initial training on the Hazard Communication Standard and the safe use of the hazardous chemicals. A member of the Safety Committee provides training on the Standard; the person's immediate supervisor is responsible for training you in the safe use of the chemical. Concerned Citizens has prepared both audiovisual materials and classroom type training to be used in training. Whenever a new hazard is introduced, additional training is provided. Regular safety meetings are held to review the information presented in the initial training. Your immediate supervisor is extensively trained regarding hazards and appropriate protective measures so they are available to answer questions and provide daily monitoring of safe work practices.

The training plan emphasizes the following items:

- Summary of the Standard and this written program
- Chemical and physical properties of hazardous materials (e.g. flash point, reactivity, etc.) and methods that can be used to detect the presence or release of chemicals.
- Physical hazards of chemicals (e.g. potential for fire, explosion, etc.)
- Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals, and any medical condition known to be aggravated by exposure to the chemical.

- Procedures to protect against hazards (e.g. personal protective equipment required, proper use, and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response.)
- Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
- - Where MSDSs are located, how to read and interpret the information on both labels and MSDSs, and how you may obtain additional hazard information.

The Safety Committee reviews the Concerned Citizens Safety training program and advises the Executive Director on training and retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the work place, but it is Concerned Citizens policy to provide training regularly in safety meetings to ensure the effectiveness of the program. As part of the assessment of the Safety training program, the Safety Committee obtains input from staff, production workers, and clients regarding the training they have received and their suggestions for improving it.

Contract employees bringing chemicals on site must provide Concerned Citizens with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

All staff, production workers, and clients can obtain further information on this written program, the hazard communication standard, applicable MSDSs, and chemical information lists by contacting the Chairperson of the Safety Committee.

TRANSPORTATION AND VEHICLES – Preventive Maintenance/Inspection