

14.17 Chemical Hazard Communication

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to adhere to Federal regulations found in 29 CFR 1910.1200 regarding the communication of hazardous substance information to employees along with amendments thereto in conformity with the United Nations Globally Harmonized System of Classification and Labeling of Chemicals (GHS) found in 29 CFR Parts 1910, 1915, and 1926.

Procedure:

A designated Administrative Staff member shall maintain a list of all chemicals used throughout the organization. An indexed, Safety Data Sheet file for all chemicals currently in use shall be compiled as they become available. It is the responsibility of the supervisor or manager to ensure that a minimum of one copy of the MSDS/SDS for each chemical included in the site's inventory is easily assessable to employees during each work shift. MSDS/SDS binders are to be clearly labeled as such. MSDS/SDS shall be filed alphabetically and the First Aid Measures (SDS Section 4) shall be highlighted. Emergency personnel must be provided a copy of the appropriate MSDS/SDS when responding to any injury that involves chemical exposure.

Chemical Labels:

Labels containing hazard information required under the above federal regulations (secondary labels) must be affixed to all unmarked containers containing chemicals. It is the responsibility of the manager or supervisor to ensure that legible secondary labels are securely affixed to all unmarked chemical bottles and that all chemical containers are labeled with the appropriate product information. and pictogram.

Training:

It is the responsibility of the supervisor or manager to maintain a comprehensive training program that includes the proper use of personal protective equipment, the proper use, handling, transportation, and storage of chemicals and, steps to avoid exposure, The supervisor or manager is charged with appointing an employee responsible for the worksite's hazard communication, including implementation of measures to prevent exposure and, the monitoring of secondary labels. New employees are provided with information and training on the hazardous chemicals located in their work areas at hire or no later than the time of their initial assignment.

Refer to Policy & Procedure 14.03, *Hazardous Communication Training*, and Policy & Procedure 14.18, *Miscellaneous Chemical Safety*.