

Title:	Right-to-Know (Hazard Communication)		
Wayne County Policy #		Date Issued:	6/1/2013
Category:		Date Revised:	2/28/2024
Approved By:	Matthew Sholar, Safety Manager – Risk Management		

## WAYNE COUNTY POLICY STATEMENT

### I. PURPOSE

Employees have a “right to know” about the hazardous substances they work with and how to handle them safely. This policy is written to ensure that employees are alerted and properly trained in the safe use of hazardous substances with which they may come in contact.

We will accomplish this by compiling lists of hazardous substance, harmful physical agents and infectious agents, maintaining and using Safety Data Sheets (SDS), ensuring proper container labeling, and by providing employee training.

### II. POLICY PROVISIONS

#### A. Definitions and Scope

“Hazardous Substances” include a wide range of chemicals such as cleaning products, pesticides, and even toner for copiers. Hazardous waste (medical, biological, radioactive, and other).

“Safety Data Sheets (SDS)” provide safety information about specific hazardous substances including the hazards and control measures.

#### B. Roles and Responsibilities

1. The Risk Management department is responsible for:
  - a. Assisting departments with general Right-to-Know (Hazard Communication) information and training guidelines, and
  - b. Maintaining an up-to-date written Right-to-Know (Hazard Communication) program.
2. Each department is responsible for maintaining up-to-date inventories of hazardous substances and making SDSs readily available. Each department purchasing or using hazardous chemicals is to assign a person responsible to coordinate the purchasing, inventory, dispensing, and forwarding of SDSs as appropriate.

Departments shipping hazardous materials are to make sure that all containers shipped from Wayne County facilities are properly labeled and that the transporter is authorized and aware of the nature of shipment.

3. Supervisors are responsible for providing job-specific training to all their employees, including a discussion of how to safely handle hazardous substances in their work area. Supervisors are responsible for identifying any new hazardous substance before it is introduced into the workplace and informing employees in the work area about the dangers of such hazardous substances. Risk management will assist supervisors in the identification and information.
4. All employees are responsible for following safety instructions on labels and SDSs and complying with safety procedures.

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## **C. Procedures**

### **1. Training**

All new employees who may work with hazardous substances will at minimum receive Right-to-Know training during new employee orientation. Individual departments will provide job-specific training on the safe use of hazardous substances in their work area. Additional training is provided whenever a new hazard is introduced into a work area. The training method must provide an opportunity for the employee to ask questions. The individual department may hold safety meetings to review the initial and/or additional training materials.

The supervisor will make sure that before starting work, each new employee will attend a health and safety orientation that includes information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard.
- Hazardous chemicals present at his or her work places.
- Physical and health risks of the hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps Wayne County has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review SDSs to obtain hazard information.
- Location of the SDS file and written hazard communication program.
- An overview of the requirements contained in the Hazard Communication Standard.

Before introducing a new chemical hazard into any section of this employer, each employee in that section will be given information and training as outlined above for the new chemical.

### **2. Written Plan**

Copies of the comprehensive written Right-to-Know (Hazard communication) is primarily available on the P/HR website. The plan may be obtained from Risk Management.

### **3. Warning Labels**

Hazardous substances must be labeled with the main hazard name, the hazard warning and measures to protect the user against exposure risks. All employees are expected to read labels and follow instructions and warnings.

All secondary containers shall be labeled with the name and hazards of the product.

No products where the container is unlabeled will be used. The supervisor will be notified to investigate.

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#### **4. Safety Data Sheets (SDS)**

The purpose of the SDS is to describe the physical and chemical properties of hazardous substances as well as their health hazards, routes of exposure, precautions for safe handling and use, emergency and first aid procedures, and control measures. SDSs will be reviewed for new or significant health and safety information. SDSs must be available in the immediate work area. Risk Management will provide assistance in obtaining SDSs.

Each area will maintain SDS sheets on all chemical products used in the area. It is the responsibility of the supervisor to ensure SDS sheets are obtained and filed.

Appendix 2 – Obtaining SDS Sheets

#### **5. Record Keeping**

Risk Management will maintain copies of records for all employees who are provided with Right-to-Know (Hazard Communication) training. Each department must maintain a record of individual department training and forward to Risk Management.

#### **6. Hazardous Chemicals Lists**

Each department is responsible for maintaining an up-to-date list of hazardous substances present. This list should be readily available to Risk Management.

#### **7. Contractors**

The contracting department or Risk Management will inform all contractors of known hazards contract employees may encounter while performing work at our facilities. Contractors similarly must disclose anticipated hazardous operations and observe our safety procedures. The County project manager may contact Risk Management to develop job-specific safety information as appropriate.

### **III. ENFORCEMENT**

Risk Management is responsible for development and revision of this policy.

P/HR is responsible for enforcement of this policy.

Violation of this policy may result in remedial action ranging from verbal to written discipline, suspension from work without pay, to immediate termination.

### **IV. DISCLAIMER**

If in direct conflict with other internal or departmental policy, this policy will be considered to be the overriding policy unless otherwise directed by the Director of Personnel/Human Resources or his/her designee.

In the event that any provision of these policies is in conflict with the terms and conditions of existing collective bargaining agreements (CBA), the terms and conditions of the agreements shall take precedence. On those topics where the CBA is silent, the provisions of these policies shall apply.

### **V. RELATED DOCUMENTS**

- Wayne County Work Rules
- Code of Conduct Policy

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- Wayne county Employee Handbook

#### VI. REVISION HISTORY

ACTION	DATE	BY WHOM	REASON
Created	6/1/2013	Tish King, Director of P/HR	New Policy
Revised	2/9/2022	Matthew Sholar, Safety Manager – Risk Management	MIOSHA Standard Update
Revised	5/19/2022	Matthew Sholar, Safety Manager – Risk Management	Jail Division 1 Attachment
Revised	2/24/2024	Matthew Sholar, Safety Manager – Risk Management	SDS Lookup Appendix

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## Appendix 1

### Jail Division 1

#### Non-Routine Tasks:

- None

Prior to starting work on such projects, each affected employee will be given about the hazardous chemicals he or she may encounter during these activities

#### Chemical Inventory

Location	Manufacturer	Category	Product
10G-8	Roberts	Adhesive	Vinyl composition tile adhesive 2057
10G-8	Apex Engineering Products	Cleaner	Rydlyme descaler
10G-8	CLR	Cleaner	CLR
10G-8	GOJO	Cleaner	GOJO natural orange and cleaner
10G-8	HOH	Cleaner	Safe-Cleen F0124
10G-8	Microban	Cleaner	24 hour sanitizing spray
10G-8	Simple Greed	Cleaner	Simple Green D pro 3 plus
10G-8	Vapco	Cleaner	Foaminator condenser coil cleaner
10G-8	VAPCO	Cleaner	Nickel guard machine cleaner
10G-8	Prenlx	Coolant	Antifreeze 3902238
10G-8	Whitlam	Detergent	Big Bubble gas leak detector
10G-8	FMC	Drain Cleaner	Lithium Bromide solution
10G-8	Lab Alley	Drain Cleaner	Sodium hypochlorite solution DF-125
10G-8	Black Gold	Lubricant	Black Gold vacuum pump oil
10G-8	BVA	Lubricant	VAC 235 vacuum pump oil
10G-8	HITEK	Lubricant	Rolling steel door lubricant
10G-8	Vapco	Lubricant	Vacuum pump oil no 350
4F-1	3M	Adhesive	Hi-Strength 90 spray Adhesive
4F-1	DeWalt	Adhesive	AC100+Gold Acrylic Adhesive
4F-1	LocTite	Adhesive	PL 8x Premium Fast Grab
4F-1	Bleach 101	Bleach	Bleach 101
4F-1	Sherwin Williams	Caulk	*050QD Quick Dry Acrylic Latex Caulk
4F-1	Diamond Chemical company	Cleaner	Crystal Blue Concentrated Window and Glass Cleaner
4F-1	Savogran	Cleaner	DirteX Spray Milti Surface cleaner
4F-1	ZEP	Detergent	Spirit... Detergent Disinfectant

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4F-1	Lander	Lubricant	White Petroleum Jelly
4F-1	WD-40	Lubricant	WD-40
4F-1	Krylon	Paint	Colormaster Paint + Primer cover Max Technology
4F-1	Krylon	Paint	Indoor/Outdoor Primer Metal Wood Wicker More Rudd
4F-1	Krylor	Paint	Fluorescent Special Purpose
4F-1	Sherwin Williams	Paint	Power House Liliconized Acrylic Lates Sealer
4F-1	Zinsser	Paint	Cover Stain Oil-Base Primer
4F-1	Zinsser	Paint	Cover Stain Oil-Base Primer
4F-1	Cali Distillery	Sanitizer	Hand Sanitizer
4F-7	AllPro	Alcohol	Denatured Alcohol Alcohol Appliance Fuel Marine Stove
4F-7	Startex	Alcohol	Denatured Alcohol
4F-7	Benjamin Moore	Paint	Corotech High Performance Prep All Universal Primer
4F-7	Benjamin Moore	Paint	Moorcraft Super Spec Premium Alkyd Interior
4F-7	Benjamin Moore	Paint	Super Spec HP Ultra Base P29 4B
4F-7	Benjamin Moore	Paint	Super Spec Interior Semi-Gloss Enamel
4F-7	Benjamin Moore	Paint	Sure Seal Latex Primer Sealer White
4F-7	Benjamin Moore	Paint	Ultra Spec 500
4F-7	Benjamin Moore	Paint	Ultra Spec HP Base 2 HP29-2X
4F-7	Coronado Premium Paints	Paint	Rust Scat 90-34 Deep Base
4F-7	H&C	Paint	ColorTop Water-Based Concrete Stain
4F-7	H&C	Paint	Silicone Acrylic Concrete Sealer
4F-7	Howard	Paint	Restor A Finish - Walnut
4F-7	Insl-X	Paint	Tough Shield Floor and Patio Coating Acrylic Satin
4F-7	Sherwin Williams	Paint	Industrial and Marine Coatings Industrial Enamel B54 W
4F-7	Sherwin Williams	Paint	Industrial and marine Coatings Kem Kromik Universal Pr
4F-7	Sherwin Williams	Paint	Romar 200 B31 W 2251 3403-54021
4F-7	Sherwin Williams	Paint	Waterbased Alkyd Urethane B53 W 2151 6510-78800
4F-7	Zinsser	Paint	BIN Primer Ultimate Stain Blocker
4F-7	Benjamin Moore	Thinner	Super Spec HP Epoxy Thinner P95 00
4F-7	Goof Off	Thinner	Pro Strength Remover
4F-7	Sherwin Williams	Thinner	Xylene Reducer No. 4 154-8684
4F-7	Startex	Thinner	Paint Thinner
4G-8	Mass	Lubricant	Mass ISO100 Petroleum lubricant
5F-6	Oatey	Adhesive	Clear primer cpvc pvc 30753
5F-6	Oatey	Adhesive	Medium Clear PVC Cement 31020
5F-6	Oatey	Adhesive	Purple Primer for CPVC, PVC 30758
5F-6	Whitlam	Adhesive	Slect Unyte TF16
5F-6	Fabreze	Air Freshener	Fabreze Extra Strength, fabrics carpets air
5F-6	Clorox	Bleach	Bleach
5F-6	Clorox	Cleaner	4 in one disinfectant and sanitizer

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5F-6	Clorox	Cleaner	Clean-Up Cleaner with Bleach
5F-6	Lysol	Cleaner	Disinfecting spray original
5F-6	Microdot	Cleaner	Bleach wipe
5F-6	Permatex	Cleaner	Electrical contact cleaner 24379
5F-6	Rochester Midland Corporation	Cleaner	Quat Plus TB Cleaner
5F-6	Simple Green	Cleaner	Simple green foaming crystal cleaner
5F-6	ENC	Compressed Gas	map pro 20001
5F-6	Lab Gasses	Compressed Gas	Acetylene - compressed
5F-6	Lab Gasses	Compressed Gas	Oxygen - compressed
5F-6	Stoner	Compressed Gas	Gust Easy duster air
5F-6	Drummond	Drain Cleaner	Cobra drain line snake
5F-6	Drummond	Drain Cleaner	So-Drox DL1560
5F-6	Drummond	Drain Cleaner	Squeaky Drain Maintainer
5F-6	Drummond	Drain Cleaner	torpedo DN4731
5F-6	Lawson	Drain Cleaner	Zymox DL2500
5F-6	Orange Out	Drain Cleaner	Orange Out drain cleaner
5F-6	Coastal	Lubricant	Coastal SAE 80 W 90 oil
5F-6	CRC	Lubricant	Power Lube
5F-6	Drummond	Lubricant	Open & hut
5F-6	Magic	Lubricant	Magic cutting fluid
5F-6	Rigid	Lubricant	Dark Thread Cutting Oil
5F-6	Rigid	Lubricant	Premium Nu- Clear thread cutting oil
5F-6	Startex	Thinner	Paint Thinner
6J-4	CAT	Cleaner	Component Cleaner 138-8440
6J-4	Spray PAK	Cleaner	Spray Disinfectant
6J-4	Detroit Diesel	Coolant	Power Cool 50/50 Diesel Engine coolant
6J-4	EcoLab	Detergent	PanTastic Detergent
6J-4	Chevron	Lubricant	Rando HD 32 Hydraulic Oil
6J-4	Valvoline	Lubricant	Premium Blue Geo SAE 15W40 Oil
6J-4	Krylon	Paint	Quik-Mark Solvent-Based Inverted marking Paint Fluore
General Offices	Clorox	Cleaner	Disinfecting wipes
General Offices	Microban	Cleaner	Disinfecting Spray
General Offices	Professional	Cleaner	Disinfecting Spray
General Offices	Simple Green	Cleaner	All Purpose Cleaner
General Offices	Tide	Cleaner	Antibacterial Fabric Spray
General Offices	Tizer	Cleaner	Alcohol Wipes

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General Offices	Dial	Sanitizer	Hand Sanitizer
Sanitarian Office	Assured	Alcohol	Isopropyl Alcohol
Sanitarian Office	Consume	Cleaner	Consume Natures Way Cleaner
Sanitarian Office	LA's Totally Awesome	Cleaner	Cleaning Vinegar
Sanitarian Office	Spartan Chemical Company	Cleaner	Consume Natures Way Cleaner
Sanitarian Office	LA's Totally Awesome	Detergent	Ultra Delux dish detergent
Sanitarian Office	Bayer	Pest Control	Bayer Advanced Home pest
Sanitarian Office	Bayer	Pest Control	Roach and spider
Sanitarian Office	Hot Shot	Pest Control	Hot Shot

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### Obtaining SDS Sheets

Maintaining the current SDS for all workplace chemicals is a requirement as mandated by OSHA's Hazard Communication Standard. It is important to always obtain a copy of the SDS sheet for all new products.

There are many ways to locate the SDS for your chemicals or products of concern. The preferred method is to utilize the SDS that came with the product, as this is a Department of Transportation requirement for shipping of most goods. Whenever possible, retain this copy in either a binder or as an electronic copy to insure that you have the most relevant SDS for your product. You can also obtain the SDS directly from the manufacturer. You can also contact the company by mail, phone, or sometimes fax to procure a copy of the SDS.

Unfortunately, it can sometimes be difficult to find an SDS even through the manufacturers website. In those cases a simple internet search, [Google](#), [Bing](#), etc. may be your best option. Sometimes it can be helpful to search not just by name, but by CAS number or synonym. Other times product or catalog numbers paired with a manufacturer will return the result you are looking for. When doing this, it is possible to find similar but not matching products, which may be helpful but are no real substitute to the information that you will receive from the manufacturer for the product that you have on hand. When doing this, it is important to remember that product composition may differ between manufacturers, product lines, and even batches of the same product. Your diligence is important in determining the acceptable documentation for your workspace.

Risk Management can be contacted to assist in obtaining a SDS as well as for information regarding procedures for the Use, Storage, and Disposal for chemical products.

[riskmanagement@waynecounty.com](mailto:riskmanagement@waynecounty.com)

Matthew Sholar: 313-224-0440

Yazen Abazid: 313-224-7282

The following websites are of assistance in finding SDS Sheets:

<https://chemicalsafety.com/sds-search/>

<https://sdsmanager.com/us/search/>