


HAZARD COMMUNICATION AND RIGHT TO KNOW BSB- 0200-06

Prepared by:



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BOILER SAFETY BUREAU
STANDARD OPERATING PROCEDURE MANUAL

1.0 PURPOSE

The purpose of this procedure is to implement the NCDOL Employee's Safety & Health Program Policy 7, in the Boiler Safety Bureau (Bureau or BSB). This procedure provides a means to communicate to Bureau personnel the hazards associated with chemicals and materials routinely encountered during employment and a means to train Bureau personnel to protect themselves and others from those hazards.

2.0 SCOPE

This procedure applies to all Bureau personnel (Employee or Employees).

3.0 PERSONNEL RESPONSIBILITIES

- 3.1 The Bureau Chief - BSB has the overall responsibility for implementation of this procedure.
- 3.2 Supervisors are responsible for ensuring that the Employees adhere to this procedure.
- 3.3 Employees are responsible for cognizance, understanding and use of this procedure.

4.0 HEALTH and SAFETY ISSUES

Addressed in the body of this document.

5.0 PROCEDURE

- 5.1 The Bureau will maintain a list of all hazardous substances which are stored and/or used by its Employees. The list is available for review by any Employee upon request.
- 5.2 Each container of a hazardous substance in liquid, aerosol, gas or particulate form shall bear a label identifying the name of the substance and any relevant hazard warning. Each package of solid substances shall bear a similar label.
- 5.3 A Material Safety Data Sheet (MSDS) is a written or printed document, prepared by the manufacturer of a hazardous substance, which contains information on the hazards associated with that substance.
- 5.4 The Bureau Chief will ensure that a list of all hazardous substances in the possession of the Bureau is maintained.
 - 5.4.1 The list shall be maintained alphabetically by common name and shall contain the following information for each hazardous substance listed:
 - a) The common or trade name
 - b) The chemical name, if applicable

HAZARD COMMUNICATION AND RIGHT TO KNOW – BSB 0200-06 **R5**

- c) The location where the chemical is stored.
 - d) The average amount stored, in pounds or gallons.
 - e) The maximum amount stored within the year, in pounds or gallons.
- 5.4.2 The list shall be updated annually or when a new hazardous substance is added or deleted from the Bureau's inventory.
- 5.4.3 The list shall be made available to any Employee immediately upon request.
- 5.4.4 The list will be reviewed by the Department of Labor Safety & Health (S&H) Committee on an annual basis and updated as new chemicals are identified that Employees come in contact with.
- 5.5 Labeling
 - 5.5.1 The original label for each hazardous substance in the possession of the Bureau will be maintained on the container and shall not be altered, defaced or removed while the container holds that substance.
 - 5.5.2 Hazardous substances will not be stored in containers other than the original.
- 5.6 Material Safety Data Sheets
 - 5.6.1 The Bureau Chief shall assure that, along with the master substance list, an MSDS from the vendor or manufacturer for each substance on the list is obtained and maintained or placed on the Department of Labor intranet site.
 - 5.6.2 In the event of an overexposure of an Employee to a hazardous substance owned by the Department, a copy of the MSDS should be provided to the attending medical personnel.
 - 5.6.3 In the event of an overexposure of an Employee to a hazardous substance owned by a business or institution other than the Department, it shall be the responsibility of the Supervisor to procure a copy of the MSDS as part of the accident investigation and to make it available to medical personnel upon request.
- 5.7 Training and Information
 - 5.7.1 Training will be given and will include:
 - a) The Hazard Communication Policy
 - b) Definition and understanding of labels
 - c) Location and understanding of Material Safety Data Sheets

- d) Classifications of hazards:
 - 1. Flammable
 - 2. Toxic
 - 3. Reactive
 - 4. Carcinogenic
 - 5. Corrosive
 - 6. Caustic
- e) Routes of entry into the body

5.7.2 Where necessary, specific training will be administered by Supervisors who shall ensure that Employees receive training in each specific hazardous substance in the possession of the Bureau that Employees may use or be exposed, and which carry a greater risk to health and safety. Training shall contain the following elements:

- a) Review and explanation of the Material Safety Data Sheet
- b) Description of the proper methods of use and storage
- c) Description of the physical properties
- d) Discussion of the associated hazards
- e) Designation and review of necessary personal protective equipment

6.0 CUSTOMER SERVICE REQUIREMENTS

The purpose of following this procedure is to provide the customer, be it the public, employees of the Bureau, or other state agencies, with the most efficient service, information, training, and assistance possible.

7.0 ***DATA and RECORD MANAGEMENT***

Records shall be maintained in accordance with the Functional Schedule for North Carolina State Agencies as adopted by State Archives, a Division of the North Carolina Department of Natural and Cultural Resources