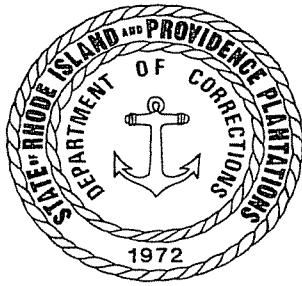


# RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE



**POLICY NUMBER:**  
10.37-2 DOC

**EFFECTIVE DATE:**  
09/29/14

PAGE 1 OF 7

**SUPERSEDES:**  
10.37-1 DOC

**DIRECTOR:**

Please use BLUE ink.

*Arthur T. Wall II*

**SECTION:**  
SAFETY AND EMERGENCY  
PROCEDURES

**SUBJECT:**  
HAZARD COMMUNICATION/  
AWARENESS PROGRAM

**AUTHORITY:** Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director

**REFERENCES:** OSHA's Hazard Communication Standard, Title 29, Code of Federal Regulations 1910.1200; ACA Standard 4-4215, Flammable, Toxic, and Caustic Materials; Appendix D to ACA Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition, Guidelines for the Control and Use of Flammable, Toxic, and Caustic Substances

**INMATE / PUBLIC ACCESS?**  YES

**AVAILABLE IN SPANISH?**  NO

I. PURPOSE:

To comply with applicable Occupational Safety and Health Administration (OSHA) standards and regulations by compiling a hazardous chemical list utilizing Safety Data Sheets (SDS's), ensuring chemical containers are labeled and identified for content, and providing employees with training.

II. POLICY:

- A. This program applies to all work operations at the Rhode Island Department of Corrections (RIDOC) where employees may be exposed to hazardous substances under normal working conditions or during emergency situations.
- B. The Environmental Health Coordinator is the Hazard Communication Program Coordinator. S/he manages reviews and updates the program, as necessary.

- C. Under this Program, employees are informed of the contents of the OSHA Hazard Communication Standard, the alignment with the Globally Harmonized System (GHS) of classification of labeling chemicals, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals.

III. **PROCEDURES:**

A. Safety Data Sheets (SDS's):

1. SDS's provide specific information regarding chemicals in use within RIDOC buildings and facilities.
2. Work-specific SDS's shall be available to employees during their shifts.

B. RIDOC Facility/Unit/Program Procurement of SDS Sheet and Chemical List Development

1. Correctional Industries

Correctional Industries is responsible for various chemical based products bought/used in RIDOC Industries areas. This includes the Correctional Industries building as well as industry areas of RIDOC facilities.

Items bought through the MS-35 or WB Mason process will include a request to the vendor for a SDS sheet. These sheets will be maintained in the work-specific area as well as provided to the Associate Director of Correctional Industries/designee who shall maintain a Correctional Industries chemical list.

2. Physical Resources

Physical Resources is responsible for various chemical based products bought/used in RIDOC buildings and facilities. This includes administrative staff buildings such as Administration Buildings A and B, Dix and others, as well as the facilities.

Items bought through the MS-35 or WB Mason process will include a request to the vendor for a SDS sheet. These sheets will be maintained in the work-specific area as well as provided to the Associate Director of

Physical Resources/designee who shall maintain a Physical Resources chemical list.

3. Facilities and Maintenance

Facilities and Maintenance is responsible for various chemicals bought/used in RIDOC buildings and facilities. This includes the Facilities and Maintenance multi-purpose building as well as the zone maintenance shops within facilities.

Items bought through the MS-35 or WB Mason process will include a request to the vendor for a SDS sheet. These sheets will be maintained in the work-specific area as well as provided to the Associate Director of Facilities and Maintenance/designee who shall maintain a Facilities and Maintenance chemical list.

4. RIDOC Facilities/Units/Programs

Staff in all facilities/units/programs is responsible for various chemicals bought/used in RIDOC buildings and facilities. This includes buildings such as Administration Buildings A and B, Dix and others, as well as the facilities.

- a. The Warden/designee shall designate a SDS coordination for their facility. This designation shall be communicated on an annual basis to the Hazard Communication Program Coordinator.
- b. The Assistant Director, Administration, shall designate a SDS Coordinator for Administration Buildings A, B, Dix and others excluding the facilities. This designation shall be communicated on an annual basis to the Hazard Communication Program Coordinator.
- c. The SDS Coordinators in all facilities and other buildings shall forward a copy of all SDS sheets to the Associate Director of Physical Resources.

All staff that purchase items through the MS-35 or WB Mason process will include a request to the vendor for a SDS sheet. These sheets will be maintained in the work-specific area as well as

provided to the Associate Director of Physical Resources/designee who shall maintain a Physical Resources chemical list.

C. List of Chemicals:

The Associate Director of Correctional Industries, Administrator of Physical Resources, Associate Director of Facilities and Maintenance and building specified SDS Coordinators forward copies of their respective lists to the Hazard Communication Program Coordinator [Environmental Health Coordinator (EHC)] once per year. S/he maintains a master file.

D. Labels, Product Information and Other Forms of Warning:

1. Facility/Unit/Program Managers ensure that all hazardous chemicals in use are properly labeled/identified and updated, as necessary.
2. Labels must list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, user spray bottle identification, importer, or other responsible party (sample at Attachment 1).
3. The Hazard Communication Program Coordinator verifies compliance during his/her documented industry/environmental inspections, copies of which are forwarded to the Associate Director of Facilities and Maintenance.
4. All RIDOC staff that requisitions hazardous products shall complete the following procedures:
  - a. MS-35 purchases (form available on RIDOC Intranet under Business Office)

In the lower left-hand corner indicate by circling "Safety Data Sheet Required - Yes or N/A). By circling "Yes" on the MS-35, the Purchase Order shall be generated requiring the vendor to include a SDS sheet to complete the order.

This indication shall be reviewed by the Business Office.

- b. WB Mason Orders (Password access for authorized RIDOC users). In the "Comments" section indicate "SDS Sheet Required". This indication shall be reviewed by the Business Office.

E. Potentially Hazardous Materials and Contracted Vendors

1. Any RIDOC employee responsible for the management of a vendor contracted project/task that involves the use of hazardous materials or use of potentially hazardous materials is required to inform the contracted vendor they are required to supply any and all SDS's as an element of the project/tasks to be performed.
2. The RIDOC employee managing the contract shall submit the SDS to the Hazard Communication Program Coordinator for review. Contracted projects shall not commence until approval from the Hazard Communication Program Coordinator has been granted.

F. Training:

1. The Hazard Communication Program Coordinator, in coordination with RIDOC Training Academy staff and/or Correctional Industries Supervisors, provides every employee who works with or is potentially exposed to hazardous chemicals with training on the OSHA Hazard Communication Standard (29 CFR 1910.1200) and the safe use of those hazardous chemicals.

**NOTE:** When employees are required to perform hazardous, non-routine tasks, the Hazardous Communication Coordinator/designee is contacted. This consultation shall serve to inform them of hazardous chemicals to which they might be exposed and the proper precautions to take to reduce or avoid exposure. A documentation of this consultation is maintained by the Hazardous Communication Coordinator/designee.

2. A program that uses both/either audiovisual materials and/or classroom-type training is prepared for this purpose.
3. Correctional Industries Supervisors and Maintenance Supervisors are trained regarding hazards and appropriate protective measures.

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4. This training enables the Supervisors to orient employees or inmate workers in safety work practices.
  5. The training plan emphasizes:
    - a. Summary of the OSHA Hazard Communication Standard including information aligning the GHS of classification and labeling of chemicals and this policy.
    - b. Chemical and physical properties of hazardous materials (e.g., flash point, reactivity).
    - c. Physical hazards of chemicals and materials (e.g., potential for fire, explosion).
    - d. Health hazards, including signs and symptoms associated with exposure to chemicals and materials and any medical condition(s) known to be aggravated by exposure to the chemical.
    - e. Environmental hazards to the aquatic environment.
    - f. 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).
    - g. Procedures to assure protection when cleaning hazardous chemical spills and leaks.
    - h. Reading and interpreting the information on both labels and SDS's and how employees may obtain additional hazard information.
  6. The Hazard Communication Program Coordinator annually reviews the training program. S/he sends documentation of said review to the Associate Director of Facilities and Maintenance.
  7. Staff retraining is required when the chemical hazard changes or a new process is introduced into the workplace.

G. Annual Program Review/Audit

1. Once a year, Facility/Unit/Program Managers notify all staff responsible for SDS's and corresponding chemical lists to:
  - a. update/remove/obtain SDS's to generate lists which reflect chemicals in use; and
  - b. submit updated lists to the Hazard Communication Program Coordinator, and the Associate Director of Correctional Industries or the Administrator of Physical Resources indicating that the SDS's were reviewed and are current. The updated list shall be provided by January 31<sup>st</sup> of each year.
2. Every year as part of the facility environmental inspection the Hazard Communication Coordinator shall conduct an audit of RIDOC SDS sheets buildings and facilities. The results of this examination are provided to the Assistant Director Institutions & Operations with the results of the facility inspection.

### SAMPLE LABEL

#### PRODUCT IDENTIFIER

CODE \_\_\_\_\_  
Product Name \_\_\_\_\_

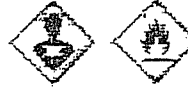
#### SUPPLIER IDENTIFICATION

Company Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Emergency Phone Number \_\_\_\_\_

#### PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.  
Keep away from heat/sparks/open flame. No smoking.  
Only use non-sparking tools.  
Use explosion-proof electrical equipment.  
Take precautionary measure against static discharge.  
Ground and bond container and receiving equipment.  
Do not breathe vapors.  
Wear Protective gloves.  
Do not eat, drink or smoke when using this product.  
Wash hands thoroughly after handling.  
Dispose of in accordance with local, regional, national, international regulations as specified.  
**In Case of Fire:** use dry chemical (BC) or Carbon dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.  
**First Aid**  
If exposed call Poison Center.  
If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

#### HAZARD PICTOGRAMS



#### SIGNAL WORD

**Danger**

#### HAZARD STATEMENT

Highly flammable liquid and vapor.  
May cause liver and kidney damage.

#### SUPPLEMENTAL INFORMATION

Directions for use

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fill weight \_\_\_\_\_ Lot  
Number \_\_\_\_\_  
Gross weight \_\_\_\_\_ Fill Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_