

# County of Aroostook

## HAZARD COMMUNICATION PLAN



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<http://www.arostook.me.us>

County of Aroostook

**HAZARD COMMUNICATION PLAN**

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# **HAZARD COMMUNICATION PLAN**

County of Aroostook

## **I. Policy statement - 29 CFR 1910.1200(e)**

The County of Aroostook has established this Hazard Communication Plan in order to comply with 29 CFR 1910.1200, OSHA's Hazard Communication Standard, and to provide a safe and healthy workplace.

All work units (departments) are included in this program. The written plan will be available for review by any employee during work hours at each Aroostook County owned building and in the Human Resource office at the County Commissioners' Office 144 Sweden Street, Suite 1, Caribou, Maine 04736.

The Human Resource Department and the Superintendent of Buildings will review and update the program at least annually and when necessary to include new hazardous materials or procedures.

The written plan will be made available to employees, their designated representatives, the Assistant Secretary for Labor for OSHA, the director of the National Institute of Occupational Safety and Health (NIOSH), and the Bureau of Labor Standards.

### *Notes to employees:*

- Where employees must travel between workplaces during a work shift, the written program may be kept at the primary workplace facility. The plan must be available during all shifts.
- The employer may choose to include a statement of the company's commitment to workplace health and safety.
- The employer may choose to include a statement of the employer's and the employee's responsibilities in relation to this plan.

## **II. Container Labeling - 29 CFR 1910.1200(f)**

Each respective Superintendent of Buildings will verify that all containers of hazardous substances are properly labeled.

Each respective Superintendent of Buildings will review the labeling system annually and update as needed.

The Human Resource Department and each respective Superintendent of Buildings will answer questions and provide help on labeling.

Description of labeling system used:

Original containers received for use will be labeled to indicate, at a minimum:

- The identity of the contents. The identity must match the MSDS.
- Appropriate hazard warnings, including routes of entry and target organs if known, and the name and address of the manufacturer, importer, or responsible party.

Secondary containers will be labeled with, at least a minimum:

- A copy of the original manufacture's label, OR
- Generic label with identity and hazard warnings.

*Notes to employees:*

- Labels must be in English. Information may be presented in other languages in addition to English.
- Labels must be legible and prominently displayed. There are no specific requirements for size or color.
- The identity is any name, which appears on the label, the MSDS, and the list of chemicals, linking these three sources of information.
- The labeling system may use the labels provided by the supplier, company labels numerical rating systems, symbols, pictures, or another effective system.

### **III. List of Hazardous Chemicals - 29 CFR 1910.1200 (e) (1) (I)**

The Human Resource Department and the Superintendent of Buildings are responsible for preparing and updating the list of all chemicals in our workplace that are potentially hazardous.

*Note to employees:*

- See Hazardous Chemicals List for information on identifying and listing chemicals.

### **IV. Material Safety Data Sheets (MSDS) - 29 CFR 1910.1200 (g)**

Each respective Superintendent of Buildings is responsible for obtaining and maintaining the MSDSs.

Each respective Superintendent of Buildings will review incoming MSDSs to make sure they contain all required information, and for changes in health and safety information. They will make sure any new information is passed on to the affected employees.

When toxic or hazardous substances are received without the MSDSs, the Superintendent of Buildings will send a letter to the supplier requesting the MSDS, with a copy to file.

Employees are not permitted to use any chemicals for which the County of Aroostook does not have the MSDS.

MSDSs will be accessible to all employees during each work shift when they are in their work areas. Copies of MSDSs will be kept in the following locations of each building:

Fort Kent Registry Building:	Doorway of the Janitorial Room
Caribou Courthouse:	Office of the Superintendent of Buildings
Houlton Superior Court Building:	Hallway outside Superintendent of Buildings Office
Houlton Jail Building:	First Floor Sergeant's Desk and Basement Kitchen
Houlton District Court Building:	Second Floor Kitchenette
Emergency Management Building:	Furnace Room
Guerrette Fire Station:	Next to Chief's Desk in Ring Binder
Sinclair Fire Station:	In the Meeting Room.
Presque Isle District Attorney Office:	Kitchenette

*Note to Employees:*

- Electronic access, microfiche, and other alternative to maintaining paper copies of MSDSs are permitted as long as they do not create barriers to immediate employee access in each workplace. If used they must be described in the written program
- Where employees must travel between workplaces during a work shift, the MSDSs may be kept at the primary workplace facility providing employees can immediately obtain the required information in an emergency.
- Where employees report to a temporary work location (such as a construction site), MSDSs must be kept at that location.
- MSDSs can be found on the internet. One site is <http://www.hazard.com>

**V. Employee Information and Training 29 CFR 1910.1200(h)**

The Human Resource Department is responsible for the employee training program. The Human Resource Department will ensure that all elements specified below are carried out.

The Department Head is responsible for assuring that each affected employee will be given information as outlined below for any new chemical prior to that chemical being introduced into the workplace.

At new employee orientation, each new employee of the County of Aroostook will attend a health and safety orientation and will receive information on the following information:

An overview of the requirements contained in the OSHA Hazard Communication Standard, 29 CFR 1910.1200. Chemicals present in their workplace operations. Location and availability of our written hazard communication plan. Physical and health effects of the toxic or hazardous substances. Methods and observation techniques used to determine the presence of release of toxic and hazardous substances in the work area. How to use toxic and hazardous substances in

the safest possible manner, including safe work practices, personal protective equipment and emergency procedures. Steps the County of Aroostook has taken to lessen or prevent exposure to toxic and hazardous substances. How to read labels and review MSDSs to obtain correct hazard information. Location of MSDSs.

## **VI. Hazards of non-routine tasks 29 CFR 1910.1200 (e) (1) (ii)**

Periodically, employees may be required to perform non-routine tasks that involve the use of hazardous chemicals.

The Department Head will provide information about hazardous chemicals to which employees may be exposed during non-routine tasks prior to employees starting such tasks.

*This information will include:*

Specific hazards involved. Protective measures the employee should take. Measures the County of Aroostook has taken to lessen the hazard, including ventilation, respirators, presence of another employee, and emergency procedures. Examples of non-routine hazardous tasks at the County of Aroostook:

- Maintenance Department: Cleaning of heating fuel spout bucket. The hazardous substance is Number two heating fuel. Protective measures are to wear rubber gloves and safety goggles.
- Food Service Department: Installing cleaning product containers to the dishwasher. The hazardous substance is Sunrise dishwasher detergent and Rise-aid dish-dryer additive. Protective measures are to wear rubber gloves and safety goggles.
- Law Enforcement Department: None at this time, (Information per Department Head/Sheriff).
- Administration and Secretarial Departments: None at this time. (Refers the use of hazardous substances to Maintenance Department if any arise.)
- Emergency Management and Public Safety Departments: All non-routine tasks in response to hazardous materials comply with the National Fire Protection Association Code 471, Recommended Practices for Responding to Hazardous Materials Incidences.
- Public Works Department: None at this time.
- Guerrette Fire Station: All non-routine tasks in response to hazardous materials comply with the National Fire Protection Association Code 471, Recommended Practices for Responding to Hazardous Materials Incidences.
- Sinclair Fire Station: All non-routine tasks in response to hazardous materials comply with the National Fire Protection Association Code 471, Recommended Practices for Responding to Hazardous Materials Incidences.

## **VII. Informing contractors 29CFR 1910.1200 (e) (2)**

Each respective Superintendent of Buildings will provide contractors with employees at our work site the following information:

Each respective Superintendent of Buildings will inform contractors that it is the contractor's responsibility to inform his/her employees of toxic and hazardous substances that employees may be exposed to while at the work site. The contractor will inform his/her employees about precautions the employees can take to lessen the possibility of exposure. The contractor will be responsible for informing his/her employees the location of MSDSs for the work site. MSDSs must be accessible at the work site.

The Department Head will contact each contractor before work is started for the County of Aroostook to gather and disseminate any information concerning chemical hazards that the contractor is bringing into the workplace. The contractor is responsible for ensuring that any of his/her employees who are exposed to these hazards are properly trained and protected.

County of Aroostook  
Hazard Communication Plan

## **Appendix A: Hazard Communication Standard**

The Hazard Communication Program ensures that all employers receive the information they need to reduce workplace hazards, train their employees properly, and put employee protection programs in place. It also provides necessary hazard information to employees so they know how to protect themselves and their co-workers. Active participation of employees in following safe work practices is essential to the success of the program.

In Maine, the Hazard Communication Standard applies to private and public places of work. OSHA enforces the standard in the private sector. In public places of employment, the Bureau of Labor Standards of the Maine Department of Labor enforces the standard.

Contact information:

Bureau of Labor Standards, Maine Department of Labor  
TEL: 624-6400 or 1-877-SAFE-345 (800-7233-345)  
TTY: 1-800-794-1000  
E-mail: [webmaster.bls@state.me.us](mailto:webmaster.bls@state.me.us)  
Web site: <http://www.state.me.us/labor/blsmain.htm>

Occupational Safety and Health Administration (OSHA)  
Portland 780-3178  
Bangor 941-8177  
Web site: [www.osha.gov](http://www.osha.gov)

Main Office of County of Aroostook  
County Commissioners' Office  
144 Sweden Street Suite 1  
Caribou, Maine 04736  
TEL: 1-207-493-3318  
Web site: [www.arostook.me.us](http://www.arostook.me.us)

County of Aroostook  
Hazard Communication Plan

**Revised/Updated 01/07/2009**

## **Appendix B: List of Chemicals**

### **◆ Fort Kent Registry Building**

Triple Melt  
Lubricating Engine Oil Two Cycle  
Dry Chemical Extinguisher  
Institutional Bar-O with Bleach  
Germicidal Cleaning Cloth  
DBC Non-Acid Bathroom Cleaner  
All Star Floor Therapy  
Never Dull Magic Wadding Polish  
Unisource Pink Lotion Hand Soap  
All Star Pink Lotion Hand Soap  
Bondex Wallpaper Paste  
Minwax Wood Finish 'A' Series (550VOC)  
WD-40  
Cinch NRS No Rinse Stripper  
Cleaner/Conditioner  
DAP Glazing Compound  
Neom Metal Polishing Paste  
EZ Kare Premium Oil Semi Gloss Enamel  
Clorox Liquid Bleach  
Richco Elegance  
Richco Econo Clear Glass Cleaner  
Whalin Glass Cleaner  
Comet Cleanser  
Dermapro Lotion Skin Cleaner  
Airlift Floral Air Freshener  
On Off Baseboard Cleaner  
Brevity Blue Liquid Scour Cream  
Fresh Scent Liminate O Air Freshener  
Strike Force Green All Purpose Cleaner  
Allstar Furniture Polish Wax Based  
Best Yet Neutral All Purpose Cleaner  
UHS Floor Therapy Floor Conditioner  
High Sulfur Heating Oil #2  
Dermapro Isopropyl Alcohol Gel  
Quality Care Spray Disinfectant  
Paradichal Orobenezene Blocks  
Elmer's Glue

Quantet Re-mark-able  
Isopropyl Alcohol 70%  
Liquid Paper  
Canon 3050 Toner  
Ideal Stamp Ink  
Shachihata Refill Ink  
Krazy Glue  
Liquid Nails  
Goof Off  
Gasoline 87 Octane

### **◆ Emergency Management Building**

Oust Air Sanitixer, outdoor scent  
High Sulfur Heating Oil #2  
DBC Disinfectant Bathroom Cleaner  
Airwick Rain Garden Scented Oil  
Hoover SteamVacFloorMaxBarefloor Clr  
Rug Doctor anti rug shampoo  
Hover Deep Clng Carpet uposlitary detergent  
Speed a way glass cleander  
WD-40  
Dupont Teflon untra spray wax  
Castral Super clean desolved grease on  
contact  
Armorall original  
Goof Off  
GOJO Pink Lotion Hand Soap  
Whalin Glass Cleaner  
A-1 Bleach  
Ajax Chlorine Cleaner

### **◆ Caribou Courthouse Building**

Mop-N-Strip Floor Finish Liquifier  
Lubricating Engine Oil 2 Cycle  
Dry Chemical Extinguisher  
Best Yet Neutral Cleaner  
Ajax Chlorine Cleanser  
DBC Non Acid Disinfectant Bath Cleaner

Allstar Liquilive Bacterin Drainzyme

## **Appendix B: List of Chemicals Continued**

### **◆ Caribou Courthouse Building Continued**

HTF High Traffic Floor Finish  
Extraacto Low Foam Carpet Cleaner  
Quality Care Spray Disinfectant  
Dermapro Isopropyl Alcohol Gel  
Paradichal Orobenezene Blocks  
High Sulfur Heating Oil 2  
Triple Melt  
Germicidal Cleaning Cloth  
Silly Shine Lemon Oil Polish  
All Star Pink Lotion Hand Soap  
Never Dull Magic Wadding Polish  
Whalin Glass Cleaner  
On Off Baseboard Cleaner Wax Stripper  
Cello Seal Floor Sealer  
Fresh Scent Liminate O Air Fresh  
Kleen Strip No Rinse Floor Stripper  
Cinch NRS No Rinse Floor Stripper  
Dermapro Lotion Skin Cleaner  
WD-40  
EZ Kaire Premium Latex Semi Gloss  
Enamel Pant  
Mineral Spirits  
33 Glazing Compound  
Geotextile  
Cello Brite Grease X floor cleaner  
Solution Hi Beam Floor Finish  
Cello On Off floor Strip  
Unisource Pink Lotion Hand Soap  
Comet Cleanser  
Minwax Wood Finish A Series Mineral-  
Spirits  
Bondex  
Noem Metal Polishing Paste  
EZ Kare Premium Oil Semi Gloss Enamel  
CLR  
Sleek Stainless Steel Cleaner  
Institutional Bab-O With Bleach  
Canon GPR-2 Black Toner for Copier

Dawn Liquid Dishing Detergent P&G  
Krazy Glue  
Liquid Nails  
Goof Off  
Spartan Consume Bacteria Digestant  
Deoderant  
Zinsser Bin Primer Sealer  
Cello Commander Floor Finish  
Cello Brite Grease X Defoamer  
Vaseline Pure Petroleum Jelly  
Distilled White Vinegar  
Refresh Plus Air Refreshner  
Permatex Fas Orange Hand Cleaner  
Honeywell MXD457 Multi Purpose Boiler  
water treatment  
Oust Air Sanitizer Outdoor scent  
Iodine  
Purell Instant Hand Sanitizer  
CP&S Dispossible Ice Paks  
Hydrogen Peroxide  
Ibuprofen  
Crystal  
MP-6 Multi Purpose Cement  
Pipe Cleaner  
Gasoline 87 Octane  
Iron Stone Acrylic Seal

### **◆ Cross Lake & Sinclair Fire Stations**

Ansulite 35 AFFF (AFC-F-A)  
Armor All Protectant  
Dry Chemical Extinguisher  
Iso Amyl Acetate (Banana Oil)  
MET-L-X Dry Powder Extinguishing Agent  
Mil-G-10924 Grease, Automotive &  
Artillery  
Mobil Delvac 1230  
Mopar Power Steering Fluid 5505  
Never Dull  
Nitrogen  
Outboard 2 Cycle Engine Oil  
Purple K  
Purple K Dry Chemical  
Simple Green

## **Appendix B: List of Chemicals Continued**

### **◆ Cross Lake & Sinclair Fire Stations**

Smoke Tubes  
Sodium Bicarbonate  
Solar-Glo Dishwashing Concentrate  
Spray Cleaning Polish Aerosol  
Spray Paints  
Spread Enamel Latex Semi Gloss 3700

### **◆ Houlton Superior Court Building**

Aqua Satin Stainless Steel Cleaner  
Cello Kiss Polish  
Enviro-Sep Germicidal Spray Disinfectant  
Murphy Oil Soap  
GoJo Orange Hand Cleaner  
GoJo Mystic Green Hand Cleaner  
GoJo Pink & Clean Hand Cleaner  
IHC Food Sanitizing Soap  
GoJo Alcohol Gel Anti bac handsoap  
Joint Compound  
Color Place Point Satin Semi Gloss  
Kalz Oil Base Sealer  
Polyurethane  
Latex Caulk  
Silicone Caulk  
Minwax Stain  
Performance Floor Enamel  
P&L Poxo Guard Paint  
Cove Adhesive insulating foam  
Roof Cement  
DBC Bathroom Cleaner  
Paint Thinner  
Lacquer  
Liquid Nails Adhesive  
Oops  
Windex Class Cleaner  
Good Sense Air  
Sulfuric Acid  
Bio Blast  
No Fume Drain Opener  
Triple Melt

Best Yet All Purpose Cleaner  
Molgon Odor Neutralizer  
X-Tractor Carpet Cleaner  
Refresher Fabric & Air  
Stinger RTU Citrus Cleaner  
Bleach  
Diveralk 1C Builder Laundry  
Diveralet 2A Enulsiffren Laundry  
Valid II Softener Laundry  
Lestoil  
Resolve Spot Cleaner  
Destainer Sanitize Laundry  
Strike Force Cleaner  
Spraol Mop Dressing  
Dazzel Floor Cleaner  
Suma Rinse Dishwashing  
Suma Light Dishwashing  
Dupont Dishwashing  
Super Strip All Star  
Power Strip  
Down and Up  
Cello 18% Floor Finish  
HCF Floor Finish  
A33 Institutional Cleaner  
Oven Cleaner Cello  
Liquid Oveneze National  
LSR DL2 Diversy  
New Look Spray Buff  
Spartan Spray Buff  
Franklin Sanitize  
AQ Quality Care  
Lysol Foaming Disinfectant Cleaner  
Armor-all Protectant  
Automatic Toilet Bowl Cleaner  
WD-40  
Galaxy Chlorine Cleaner  
Comet  
AJax  
Sirchie Fingerprint Small Particle Regent  
Silicone Spray  
Lubricating Engine Oil Two Cycle  
Dry Chemical Extinguisher  
Minwax Wood Finish A Series 550VOC  
WD-40  
Comet Cleaner  
Allstar Furniture Polish wax based

Elmer Glue  
Liquid Paper  
Liquid Nails

◆ **Houlton Superior Court Building**  
**Continued**

Aarmorall Original  
Ajax Chlorine Cleanser  
Silly Shine lemon Oil Polish  
EZ Kare Premium Latex Semi Gloss Enamel  
Paint  
Mineral Spirits  
Bondex  
Gasoline 87 Octane

◆ **Houlton District Court Building**

Refresher  
Automatic Toilet Bowl Cleaner  
Windex glass cleaner  
Cello Kiss Polish  
Aqua Satin Stainless Steel Cleaner  
Cello Kiss Polish  
GoJo Mystic Green Hand Cleaner  
GoJo Pink & Clean Hand Soap  
Polyurethane  
Minwax Stain  
DBC Bathroom Cleaner  
Paint Thinner  
Good Sense Air  
Triple Melt  
Best Yet All Purpose Cleaner  
Molgon Odor Neutralizer  
X-Tractor Carpet Cleaner  
Refresher Fabric & Air  
Stinger RTU Citrus Cleaner  
Mr. Clean  
LSR DL2 Diversy  
Automatic Toilet Bowl Cleaner  
WD-40  
Good Sense Air  
Gasoline 87 Octane

◆ **Houlton Jail Building**

Aqua Satin Stainless Steel Cleaner  
GoJo Orange Hand Cleaner  
IHC Food Sanitizing Soap  
GoJo Alcohol Gel  
Tar-N-Bug  
Auto Glass Cleaner  
Armoral Glass Wipes  
Mother's Car Wax  
Blue Coral Wash and Wax  
Sherwin Williams Paint Satin Semi Gloss  
Windex Glass Cleaner  
Triple Melt  
Bleach  
Diveralk 1C Builder Laundry  
Diveralet 2A Enulsiffren Laundry  
Valid II Softener Laundry  
Destainer Sanitize Laundry  
Strike Force Cleaner  
Suma Rinse Dishwashing  
Suma Light Dishwashing  
Dupont Dishwashing  
Super Strip All Star  
Cello 18% Floor Finish  
A33 Institutional Cleaner  
Oven Cleaner Cello  
Liquid Oveneze National  
New Look Spray Buff  
Franklin F-Sanitize  
Armor-all Protectant  
WD-40  
Galaxy Chlorine Cleaner  
Gasoline 87 Octane

◆ **Presque Isle District Attorney's Office**

Ultra Dawn Dish Soap  
Clorox Disinfecting Wipes  
Comet Cleaner With Bleach  
Carpet Science spot & Stain Remover  
Fantastic All Purpose Cleaner  
Dial Antibacterial Hand Soap  
Glade Air Sanitizer Linen Scent  
Static Guard