

EMPLOYEES USING POTENTIALLY HAZARDOUS MATERIALS

SUMMARY

Employees must be informed of the hazardous substances to which they may be exposed in the work place and must be provided with training as to the hazards, safe handling, storage, disposal, and emergency procedures, as indicated on the Safety Data Sheets (SDS) and the product labels.

PROCEDURE

1. Inventory the work place and identify all substances used or stored.
2. Whenever possible, the product that is the least hazardous to employees shall be selected for use in the work place.
3. Contact the manufacturer, vendor, or distributor of each product and obtain an SDS for every product used or stored in the work place. The SDS provides information about the properties and hazards of the product.
4. Maintain the current SDS for all products used or stored in the work place in a readily available location for employees.
5. Provide initial training to all employees, and at least annually thereafter, on:
 - a. The proper safe practices for storage, use, handling, spill, or emergency conditions, and disposal of every product used in the work place.
 - b. The potential adverse health effects and symptoms of overexposure to each product, as stated on the product's SDS.
 - c. The location of the SDS for every product used or stored in the work place.
 - d. The proper personal protective equipment (PPE) to be used when handling the product, including the purpose, storage, proper use, and limitations of such equipment.
 - e. Instruct employees that they are not to use any product unless they fully understand and comply with all applicable safety practices. If in doubt as to the proper safety practice, the employee must immediately contact his supervisor. If the supervisor needs safety-related assistance, the supervisor shall contact the Departmental Safety Representative or the Internal Services Department, Risk Management Division, Office of Safety.
6. Employees should read and comply with the label, SDS, and hazard warnings of a product prior to each use. Employees should know and comply with the proper procedures for use, handling, storage, disposal, and response to spills of hazardous substances.
7. Any substance removed from its original container and placed into another container for mixing, use, or storage shall be properly and clearly labeled. Substances shall only be transferred into appropriate containers that do not impede the safe use or storage of the product.
8. Unlabeled or unmarked containers/materials should be promptly reported to the supervisor. The supervisor should contact the Departmental Safety Representative, Department of Regulatory and Economic Resources (phone: 305-372-6955), or the Office of Safety (phone: 305-876-8000), if assistance is needed.

Any potentially hazardous leaks, spills, dents, or reacting materials should be immediately reported to the supervisor, and, if applicable, call 9-1-1.

Procedure Number: 711
Effective Date: 01/19

CONTACT(S):

Department/Division

Internal Services Department, Risk Management Division, Office of Safety

REFERENCE DOCUMENT(S):

Miami-Dade County Safety Manual OSHA Standard 29 CFR 1910.1200