

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Employee Hazardous Chemicals Protection and Right To Know and Understand		
<b>Policy Number:</b> 511.34	<b>Effective Date:</b> 10/30/2017	<b>Page Number:</b> 1 of 22
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- I. Introduction and Summary:** This policy provides for implementation of requirements of the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1988 [Act] as defined by Georgia Department of Labor [DOL] Safety Engineering Rule 300-3-19 [Rule 300-3-19].

All divisions, sections, facilities, and operations (sites) of the Georgia Department of Corrections [GDC] are included in this program. Requirements of the Act as defined by Rule 300-3-19 shall be fully implemented at all work areas. County Institutions are excluded by an Attorney General's opinion dated September 6, 1989.

**II. Authority:**

- A. Occupational Safety and Health Administration [OSHA] Hazard Communication, 29 CFR § 1910.1200 (2013); OSHA Hazard Communication - Final Rule, 77 FR 17574-01 (2012) [HCS or HCS 2012]; OSHA Instruction CPL-02-00-150 - Field Operations Manual [FOM] (2011); OSHA Instruction CPL 02-00-124 - Multi-Employer Citation Policy (1999); and OSHA Instruction CPL 03-00-008 - Combustible Dust National Emphasis Program (2008);
- B. Georgia House Bills: 1988 GA H.B 503 and 1991 GA H.B. 217;
- C. O.C.G.A. §§ 45-22-1 through 45-22-12;
- D. Georgia Department of Labor Safety Engineering Rule 300-3-19;
- E. GDC Board Rules: 125-1-2-.01(c), 125-1-2-.15, 125-2-1-.06, 125-3-1-.06, and 125-3-5;
- F. GDC SOPs: 218.03 - Control and Dispensation of Gasoline and Hazardous Materials, and 225.02 - Emergency Plans; and
- G. ACA Standards: 2-CO-3B-02, 1-CTA-3B-06, 4-4215, and 4-4214.

**III. Definitions:**

- A. **Article** - A manufactured item other than a fluid or particle: (i) which is formed to a specific shape or design during manufacture; (ii) which has end-use function(s) dependent in whole or in part upon its shape or design during end-use; and (iii) which under normal conditions of use does not release more than very small quantities, (e.g., minute or trace amounts of a hazardous chemical

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as determined under paragraph (d) of the Hazard Communication Standard [HCS]), and does not pose a physical hazard or health risk to employees. Examples of articles are stainless steel tables, vinyl upholstery, tires, and adhesive tape.

**B. Caustic Materials** - Substances that can destroy or eat away by chemical reaction (e.g., lye, caustic soda, sulfuric acid):

1. If a substance possesses more than one of the following properties: flammable, toxic, or caustic, then the safety requirements for all applicable properties should be considered.
2. All flammable, toxic, and caustic materials should be stored in secure areas that are inaccessible to offenders, and a prescribed system should be used to account for their distribution. Offenders should never possess such items unless under the close supervision of qualified staff.
3. Substances that do not contain one or more of the above properties, but that are labeled “Keep Out of Reach of Children” or “May Be Harmful if Swallowed” are not prohibited; their use and control, however, should be used under close supervision and distribution of them closely accounted for.

**C. Chemical** - Any substance or mixture of substances. The HCS definition of "chemical" is much broader than that which is commonly used. Thus, steel coils which are cut and processed, castings which are subsequently ground or welded upon, bricks that are dry sawed or drilled, and carbide blades which are sharpened, are all examples of products that contain chemicals, which, if available for exposure, are covered by the HCS.

**D. Chemical Name** - The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry [IUPAC] or the Chemical Abstracts Service [CAS] rules of nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard classification.

**E. Classification** - To identify the relevant data regarding the hazards of a chemical, review those data to ascertain the hazards associated with the chemical, and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this section. In addition,

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classification for health and physical hazards includes the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.

- F. **Combustible Dust** - A combustible particulate solid that presents a fire or deflagration hazard when suspended in air or some other oxidizing medium over a range of concentrations, regardless of particle size or shape. Distributor means a business, other than a chemical manufacturer or importer, which supplies hazardous chemicals to manufacturers, other distributors, or to employers. A company that repackages, blends, mixes, or otherwise changes the composition of a chemical is considered a chemical manufacturer under the HCS.
  
- G. **Employee or Public Employee** - Any person, including a contractor, who is employed by any branch, department, board, bureau, commission, authority, or other agency of the state and any offender under the jurisdiction of GDC performing a work assignment which requires the handling of any hazardous chemical. Such term shall not include those employees of the Environmental Protection Division [EPD] or of the Department of Natural Resources [DNR] who are responsible for on-site response and assistance in the case of environmental emergencies while such employees are engaged in responding to such emergencies. OCGA § 45-22-2(8).
  
- H. **Exposed or Exposure** – Means that an employee is required by a public employer to be subjected to a hazardous chemical in the course of employment through any route of entry, including but not limited to, inhalation, ingestion, skin contact, or absorption and include potential or accidental exposure. OCGA 45-22-2(10).
  
- I. **Foreseeable Emergency** - Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.
  
- J. **Hazard Category** - The division of criteria within each hazard class (e.g. oral acute toxicity and flammable liquids include four hazard categories). These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

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- K. **Hazardous Chemical** - Any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiate, combustible dust, pyrophoric gas, or hazard not otherwise classified.
- L. **Hazard Class** The nature of the physical or health hazards (e.g. flammable solid, carcinogen, or oral acute toxicity).
- M. **Hazard Not Otherwise Classified (HNOC)** - An adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in the standard.
- N. **Hazard Statement** - A statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.
- O. **Health Hazard** - A chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard.
- P. **Label** - An appropriate group of written, printed, or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.
- Q. **Label Elements** - The specified pictogram, hazard statement, signal word, and precautionary statement for each hazard class and category.
- R. **Mixture** - A combination or a solution composed of two or more substances in which they do not react.
- S. **Physical Hazard** - A chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or emits flammable gas when in contact with water.

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- T. **Pictogram** - A composition that may include a symbol, plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.
- U. **Plan of Action [POA]** – An organized program of measures to be taken in order to achieve a goal. A sequence of steps, specific tasks, time limits, and resource allocations that must be performed in an emergency.
- V. **Precautionary Statement** - Means a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.
- W. **Product Identifier** - The name or number used for a hazardous chemical on a label or in the Safety Data Sheet [SDS]. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.
- X. **Pyrophoric Gas** - Means a chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.
- Y. **Safety Data Sheet [SDS]** - The written or printed material concerning a hazardous chemical that is prepared and provided by manufacturers in accordance with the requirements of the OSHA’s Revised Hazard Communication Standard (HCS 2012). The SDS identifies the chemical as well as the recommended uses. It also provides the essential contact information of the supplier. The information contained in the SDS must be in English (although it may be in other languages as well). OSHA requires that SDS preparers provide specific minimum information. The SDS is composed of 16 mandatory and non-mandatory sections. The SDS preparers may also include additional information in various section(s).
1. **Mandatory Sections:** Product Identification, Hazard Identification, Composition/Information on Ingredients, First-Aid Measures, Fire-Fighting Measure, Accidental Release Measures, Handling and Storage, Exposure Control/Personal Protection, Physical and Chemical Properties, Stability and Reactivity, Toxicological Information.

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2. Non-Mandatory Sections: Ecological Information, Disposal Considerations, Transport Information, Regulatory Information, and Other Information, including Date of Preparation or Last Revision.

**Note:** Specific contents of the 16 sections or the required format of Safety Data Sheets may be found at: <https://www.osha.gov/Publications/OSHA3514.html>.

- Z. **Signal Word** - A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe hazards.
- AA. **Simple Asphyxiant** - A substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.
- BB. **Substance** - Chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.
- CC. **Toxic Materials** - Substances that through chemical reaction or mixture can produce possible injury or harm to the body by entering through the skin, digestive tract, or respiratory tract (e.g., zinc chromate paint, ammonia, chlorine, antifreeze, herbicides, pesticides).
- DD. **Trade Secret** - Any confidential formula, pattern, process, device, information, or compilation of information that is used in an employer's business, and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it.
- EE. **Work Area** - A room or defined space in a workplace where hazardous chemicals are produced or used, and where employees or offenders are present. GDC work areas include, but are not limited to, vocational training shops, maintenance shops, kitchens, warehouses, farm shops, Georgia Correctional Industries' [GCI] shops, or any other area where these chemicals are stored or used.

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FF. **Workplace** - An establishment, job site, or project, at one geographical location containing one or more work areas (e.g. state facilities, community centers, GCI Headquarters, and Indian Ford Farm are GDC workplaces).

**IV. Statement of Policy and Applicable Procedures:**

This policy is applicable to all facilities, centers, units, sections, and offices operating under GDC management. The HCS which is now aligned with the Globally Harmonized System of Classification and Labeling of Chemicals [GHS] provides a common and coherent approach to classifying chemicals and communicating hazard information on labels and safety data sheets. The HCS mandates chemical safety in the workplace by ensuring that information about the identities and hazards of the chemicals is made available and understandable to workers.

A. **DOL Responsibilities:** The Department shall be required under the Act to establish information and training standards for compliance under the Act. The purpose of these rules is to ensure that all employees who are exposed to hazardous chemicals listed in the State of Georgia Hazardous Chemical List are informed of the hazards of these chemicals and of measures to protect themselves.

B. **GDC Responsibilities:** GDC shall ensure that all employees within the agency are aware of the Act, applicable regulations, and GDC's responsibilities by means of a written Hazardous Chemical Communication Program. Accessibility to information about the identities and hazards of chemicals may be accomplished in many different ways.

1. SDSs may be kept in a binder in a central location if employees have immediate access to the information without leaving their work areas. In workplaces with large numbers of chemicals, electronic access may be provided. However, if SDSs are supplied electronically, there must be an adequate back-up system in place in the event of a power outage, equipment failure, or other emergency involving the primary electronic system.
2. GDC must ensure that employees are trained on how to use any electronic system to access SDSs and are able to obtain hard copies of the SDSs. In the event of a medical emergency, hard copy SDSs must be immediately available to medical personnel.

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3. The HCS requires the development and dissemination of such information and requires that employers train employees (including offenders) on the hazardous chemicals in their workplaces.
4. GDC is responsible for maintaining the labels on the containers, including, but not limited to, tanks, totes, and drums. This means that labels must be maintained on chemicals in a manner that continues to be legible and ensures pertinent information (such as the hazards and directions for use) does not get removed in any way.
5. GDC is not responsible for updating labels on shipped containers, even if the shipped containers are labeled under HazCom 1994. GDC must relabel items if the labels are removed or defaced. However, if GDC is aware of newly-identified hazards that are not disclosed on the label, GDC must ensure that employees are aware of the hazards as discussed below under workplace labels.
6. GDC will appoint a Hazardous Chemicals Protection Communication Coordinator. The Hazardous Chemicals Protection Coordinator will be provided with authority sufficient to carry out the duties of the position. An individual in an existing position within an agency may be assigned this responsibility as an additional duty. The Hazardous Chemicals Protection Communication Coordinator will assume the following responsibilities:
  - a. Act as a liaison between the agency and the DOL on hazardous chemicals issues which may arise within his or her agency at the state level;
  - b. Determine applicability of these rules to individual workplaces and work areas within his agency using on-site inspections, review of written records including Safety Data Sheets, and industrial hygiene studies;
  - c. Ensure appropriate and adequate training is provided to all employees;
  - d. Review GDC's labeling system annually and update the same as needed;



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- e. Provide assistance to the manager of each workplace affected by the Act in making determinations concerning whether a chemical is hazardous, what safeguards should be provided, and in obtaining technical assistance from outside approved sources such as the DOL, Georgia Tech Research Institute, and others.
- f. Compile a comprehensive list of all hazardous chemicals submitted by workplace managers during January and July of each year. This list will be maintained at GDC's central office and made available by executive staff for public inspection.

C. Facility Responsibilities:

The manager of every workplace within GDC (e.g. Warden, Superintendent, Academy Director) shall ensure that work area supervisors maintain current inventories of all hazardous chemicals stored or handled at each work area at all times. Each manager at every workplace (Central Office, Central Training Academy, Prison, or Center) shall designate a Safety Officer who will be responsible for the following:

1. Compiling and maintain inventories of all hazardous chemicals stored or handled at their worksites, in a central area;
2. With assistance of the business manager and the Right to Know Coordinator, review all incoming SDSs for new and significant health/safety information;
3. Ensure that SDSs for all hazardous chemicals maintained at their workplaces are available and that any new information is passed on to affected employees (including offenders);
4. When a new hazardous substance is to be brought into the workplace the business manager and the Safety Officer will review the toxicity information to determine if a less toxic substance can be used, and if additional engineering controls and personal protective equipment will be needed, before the final decision is made to acquire the substance; and
5. Provide local training staff with information concerning hazardous chemicals inventory revisions and any new training requirements.

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D. Written Workplace-Specific Hazard Communication:

1. Each location/workplace shall develop a written Workplace-Specific Hazard Communication Program. The program must describe how the criteria specified for labels and other forms of warning, safety data sheets, and employee information and training will be met, and include the following:
  - a. A list of hazardous chemicals known to be present using a product identifier that is referenced on the appropriate SDSs (the list may be compiled for the entire workplace or for individual work areas). The product identifier enables cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label, and the SDSs;
  - b. Copies of SDSs for all hazardous chemicals to which employees (including offenders) may be exposed in a work area will be maintained in the work area supervisor's office or other suitable place at the work area;
  - c. Notification that, upon any employee's request, at each workplace within the agency, access shall be given to the most current SDSs for those chemicals used in that workplace and which are included on the Georgia Right to Know Hazardous Chemicals Lists;
  - d. The methods the location/workplace will use to inform employees of the hazards of non-routine tasks (for example, the cleaning of a boiler) and the hazards associated with chemicals contained in unlabeled pipes in their work areas;
2. "Multi-employer workplaces". Employers who produce, use, or store hazardous chemicals at a workplace in such a way that the employees of other employer(s) may be exposed (for example, employees of a construction contractor working on-site) shall additionally ensure that the hazard communication programs developed and implemented, include the following:
  - a. The methods the location/workplace will use to provide the other employer(s) on-site access to SDSs for each hazardous chemical

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the other employer(s)' employees may be exposed to while working;

- b. The methods the location/workplace will use to inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies; and
    - c. The methods the location/workplace will use to inform the other employer(s) of the labeling system used in the workplace.
  3. The written hazard communication program shall be made available, upon request, to employees, their designated representatives, the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designee, in accordance with the requirements of 29 CFR 1910.1020(e); and
  4. Where employees must travel between workplaces during a work shift, i.e. their work is carried out at more than one geographical location, the written hazard communication program may be kept at the primary workplace facility.
- E. Contractors:
1. The workplace manager will assure that the following information is provided to contractors performing work at a GDC workplace:
    - a. A list of hazardous chemicals to which they may be exposed while on the job site; and
    - b. A list of any precautions the contractor's employees may take to lessen the possibility of exposure by usage of appropriate protective measures.
  2. The workplace manager will be responsible for contacting each contractor before work is started to gather and disseminate any information concerning chemical hazards that the contractor is bringing to the GDC workplace.

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3. Documentation concerning chemical hazard information shall be given to the contractor and obtained from the contractor, will be filed with the work contract, and a copy will be maintained by the facility safety officer.
  4. Each workplace manager shall forward, during December and June each year, a list of new chemicals added since the last submission to the GDC Right to Know Coordinator. Only new workplaces shall submit a complete list for their first submission, then an updated list thereafter.
  5. Each workplace manager shall ensure that employees are made aware of and properly trained in the uses and hazards associated with chemicals to which they are exposed in their workplaces before their initial assignment and when new hazards are introduced into the work area. Additionally:
    - a. Employees must understand that they are exposed to hazardous chemicals;
    - b. Employees must understand that labels and SDSs can provide them with information on the hazards of a chemical and should be consulted when needed;
    - c. Employees must have a general understanding of what information is provided on labels and SDSs, and how to access them;
    - d. Employees must be aware of the protective measures available in their workplaces, how to use or implement these measures, and whom they should contact if an issue arises;
    - e. Employee training on and notification of the use of hazardous chemicals in the workplace must be documented in each employee's personnel file; and
    - f. Employees and offenders at each workplace within GDC must be provided with personal protective equipment as required in each work environment and receive adequate training on the use and maintenance of such equipment. O.C.G.A. § 45-22-8.
- F. **Container Labeling:** Chemical manufacturers and importers are required to evaluate the hazards of the chemicals they produce or import and prepare labels and SDSs to convey the hazard information. The manufacturer, importer, or distributor shall ensure that each container of hazardous chemicals is labeled, tagged, or marked in accordance with this SOP and in a manner which does not

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conflict with the requirements of the Hazardous Materials Transportation Act (49 U.S.C. § 1801 *et seq.*) and regulations issued under that Act by the Department of Transportation. Hazards not otherwise classified do not have to be addressed on the container. The information shall be prominently displayed, in English (other languages may also be included if appropriate), and must be located together on the tag.

1. The following information shall be provided:

- a. Product identifier;
- b. Signal word;
- c. Hazard statement(s);
- d. Pictogram(s);
- e. Precautionary statement(s); and
- f. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

2. Bulk Shipments of Hazardous Chemicals: The HCS requires either labeling the immediate container with hazard information or transmitting the required label with shipping papers, bills of lading, or by other technological or electronic means so that it is immediately available to workers in printed form on the receiving end of a shipment. The HCS requirements for shipped material apply independently of whether the same material is subject to HMR labeling requirements during transportation.

3. Solid Materials:

- a. The required label may be transmitted to the customer at the time of the initial shipment or with the safety data sheet that is to be provided prior to or at the time of the first shipment, and need not be included with subsequent shipments to the same employer unless the information on the label changes for solid metal (such as a steel beam or a metal casting), solid wood, or plastic items that are not exempted as articles due to their downstream use, or shipments of whole grain;

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- b. This exception to requiring labels on every container of hazardous chemicals is only for the solid material itself, and does not apply to hazardous chemicals used in conjunction or known to be present with the material and to which employees handling the items in transit may be exposed (for example, cutting fluids or pesticides in grains).
4. Workplace Labels:
- a. GDC shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged, or marked with the information listed in section F(i)-(vi) above or the product identifier and words, pictures, symbols, or a combination thereof, that provide at least general information regarding the hazards of the chemicals, and that, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.
  - b. The employer shall not remove or deface existing labels on incoming containers of hazardous chemicals, unless the container is immediately marked with the required information.
  - c. If an employer has an in-plant or workplace system of labeling that meets the requirements of HazCom 1994, the employer may continue to use this system in the workplace if this system, in conjunction with other information immediately available to the employees, provides the employees with the information on all the health and physical hazards of the hazardous chemical. The workplace label systems may need to be updated to make sure the information is consistent with any new classifications.
  - d. This workplace labeling system may include signs, placards, process sheets, batch tickets, operating procedures, or other such written materials to identify hazardous chemicals.
  - e. Any of these labeling methods or a combination thereof may be used instead of a label from the manufacturer, importer, or distributor if the alternative method identifies the containers to which it is applicable and conveys all of the information required for employees to have immediate access to all of the information about the hazards of the chemical, and

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the written materials are readily accessible to the employees in their work areas throughout each work shift.

- f. Workplace labels or other forms of warning must be legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift. Employers with employees who speak other languages may add the information in such employees' languages to the material presented, as long as the information is presented in English as well.
- g. Employers may use additional instructional symbols on workplace labels that are not included in OSHA's HCS pictograms. An example of an instructional pictogram is a person with goggles denoting that goggles must be worn while handling the given chemical. Including both types of pictograms on workplace labels is acceptable. The same is true if the employer wants to list environmental pictograms or personal protective equipment pictograms from the HMIS to identify protective measures for those handling the chemical. If the employer chooses to use the official pictograms on the workplace (or in-plant) labels, these pictograms may have either a black or red border.
- h. Employers may continue to use rating systems such as National Fire Protection Association (NFPA) diamonds or HMIS requirements for workplace labels as long as they are consistent with the requirements of the HCS and employees have immediate access to the specific hazard information as discussed above. An employer using NFPA or HMIS labeling must, through training, ensure that its employees are fully aware of the hazards of the chemicals used.
- i. Employers who become newly aware of any significant information regarding the hazards of a chemical shall revise the labels for the chemical within six months of becoming aware of the new information, and shall ensure that labels on containers of hazardous chemicals shipped after that time contain the new information. If the chemical is not currently produced or imported, the chemical manufacturer, importer, distributor, or employer shall add the information to the label before the chemical is shipped or introduced into the workplace again.

G. GDC Workplace Labeling System:

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1. The Business Manager (purchasing agent) at each workplace, or his/her designee, will verify that all containers received for use are:
  - a. Clearly labeled as to the containers contents;
  - b. Note the appropriate hazard statement;
  - c. List the name and address of the manufacturer; and
  - d. If all of the above are not present, ensure that it is corrected.
2. If SDSs are not available at the work area, or new chemicals in use do not have a SDS, the Safety Officer or Business Manager should be contacted immediately. If a copy of the SDS is not available from the Right to Know Coordinator, a request in writing for the SDS should be forwarded immediately to the vendor, distributor, or manufacturer.
3. The Business Manager or designee and the Safety Officer shall assist with labeling as needed. All information for labels should come from the supplier's original label and/or from the SDS.
4. If an employee transfers hazardous chemicals from a labeled container to a portable container, such as a mop bucket that is intended only for immediate use by the employee or offender who performs the transfer, then a label is not required for the portable container.
5. The supervisor in each work area will ensure that all secondary (portable) hazardous chemical containers requiring labels are labeled with either an extra copy of the original manufacturer's label or a GDC approved generic label containing the following information:
  - a. Signal Word (WARNING or DANGER)
  - b. Product Identifier
  - c. Precautionary Statement
  - d. Hazard Statement assigned to the Hazard Classification (example of Hazard Classification is flammable solid, carcinogen, or oral acute toxicity, etc.)



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- e. In-house part number (if applicable)
- f. Designated Pictogram
- g. First Aid Information and Name, address and phone number of the responsible party.

H. Training:

1. The GDC Director of Professional Development is responsible for development, delivery, and content of the training program for paid employees. General instruction/presentation techniques will be developed by Staff Training for designated institutional personnel who will deliver and document specific training for offenders. Staff Training personnel, including institutional trainers, will not be utilized to train offenders. Each workplace manager will ensure that all elements of the training program are carried out. See OCGA § 45-22-8 and DOL Rule 300-3-19-.03.
2. All offenders will receive initial training at intake facilities during the normal diagnostic process or during orientation at the offender's assigned facility. Additional training concerning specific chemicals located at assigned work areas will be ensured by work area supervisor consistent with the following:
  - a. The Chemical and Sanitation Officer (Safety Officer) is responsible for conducting training for offenders and forwarding approved training documentation for placement in each inmate's institutional file;
  - b. Prior to starting work, every new offender will attend an orientation/training session and will receive information and training. Training must be provided in the same manner as that given to employees;
  - c. Training must include a lecture (explanation of Right to Know and Understand), video (general explanation), handouts, questions and answers session, additional training contingent on work assignment with Signed Acknowledgement Form.

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- d. After attending the orientation/training class, each offender will sign a form to verify that they attended the training, received appropriate written materials, and understood the GDC policies and procedures on Hazard Communication.

NOTE: Applicable to Offenders confined in state facilities only, County Institutions are exempt.

- 3. Right to Know and Understand training will continue as part of annual in-service training for every employee. Annual in-service will include lecture on the review of Right to Know and Understand, videos appropriate to work assignment, handouts appropriate to work assignment, questions and answers session, documentation of training.
- 4. Offenders will have training on an annual basis. This annual training will include lecture on Review of Right to Know and Understand, videos appropriate to work assignment, handouts appropriate to work assignment, questions and answers session, documentation by signed acknowledgement form.
- 5. All training sessions, for employees and offenders, will be conducted utilizing approved lesson plans containing all requirements and methods of documentation.
- 6. Documentation of employee (paid personnel) training will be furnished by roster as with any other training. A copy of the roster(s) will be retained at the workplace for a period of three (3) years.
- 7. The Director of Training will ensure that all required elements are included in the Right to Know and Understand training curriculum appropriate for management, supervisory, and other employees (including offenders). Prior to starting work, every new employee, including temporary employees and offenders, will attend an orientation/training session and will receive information and training. Training must be provided in the following manner:
  - a. Employees must be able to comprehend the information conveyed during the training. If an employee does not speak English and is given work instructions in a foreign language, then the training must be provided in that language.

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- b. If employees have low literacy, training must be provided so they can understand it (e.g. verbal instruction vs. reading documents).
  
- c. A self-paced, interactive, computer-based training can serve as a valuable training tool in the context of an over-all hazard communication training program. However, use of computer-based training by itself is not sufficient to meet the intent of the various training requirements. Employees must have the opportunity to ask questions and receive responses in a timely manner. Employees must be informed and trained on the following:
  - i. Employee rights under the Act including the required information they must be given;
  - ii. Any operations in their work area where hazardous chemicals are present, handled and/or produced; and
  - iii. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);
  - iv. The physical health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;
  - v. The measures employees can take to protect themselves from these hazards and how to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment;
  - vi. Specific procedures the GDC has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, Plans of Action per SOP 225.02 - Emergency Plans, and personal protective equipment to be used;

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- vii. Locations, availability, and details of GDC’s written HCS program, including the location of the required list(s) of hazardous chemicals and SDSs;
  - viii. How to read SDSs and labels;
  - ix. The differences between MSDSs and SDSs;
  - x. The order of hazard information and how employees can obtain and use the information;
  - xi. The standardized 16-section format of the SDS and the type of information that can be found in the various sections; and
  - xii. The types of information that will be seen on the new labels, including shipping containers, while ensuring employees understand that the lack of pictograms, hazard statements, etc., does not mean hazards do not exist (e.g. there are two signal words: ‘Danger’ means a more severe hazard while ‘Warning’ means a less severe hazard within a warning class);
  - xiii. The workplace labeling system used by GDC. (e.g., if the workplace labeling system includes HMIS or NFPA rating systems, workers must be trained to understand what these systems mean, how to utilize the information, etc.);
  - xiv. Emergency procedures; and
  - xv. Grievance procedures.
- d. After attending the orientation/training class, each employee will sign a form to verify that they attended the training, received appropriate written materials, and understood the GDC policies and procedures on hazard communication.
- e. Prior to a newly-identified physical or health hazard being introduced into any work area, or whenever a new chemical hazard the employee has not previously been trained on is introduced into their work area, each employee of that work area will be given the information outlined above. If any employee is transferred into a new work area where

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exposure to hazardous chemicals new to the employee can occur, that employee will receive additional training regarding those chemicals.

- f. Periodically, employees and offenders are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their work supervisor about hazardous chemicals to which they may be exposed during such activity. This information will include:
  - i. Specific chemical hazards;
  - ii. Protective/safety measures the employee can take; and
  - iii. Measures GDC has taken to lessen the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.
  
- g. All new employees including Administrators (executive staff, superintendents, etc.) and Supervisory staff (program managers, shop foremen, etc.) new (paid) employees, security and non-security will receive the following training requirements:
  - i. Lecture (explanation of Right to Know and Understand)
  - ii. Video - general explanation
  - iii. Handouts
  - iv. Question and answer session
  - v. Documentation – Roster
  
- h. In addition:
  - i. Security employees will receive additional training upon return to facility contingent on post assignment;
  - ii. Non-security employees will receive additional training upon return to facility contingent on work assignment.

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i. In-service training: (all employees)

- i. Annual in-service training
- ii. Lecture (Review of Right To Know and Understand)
- iii. Videos appropriate to work assignment
- iv. Handouts appropriate to work assignment
- v. Question and answer session
- vi. Documentation - Roster (in-service training)

**Note:** Employee training records shall be maintained by the Office of Professional Development.

- I. In addition to the training requirements outlined above, an information poster describing employees' (including offenders') rights under the Act shall be displayed at each GDC workplace. At those workplaces with geographically dispersed work areas, a poster shall be placed in each work area.

Posters containing required information may be obtained from the DOL or may otherwise be procured, but shall be worded pursuant to Attachment 2.

**V. Attachments:**

- Attachment 1 - Model Written Hazard Communication Program;
- Attachment 2 - It's the Law Poster;
- Attachment 3 - Acknowledgement Form; and
- Attachment 4 - Example of Pictograms

**VI. Record Retention of Forms Relevant to this Policy:**

Attachments 1, 2, and 4 shall be maintained as instructed within this policy until obsolete or replaced, then destroyed. Upon completion, Attachment 3 shall be placed in the offender's institutional file and maintained according to the retention schedule for that file.