



## Chemical Hazards and Harmful Physical Agents

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### Policy

The purpose of this notice is to inform you our company is complying with the Minnesota OSHA Employee Right-to-Know standard by providing you with training about the hazardous materials, harmful physical agents and infectious agents you are exposed to on the job. As part of this effort, we have compiled a list of the hazardous chemicals used in our clients' homes, collected material safety data sheets (MSDSs) from for these chemicals, received reference material about the other harmful agents employees are exposed to, ensured that containers are labeled.

This program applies to all work operations in our company where you may be exposed to hazardous substances, harmful physical agents or infectious agents under normal working conditions or during an emergency situation.

The Safety Coordinator is the program coordinator and has overall responsibility for the program. The Safety Coordinator will review and update the program, as necessary. Copies of the written program may be obtained from the Safety Coordinator.

With this program, you will be informed of the contents of the Minnesota OSHA Employee Right-to-Know standard, the hazardous properties of the chemicals you work with, safe handling procedures and measures to take to protect yourselves from these chemicals.

### ***Training***

Everyone who works with or is potentially exposed to hazardous chemicals, harmful physical agents or infectious agents will receive initial training about the Employee Right-to-Know standard and the safe use of those chemicals or agents prior to work assignment. A program has been prepared for this purpose and is outlined below. Whenever a new hazard is introduced, additional training will be provided. Training updates will be performed at least annually and may be brief summaries of information included in previous training sessions. The program coordinator is responsible for ensuring this training is provided.

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### **Training plan**

The employee right-to-know training will include:

- a summary of the standard and this written program;
- the chemical and physical properties of hazardous materials
- the physical hazards of chemicals (e.g., potential for fire, explosion, etc.);
- the name of the substance or agent and the level, if established, at which exposure to the hazard has been restricted according to standards adopted by the commissioner, or, if no standard has been adopted, according to guidelines established by competent professional groups;
- the health hazards, including signs and symptoms, associated with exposure to chemicals, harmful physical agents and infectious agents, and any medical condition known to be aggravated by exposure to these hazards;
- the procedures to protect against those hazards (e.g., use and maintenance of personal protective equipment; work practices or methods for proper use and handling of chemicals; and procedures for emergency response);
- the work procedures to follow to assure protection when cleaning up incidental spills and leaks of hazardous chemicals;
- the location in the facility where MSDSs, physical agent data sheets (PADSs) and infectious agents information can be found;
- instruction about how to read and interpret the information on labels, MSDSs and PADSs; and
- direction about how employees may obtain additional hazard information.

Records of training will be maintained for three years in the Communities of Care office and will include:

- the dates of training;
  - the name, title and qualifications of the person who conducted the training;
  - the names and job titles of the employees who completed the training; and
  - a brief summary or outline of the information that was included in the training session.
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### ***Hazardous Chemicals***

The Safety Coordinator has created the list of all hazardous substances and related work practices in the facility, and will update the list as necessary. The list of chemicals identifies all of the chemicals used in work areas. A separate list is available for each individual work area. Each list also identifies the corresponding Material Safety Data Sheet (MSDS) for each chemical. The master list of all chemicals used by employees can be found below:

- Bleach
- Control III

### ***Material Safety Data Sheets (MSDS)***

MSDSs provide you with specific information about the chemicals you use. The program coordinator will maintain a binder in the Communities of Care office and in each client home a MSDS about every substance on the list of hazardous chemicals identified in the workplace. The MSDSs will contain the information found on a fully completed OSHA Form 174 or its equivalent.

The program coordinator is responsible for acquiring and updating MSDSs. He or she will contact the chemical manufacturer or vendor if additional research is necessary. The Safety Coordinator should be notified of all new hazardous chemicals brought into the client home for employee use.

### **Labels and other forms of warning**

The program coordinator will ensure all hazardous chemicals in the facility are properly labeled and updated as necessary. Manufacturer's container labels should be left on the containers if possible and must list, at a minimum, the chemical's identity, the appropriate hazard warning, and the name and address of the manufacturer, importer or other responsible party.

If an employee transfers chemicals from a manufacturer's container into another container, the new container must have a label that identifies the chemical identity and any appropriate hazard warning. Immediate-use containers, which are containers of hazardous substances remaining under the control of one employee and that are emptied during the same work shift, need not be labeled.

### **Non-routine tasks**

When you are required to perform hazardous nonroutine tasks, a special training session will be facilitated by the Safety Coordinator to inform you regarding the hazardous chemicals you might be exposed to and the proper precautions to take to reduce or avoid exposure. MSDSs will be available about the hazardous chemicals used. The program coordinator is responsible for ensuring about this training is provided.

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### ***Harmful Physical Agents***

The has created a list of the harmful physical agents that are present in the workplace in amounts approaching regulatory limits through equipment use, product handling, etc. Heat, noise, and ionizing and non-ionizing radiation sources have been identified for each work area. Each list also identifies the corresponding physical agent data sheet (PADS) for each source. The master list of all physical agents can be found below.

- No evidence found for excessive noise, heat, or radiation at any COC worksite.

#### **Harmful physical agents information**

The program coordinator is responsible for acquiring a physical agent fact sheet (PADS) or comparable written information about the identified harmful physical agents employees may be exposed to in the course of assigned work. The PADS or other written information will be maintained in a binder in the Communities of Care office and in each client home.

#### **Labels and other forms of warning**

The program coordinator will ensure equipment or work areas that specifically generate harmful physical agents at a level that may be expected to approximate or exceed the permissible exposure limit or applicable action level are posted with the name of the physical agent and the appropriate hazard warning.

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