
HAZARD COMMUNICATIONS PROGRAM

Head Start of Washington County, Inc. has established a hazard communication program in order to comply with the provisions of the Maryland Access to Information about Hazardous and Toxic Substances Law and COMAR 09.12. Overall supervision of the program is the responsibility of the Human Resources Manager and Facilities Manager.

A Chemical Information list is maintained by the Human Resources Manager. Employees may request access to or a copy of the list by contacting the Facilities Manager or Human Recourse Manager. An updated Chemical Information list is submitted to the Maryland Department of the Environment every two years.

A Material Safety Data Sheet will be obtained for all known chemicals used by employees of HSWC, Inc. The MSDS will be made available to employees via the "Right to Know" stations at each site operated by HSWC, Inc. The MSDS information will be updated as necessary.

Chemicals used by employees must be kept in their original, labeled containers whenever possible. Chemicals transferred to portable containers for long-term use must be labeled to identify the chemical, the hazard warnings, and list the manufacturer name and address. If a chemical is transferred to portable containers for immediate use must be disposed of properly or returned to a labeled container immediately following use.

All employees will receive training's at orientation and annually thereafter on the hazard communication program and safety in the workplace as appropriate for their potential exposure. Employee training records will be kept at Memorial Blvd. Office.