

SAFETY/HAZARD COMMUNICATIONS TRAINING



Updated 08/29/2022 ¹

FACILITY ACCESS

- Keys and key cards are issued to you by the IT Department. Lost keys or key cards should be reported immediately to IT.
- If your employment has ended, you must return keys and key cards to IT and it is the supervisor's/manager's responsibility to ensure that they are returned.
- At the end of the business day, all doors should be locked and windows closed.
- Lower and shut blinds. Shut down computers and appliances in your work area.
- Receptionist(s) is/are responsible for locking external doors before leaving the agency.

Facility Access

If you have access to the agency after hours and/or weekends, you are responsible for ensuring building security. If a building is found with a door unlocked or a broken window, do not enter building alone. Notify the site manager immediately. If the building has been damaged, contact police.

Identification badges are to be worn by you and visitors at all HBH offices. Visitor ID badges will be given to individuals that are listed on the Meeting/Training Visitor sheet. These people may enter unescorted. If someone is not listed on a Meeting/Training visitor sheet, they must have an escort at all times.

HBH requires that all persons served have an authorization to secure emergency medical treatment on file.



OUT OF OFFICE

Best practices for when you are out of the office:

- Use the Simple In/Out
- Use the key fob in the agency vehicle
- Always make sure someone knows where you are going
- Make it clear that you have a schedule to keep and are expected elsewhere
- Remember to guard your privacy

Out of Office – Cont.

When providing in-home services, please follow these guidelines:

- Ask consumer(s) about weapons at your first meeting;
- If a person (other than consumer) is present and is not a known person to you, you should leave the premises;
- If a person appears to be under the influence of alcohol or drugs and you are concerned for your safety, leave immediately;
- Always be aware and checking for anything suspicious;
- As much as possible, make sure the individual receiving services isn't between you and an exit - always have a clear path to exit;
- Do not enter secluded areas of the home, such as private bedrooms, basements;
- If you're concerned about the individual receiving services bringing up allegations (e.g. sexual harassment), you should not enter the home without being accompanied by another employee;
- Report any incident immediately to your supervisor;
- Keep valuables out of sight;
- Park car in a legal, lighted space;
- Make sure you are dressed appropriately according to the dress code;
- In case of an emergency, do not hesitate to call for help.

CELL PHONE USAGE

If you need to make a call while driving:

- Cease driving;
- Pull off to the side of the road when safe to do so
- Engage your warning lights

If a call must be received while driving:

- Answer the call
- Make a short reply and indicating you are driving and will have to call back
- Proceed with instructions listed above



At no time should you be searching for phone numbers while driving, or taking your eye off of the road to either make a call or receive one.

Cell phone usage for personal reasons is prohibited by HBH while driving.

EMPLOYEE ILLNESS/ACCIDENT FORMS

Any time an event or exposure in the work environment caused or contributed to a condition

- An Illness/Accident form must be filled out and turn in to HR within 24 hours. (This is a separate form from the IR in ELMER)
- Speak with your supervisor and/or HR immediately.
- If you need medical attention, you or your supervisor must first speak with HR unless it is an emergency.

BLOODBORNE INFECTIOUS DISEASES - EXPOSURE CONTROL



HBH is committed to providing a safe and healthful work environment for you. In pursuit of this endeavor, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with MIOSHA rules 325.70001-70018.

BLOODBORNE INFECTIOUS DISEASES - PROGRAM ADMINISTRATION

- **Exposure Control** – Human Resources will provide you with a copy of the ECP free of charge and within 15 days of the request.
- **Engineering Controls and Work Practices** – Sharps disposal containers are inspected and maintained or replaced by every 90 days, as mandated by MIOSHA.

JOB RELATED INJURIES

- If you become injured on the job, please notify your supervisor immediately and/or a Safety Committee member of such incident. An Employee Accident form will need to be completed.
- If a consumer is involved, an Incident Report on ELMER must also be completed.
- You must notify Human Resources immediately of any medical expenses and potential lost time. Complete all applicable worker's compensation forms.
- If lost time occurs, you will be required to furnish a statement from your physician releasing you before you can return to work. You'll also need to notify HR of any restrictions you may have.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is provided to you at no cost.

- The types of PPEs available are as follows:
- disposable gloves
- eye protection
- disposable gowns
- resuscitation masks for CPR
- disposable masks.

A PPE bag is located in HBH vehicles used to transport clients and at each Agency site.



WHEN USING PPE, YOU MUST OBSERVE THE FOLLOWING PRECAUTIONS:

- Wash hands immediately or as soon as feasible;
- Remove PPE after it becomes contaminated and/or before leaving work;
- Used PPE may be disposed of in regular garbage or waterproof containers if it does not contain blood;
- Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or OPIM;
- Utility gloves may be decontaminated for reuse if their integrity is not compromised;
- Never wash or decontaminate disposable gloves for reuse;
- Wear appropriate face and eye protection when splashes, sprays, splatters, or droplets of blood pose a hazard to the face area;
- Immediately remove (or as soon as feasible) any garment contaminated by blood or OPIM.

HOUSEKEEPING/REGULATED WASTE

Regulated waste is placed in containers which are closeable, constructed to contain all contents and prevent leaks, and appropriately labeled or color coded.



LAUNDRY

The following laundry requirements must be met:

Handle laundry ASAP

Place wet laundry in a container before transportation



- Wear the following PPE when handling and/or sorting contaminated laundry:
- disposable gloves
- disposable gown
- Goggles
- mask (if appropriate)

INFECTIOUS AND BIOHAZARDOUS WASTE DISPOSAL

Purpose:

To prevent the accidental spread of blood borne pathogens



Definition:

Regulated waste means any of the following:

- Liquid or semi-liquid blood or other potentially infectious material;
- Contaminated items that would release blood if compressed;
- Items which are caked with blood that may be capable of releasing materials during handling;
- Contaminated sharps (needles, scalpels, broken glass)

Infectious and Biohazardous Waste Disposal – Cont.

Every two months, or as called, Star Industries will deliver a puncture-resistant container, red bags, and corrugated cardboard boxes that are all labeled with the biohazard symbol. All regulated waste that is being disposed of shall be placed in these closable, leak proof containers or bags. The containers are either color coded or bear the biohazard symbol.

Immediately after use, contaminated sharps shall be disposed of in puncture-resistant, disposable containers. These containers shall be easily accessible to you and shall be located in the immediate area of use.

You are required to wear gloves when handling infectious or biohazardous waste.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)



An automated external defibrillator (AED) is a medical device that contains a heart monitor and defibrillator that is used to administer an electric shock through a victim's chest wall to the heart when victim is experiencing sudden cardiac arrest(SCA).

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) – Cont.



The built-in computer determines whether defibrillation is needed and then administers a shock, if necessary.

HEPATITIS A&B VACCINATION

All HBH Employees are offered
Hepatitis A & B vaccinations



Post Exposure Evaluation and Follow Up

Should an exposure incident occur,
contact your supervisor.

The employee's health care provider
will conduct a confidential medical
evaluation and follow-up.

TUBERCULOSIS (TB) SKIN TESTS AND CHEST X-RAYS

- The Human Resource Department will notify you of when a TB skin test or chest x-ray is required. All new hires are required to have a TB skin test.
- The Human Resources office will provide employees with an annual questionnaire regarding possible exposure or symptoms. The questionnaires will be reviewed and signed off by a Registered Nurse. If you believe you have been exposed to TB, please contact your supervisor or the Human Resources office immediately.

ROAD EMERGENCIES

Agency Vehicles have first aid supplies and emergency guidelines. In case of a road emergency, stop the vehicle at once!

Dial 911

- Give your name and location of emergency
- If consumers are in the vehicle, state that you are an employee of HBH and there are consumers with disabilities aboard.
- State the number of passengers
- If injuries were sustained, ask for an ambulance
- Protect the passenger by administering CPR/First Aid
- Contact your supervisor

Stay CALM

HAZARD COMMUNICATION STANDARDS: *GLOBALLY HARMONIZED SYSTEM OF CLASSIFICATION AND LABELING OF CHEMICALS* (GHS)

To provide a common and coherent approach to classifying chemicals

- Reduce confusion and increase understanding of the hazards
- Facilitate training
- Help address literacy problems

CHEMICAL CLASSIFICATIONS

Chemicals will be classified using a harmonized system that provides standardized language for:

- Health Hazard Categories
- Physical Hazard Categories
- Environmental Hazard Categories*

*Not regulated by MIOSHA.



Chemical Classifications:

Health Hazards

Hazard Class	Hazard Category			
Acute toxicity	1	2	3	4
Skin Corrosion/Irritation	1A	1B	1C	2
Serious Eye Damage/Eye Irritation	1	2A	2B	
Respiratory or Skin Sensitization	1			
Germ Cell Mutagenicity	1A	1B	2	
Carcinogenicity	1A	1B	2	
Reproductive Toxicity	1A	1B	2	Lactation
Specific Target Organ Toxicity – Single Exposure	1	2	3	
Specific Target Organ Toxicity – Repeated Exposure	1	2		
Aspiration	1			
Simple Asphyxiants	Single Category			

Chemical Classifications: Physical Hazards

- Explosives
- Flammable Aerosols
- Oxidizing Gases
- Gases under Pressure
 - Compressed Gases
 - Liquefied Gases
 - Refrigerated Liquefied Gases
 - Dissolves Gases



Chemical Classifications:

Physical Hazards (continued)

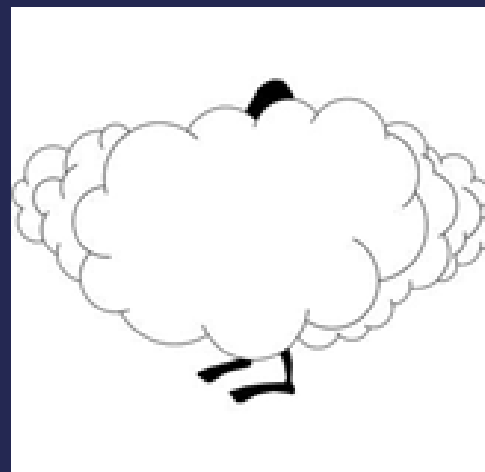
- Flammable Liquids
- Flammable Solids
- Self-Reactive Chemicals
- Pyrophoric Liquids
- Pyrophoric Solid
- Pyrophoric Gases
- Self-heating Chemicals
- Chemicals, which in contact with water, emit flammable gases



Chemical Classifications:

Physical Hazards (continued)

- Oxidizing Liquids
- Oxidizing Solid
- Organic Peroxides
- Corrosive to Metals
- Combustible Dusts



Chemical Classifications:

Physical Hazards

Hazard Class	Hazard Category						
Explosives	Unstable Explosives	Div 1.1	Div 1.2	Div 1.3	Div 1.4	Div 1.5	Div 1.6
Flammable Gases	1	2					
Flammable Aerosols	1	2					
Oxidizing Gases	1						
Gases under Pressure Compressed gases Liquefied gases Refrigerated liquefied gases Dissolved gases	1						
Flammable Liquids	1	2	3	4			
Flammable Solids	1	2					
Self-Reactive Chemicals	Type A	Type B	Type C	Type D	Type E	Type F	Type G
Pyrophoric Liquids	1						
Pyrophoric Solids	1						
Pyrophoric Gases	Single Category						
Self-Heating Chemicals	1	2					
Chemicals in which contact with water emit flammable gases	1	2	3				
Oxidizing Liquids	1	2	3				
Oxidizing Solids	1	2	3				
Organic Peroxides	Type A	Type B	Type C	Type D	Type E	Type F	Type G
Corrosive to Metals	1						
Combustible Dust	Single Category						

Labels

There are several new label elements:

- Symbols called “Pictograms”
- Signal Words
- Hazard Statements
- Precautionary Statements
- Product Identification
- Supplier/Manufacturer Identification

SAMPLE LABEL

PRODUCT IDENTIFIER

CODE _____
Product Name _____

SUPPLIER IDENTIFICATION

Company Name _____
Street Address _____
City _____ State _____
Postal Code _____ Country _____
Emergency Phone Number _____

PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measure against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear Protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of fire: use dry chemical (BC) or Carbon dioxide (CO₂) fire extinguisher to extinguish.

First Aid

If exposed call Poison Center.
If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

HAZARD PICTOGRAMS



SIGNAL WORD

Danger

HAZARD STATEMENT

**Highly flammable liquid and vapor.
May cause liver and kidney damage.**

SUPPLEMENTAL INFORMATION

Directions for use

Fill weight: _____ Lot Number _____

Gross weight: _____ Fill Date: _____

Expiration Date: _____

Labels: Shipping

Effective June 1, 2015 all shipping labels will be required to have all GHS label elements



Shipping Container Label (55 gallon/200 liter drum)	
PRODUCT IDENTIFIER	
CODE _____	
Product Name _____	
SUPPLIER IDENTIFICATION	
Company Name _____	
Street Address _____	
City _____ State _____	
Postal Code _____ Country _____	
Emergency Phone Number _____	
PRECAUTIONARY STATEMENTS	
Keep container tightly closed. Store in cool, well ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measure against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear Protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified.	
In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO ₂) fire extinguisher to extinguish.	
First Aid	
If exposed call Poison Center. If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.	
SIGNAL WORD Danger	
HAZARD STATEMENT Highly flammable liquid and vapor.	
SUPPLEMENTAL INFORMATION	
Directions for use _____ _____ _____	
Fill weight: _____	Lot Number _____
Gross weight: _____	Fill Date: _____
Expiration Date: _____	
Pictograms within DOT label	
DOT Shipping Flammable liquids, toxic, n.o.s. (contains XYZ) UN 1992	

Transport "Pictograms"



Flammable Liquid Flammable Gas
Flammable Aerosol



Flammable solid Self-Reactive Substances



Pyrophorics (Spontaneously Combustible)
Self-Heating Substances



Substances, which in contact with water,
emit flammable gases (Dangerous When
Wet)



Oxidizing Gases Oxidizing Liquids
Oxidizing Solids



Explosive Divisions 1.1, 1.2, 1.3



Explosive Division 1.4



Explosive Division 1.5



Explosive Division 1.6



Compressed Gases



Acute Toxicity (Poison): Oral, Dermal,
Inhalation



Corrosive



Marine Pollutant



Organic Peroxides

Labels: Pictograms

- There are 9 pictograms. Only 8 are regulated by MIOSHA
 - Health Hazards
 - Physical Hazards
 - Environmental Hazards (Regulated by DEQ)

DEQ



Labels: Pictograms – Health Hazards



Acute toxicity (Severe)

Acute = short-term effect



Acute toxicity (Less Severe):

Irritant

Dermal sensitizer

Acute toxicity (harmful)

Narcotic effects

Respiratory tract irritation

Labels: Pictograms – Health Hazards (continued)



Skin corrosion
Serious eye damage/
Eye irritation



Carcinogen
Respiratory sensitizer
Reproductive toxicity
Target organ toxicity
Mutagenicity
Aspiration Hazard

Labels: Pictograms – Physical Hazards



Explosives
Self reactives
Organic peroxides



Flammables
Self reactives
Pyrophorics
Self heating
Emits flammable gas
Organic peroxides

Labels: Pictograms – Physical Hazards (continued)



Corrosive to Metals



Oxidizer



Gases under Pressure

Labels: Signal Word

These are words used to indicate the severity of the hazard and alert employees to the potential hazard.

Only 2 signal words will appear:

- **“DANGER”** (more severe hazard)
- **“WARNING”** (less severe hazard)

Not all labels will have a signal word. Some chemicals are not hazardous enough to require that a signal word appear on the label.

Labels: Hazard Statement

There are specific hazard statements that must appear on the label based on the chemical hazard classification.

Examples:

- Flammable liquid and vapor
- Causes skin irritation
- May cause cancer

Safety Data Sheets

- Under the new Haz Com Standard, Material Safety Data Sheets (MSDS) are now called Safety Data Sheets (SDS).
- All SDSs will have a consistent 16-section format.
- Employers must ensure that SDSs are readily accessible to employees.



WRITTEN HAZARD COMMUNICATION

- HBH will rely on Safety Data Sheets (SDS) obtained from product suppliers to meet hazard determination requirements.
- You are responsible for ensuring that all portable containers used in your work area are labeled with the appropriate identity and hazard warning.
- A designee at each site is responsible for compiling and maintaining the master SDS file.
- Joanne Pratt is responsible for obtaining and distributing SDSs.
- The employer is prohibited from discharging, or discriminating against you if you choose to exercise your right to obtain information regarding hazardous chemicals used in the workplace.

Safety Data Sheets (SDSs)

New 16-section standardized SDS format required (ANSI Z400.1)

Section 1 – Identification

Section 2 – Hazard(s) identification

Section 3 – Composition / Information
on Ingredients

Section 4 – First-aid Measures

Section 5 – Fire-fighting Measures

Section 6 – Accidental Release
Measures

Section 7 – Handling and Storage

Section 8 – Exposure Controls /
Personal Protection

Section 9 – Physical and Chemical
Properties

Section 10 – Stability and Reactivity

Section 11 – Toxicological Information

Section 12 – Ecological Information*

Section 13 – Disposal Consideration*

Section 14 – Transport Information*

Section 15 – Regulatory Information*

Section 16 – Other information
including date of preparation of last
revision

*Sections outside of MIOSHA
jurisdiction but inclusion of
these sections is necessary for
a GHS compliant SDS

SAFETY DATA SHEETS – CONT.

- **Section 1 – Identification:**

- Identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier.

- **Section 2 - Hazards Identification:**

- Hazards of the chemical presented on the SDS
- Appropriate warning information associated with those hazards

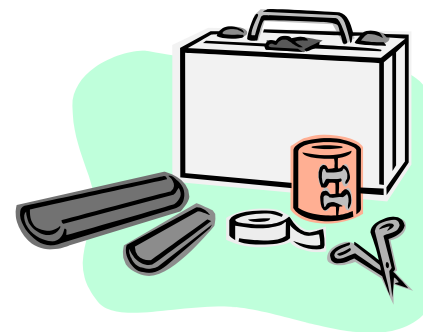
SAFETY DATA SHEETS – CONT.

Section 3 – Composition / Ingredients:

- Identifies the ingredient(s) contained in the product indicated on the SDS, including:
- impurities and stabilizing additives.
- information on substances, mixtures, and all chemicals where a trade secret is claimed.

Section 4 - First-Aid Measures:

- Describes the initial care that should
- be given by untrained responders to an
- individual who has been exposed to the chemical.



SAFETY DATA SHEETS – CONT.

Section 5 – Fire-Fighting Measures:

- Provides recommendations for
- fighting a fire caused by the
- chemical.



Section 6 - Accidental Release Measures:

- Provides recommendations:
- Appropriate response to spills, leaks, or releases, (e.g. containment and cleanup practices)
- Response for large vs. small spills, if different.

SAFETY DATA SHEETS – CONT.

Section 7 – Handling and Storage:

Provides guidance on the safe handling practices and conditions for safe storage of chemicals.

Section 8 – Exposure Controls /

Personal Protection:

Indicates the exposure limits, engineering controls, and personal protective measures that can be used to minimize worker exposure.



Safety Data Sheets – Cont.

Section 9 – Physical and Chemical Properties:

Identifies physical and chemical properties associated with the substance or mixture.



Section 10 – Stability and Reactivity

Describes the reactivity hazards of the chemical and the chemical stability information. Includes: reactivity, chemical stability, and others.

Safety Data Sheets – Cont.

Section 11 - Toxicological Information:

Identifies toxicological and health effects information or indicates is data unavailable.

Section 12 – Ecological Information*

Section 13 – Disposal Consideration*

Section 14 – Transport Information*

Section 15 – Regulatory Information*

*Sections are outside of MIOSHA jurisdiction but must be included for a GHS compliant SDS.

Safety Data Sheets – Cont.

Section 16 – Other Information

Indicates when the SDS was prepared or when the last known revision was made.

The SDS may also state where the changes have been made to the previous version.

REVISED POSTERS – MSDS TO SDS

This Workplace Covered by the Michigan Right To Know Law



Employers must make available for employees in a readily accessible manner, Safety Data Sheets (SDS)* for those hazardous chemicals in their workplace.

Employees cannot be discharged or discriminated against for exercising their rights including the request for information on hazardous chemicals.

Employees must be notified and given direction (by employer posting) for locating Safety Data Sheets and the receipt of new or revised SDS(s).

* When the employer has not provided a SDS, employees may request assistance in obtaining SDS from the:

Michigan Department of Licensing and Regulatory Affairs
Michigan Occupational Safety & Health Administration
General Industry Safety & Health Division
(517) 322-1831
Construction Safety & Health Division
(517) 322-1856
www.michigan.gov/miosha
MIOSHA/CET #2105 (Rev. 10/12)





LARA
LICENSING AND REGULATORY AFFAIRS
CUSTOMER DRIVEN. BUSINESS MINDED.

SDS(s) For This Workplace Are Located At

Location(s)

Location(s)

Person(s) responsible for SDS(s)

Phone

As Required by the Michigan Right To Know Law



TO BE POSTED THROUGHOUT THE
WORKPLACE NEXT TO SDS LOCATION POSTERS

New or Revised SDS

New or Revised Title	Receipt Date	Posting Date	Location of New or Revised SDS



LARA
LICENSING AND REGULATORY AFFAIRS
CUSTOMER DRIVEN. BUSINESS MINDED.

Michigan Department of Licensing and Regulatory Affairs
Michigan Occupational Safety & Health Administration
Consultation, Education & Training Division
(517) 325-1869



Paid in part with
Federal OSHA funds.
MIOSHA/CET #2106 (Revised 10/12)

For further information, visit our website at:
www.michigan.gov/miosha

SAFETY COMMITTEE MEMBERS:

LAURA BAILEY, DWIGHT ERICKSON, DEB PEAKE, COURTNEY GRANT, BETH SCHLISKA, JENNI SWEET, JOANNE PRATT, KAYLA DAVIS (AS OF DEC 2021)

A Safety Mailbox is provided at each HBH site, and a Safety Committee member will be assigned to check daily.

Employee Accident Report forms will be reviewed during Safety Committee Meetings to:

- Determine if policy/procedure was properly followed
- Determine the cause of the accident/illness
- Recommend/implement actions for improvement

Test

Upon closing this window, you will be brought to the test.