



CASPCA- Hazard Communication Program

The OSHA (Occupational Safety Hazard Administration) was founded to ensure that all chemicals used in as organization would be evaluated and that this information pertaining to these hazards would be passed on to employees and their staff. The goal is to reduce the number of chemically related occupational occurrences and injury's.

In order to comply with this standard, a written program has been established for the Charlottesville-Albemarle SPCA. Copies of this information will be available for review by employees, volunteers, and community service personnel in the following areas:

1. Shelter employee lounge
2. Veterinary clinic office-first door behind the front desk area

Basic components of this program include:

1. Hazards chemical inventory list (large blue notebook) this is a list of all known hazards.
2. Material Safety Data Sheets (MSDS) kept in labeled binders.
3. Labels and other forms of warnings.
4. Employee information and training.
5. Non-routine tasks
6. Unlabeled Pipes
7. On-site contactors
8. Program Review

During their orientation program, all volunteer community service personnel will be informed of the following.

1. An overview of the requirements of the Hazard Communication Standard
2. Location of the hazardous chemicals inventory list and the MSDS
3. Chemicals that may be present in certain areas
4. Potential dangerous effects of some of these chemicals
5. Need to report immediately to the shelter manager or volunteer coordinator and exposure of such chemicals to eyes or skin.
6. Personal protective equipment and location
7. All volunteer community service personnel **MUST** wear goggles while cleaning kennels.
8. Each volunteer community service personnel will sign an acknowledgement that they have received and understand this information.

A copy of the Hazard Communication Program Book is also available in the staff lounge, on the back shelf near the mailboxes. Please read this information. This book contains information on your Right to Know product labels and MSDS, recognizing hazardous materials, and what hazardous materials to which you could be exposed. Information has been provided to you in your orientation packet.

If you have any questions pertaining to this information, please contact the Building Administrator at ext. 249. or the Director of Operations at ext. 246.

Signature

Date