**P.6. Hazardous Material Handling, Storage, and Disposal Procedure**

1. Purpose: The purpose of this program element is to develop procedures used for identifying and controlling the receipt, handling, storage and disposal of hazardous chemicals and products containing hazardous chemicals.
2. Introduction: This directive contains requirements to prevent harm from the presence of hazardous materials. Included is the development of a chemical inventory, procurement of material safety data sheets (MSDS), training for employees in identifying hazardous materials, understanding possible exposures and routes of entry of the chemical into the body, knowledge of the signs and symptoms of overexposure and recommended first-aid procedures.
3. Procedure Elements:
   1. Hazard Assessment: Conduct an assessment to determine if a Hazardous Material Handling, Storage, and Disposal Procedure program and policy is needed for the agency.
      1. All agencies must be in compliance with the requirements of The Worker and Community Right to Know Act to ensure the health and safety of its employees.
      2. Survey all work locations to determine and identify how The Worker and Community Right-to-Know Act applies to your organization.
4. Applicable Standards: The following standards and support materials are available:
5. Management Directive 505.27 - The Worker and Community Right to Know Act.
6. The Pennsylvania Worker and Community Right to Know Act (Act 1984-159).
7. Commonwealth of Pennsylvania PSF-8, Compliance Materials for Public Sector Employees: Hazardous Substance Survey Form.
8. Commonwealth of Pennsylvania PFS-23, Compliance Checklist for Public Sector Employees.
9. Written Procedure: Develop a written procedure according to the assessment and needs of the organization. Ensure the procedure meets the requirements set forth in Management Directive 505.27 and the Pennsylvania Worker and Community Right to Know Act (Act 1984-159). The procedure may include, but is not limited to, the following:
10. Define and list the program responsibilities necessary to maintain compliance for the various levels of the organization (Upper Management, Supervisors, Right-to-Know Program Coordinator, Procurement, Employees, Etc.).
    1. Designate an agency Right-to-Know program coordinator and include their responsibilities in their job description.
11. The Employee Workplace Notice must be posted prominently at locations where employee notices are normally posted.
    * 1. An inventory must be completed annually on all hazardous substances and/or products stored or used in the workplace.
      2. Material Safety Data Sheets (MSDS) must be:
12. Obtained for all hazardous substances and/or products stored or used in the workplace.
13. Readily available to employees without intervention or permission of management or supervisors in the work area where the hazardous substance and/or product is stored or used.
14. Provided to the employee within five workdays upon written request.
    * 1. A workplace Hazardous Substance Survey Form (HSSF) is to be completed and posted by April 1 annually and must be immediately revised as soon as a new hazardous substance or product is stored or used in the workplace.
15. Agencies are required to use Option 1 for the completion of the HSSF, as outlined in the Department of Labor and Industry’s Worker and Community Right to Know Annual Compliance Document. Completion of Column C is required.
16. The Work Area List is to be a completed HSSF for that work area.
17. The completed HSSF is to be posted in all workplaces and work areas of the agency/field facility. If no hazardous substances are present in the workplace or work area, there is no requirement to post a HSSF.
    * 1. All containers and ports of pipelines of hazardous substances are to be properly labeled in accordance with *Section 6* *of the Act (35 P.S. §7306)* and *Chapter 309* (relating to labeling and substances). Containers and ports of pipelines containing non-hazardous substances do not need to be labeled.
18. Define the type of hazard warning system used in the workplace to identify the specific nature of the hazard arising from the substance in the container.
19. The hazard warning shall be given in conformity with one of the nationally recognized and accepted systems of providing warnings.
    * 1. No employee is to be discharged, disciplined, or discriminated against for exercising his or her rights granted under the act or the policies of this directive.
      2. Establish procedures for an employee’s reported incident with a hazardous substance or mixture.
20. The agency/field Personnel Officer should establish a separate, single personnel folder containing the employee’s name and social security number.
21. The folder should be designated as the Right to Know Health/Medical and Exposure folder and contain all documents pertinent to the incident.
22. The Right to Know Health/Medical and Exposure folder must be maintained for the duration of employment plus 30 years.
    * 1. Ensure the disposal of hazardous waste is in compliance with applicable local, state, and federal regulations.
      2. Ensure the proper storage requirements for the various hazardous substances maintained in the workplace are in compliance with the applicable local, state, and federal regulations.

# Training: Develop, provide, and document training as follows:

1. Initial training must be provided to all employees on the provisions of the act and their rights under the law as part of their new employee orientation.
2. A new employee shall be trained in regard to the hazardous substances or hazardous mixtures found in the work area before work begins and within 120 days of hire.
3. Annual training must be provided to those employees that have exposure to or work with chemicals and hazardous substances. The content of a training program shall include, as appropriate, the following information concerning the use of chemical, hazardous substances, or hazardous mixtures:
   * 1. The location.
     2. The properties.
     3. The chemical and common name.
     4. The acute and chronic effects.
     5. The symptoms arising from exposure.
     6. The potential for flammability, explosivity, and reactivity.
     7. Appropriate emergency treatment.
     8. Appropriate personal protective equipment and proper conditions for safe use.
     9. Emergency procedures for spills, leaks, fires, pipeline breakdowns or other accidents.
4. If necessary, additional instruction shall be provided if the potential for exposure to a hazardous substance is different from the training that was previously provided whether through job reassignment or the discovery of new and significant information concerning the hazardous substance.
5. Checklists and Forms: There may be the need to provide and/or develop checklists and forms to assist with the evaluation of needs for compliance with this program. These include, but are not limited to, the following:
6. Hazardous Substance Survey Forms (HSSF).
7. Environmental Hazard Survey Form (EHSF).
8. Material Safety Data Sheets (MSDS).
9. Chemical Inventory Forms.
10. Compliance Checklist for Public Sector Employees, PFS-23.
11. Right to Know Employee Workplace Notice, PFS-4.
12. Program Effectiveness Review and Response: The effectiveness of this program in preventing workplace injuries and illnesses should be evaluated at least annually with appropriate actions taken to address any program deficiencies found.

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