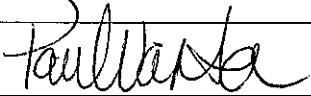


<b>Catholic Charities Disabilities Services</b>	
<b>Agency Standard and Procedure</b>	
<b>Standard Category</b>	Residential
<b>Standard Title</b>	Hazardous Chemical Communication
<b>Regulations</b>	29 CFR 1910.1200
<b>Original Issue Date</b>	04/15/2014
<b>Latest Revision Date</b>	02/09/2023 10/21/2025
<b>Number of Pages</b>	1
<b>Attachments</b>	
<b>Approved by:</b> Paula Warika, Executive Director	

**Standard:**

Catholic Charities Disabilities Services (CCDS) strives to ensure the safety of its entire staff. To ensure that information about the dangers of all hazardous chemicals used by CCDS is known, staff will be informed of the hazardous properties of chemicals with which staff work, safe handling procedures, and measures to take to protect staff from these chemicals.

**Procedure:**

- 1) All containers containing potentially hazardous chemicals will be clearly labeled as to contents, note the appropriate hazard warning, and list the manufacturer's name and address.
- 2) All secondary containers will be labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning.
- 3) Safety Data Sheets (SDSs) will be obtained for all potentially hazardous chemicals and will be kept in a binder at each residence. These SDSs will be readily available to all staff working at the residence.
- 4) Residential Program Managers for each residence or their designee will ensure that all containers are properly labeled and that SDSs are available.
- 5) As part of their annual precertification visit, staff from Quality Assurance will verify that containers are properly labeled and that SDSs are available.
- 6) All staff who work with or are potentially exposed to hazardous chemical will receive specific health and safety training during their initial orientation. This training will include information on the hazardous chemicals present at the work area, the physical and health risks of the hazardous chemicals, symptoms of over exposure, how to reduce or prevent over exposure, procedures to follow if staff are overexposed to dangerous chemicals, the location of SDSs and how to read labels and SDSs.
- 7) Prior to introducing a new potentially hazardous chemical into any residence, all staff at that residence will be given new information and training about the new chemical.

Standard: *Hazardous Chemical Communications, 2014.02.09.*