



Illinois Department of Corrections

Administrative Directive

Number: 05.02.115	Title: Hazard Communication	Effective: 12/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	05.02.115 effective 3/1/2021

Authority: 820 ILCS 255/	Related ACA Standards: 5-ACI-1D-10, 5-ACI-3A-41, 5-ACI-3B-01 – 03, 5-ACI-3B-05, 5-ACI-6A-17
Referenced Policies: 05.02.110	Referenced Forms:

I. POLICY

Hazardous substances shall be handled in a safe and secure manner and employees shall be afforded the rights established under the Illinois Toxic Substances Disclosure to Employees Act.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the responsibilities of staff concerning products and substances with physical or health hazards.

B. Applicability

This directive is applicable to all facilities and program sites within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Definitions

Employee – for purposes of this directive, means only those individuals who are directly employed by the Department.

Hazardous substance – any product or substance which may be a physical or health hazard as indicated on the label or safety data sheet or which may cause injury if used or stored in a manner inconsistent with product information.

Hazard warning – words, pictures, symbols, or combination thereof which convey physical or health hazards of products or substances.

Safety data sheet (SDS) – a document which discloses certain information on a product or substance including, among other things, product name, any physical or health hazards, and precautions for safe use and storage. An SDS may also be referred to as a material safety data sheet.

E. General Provisions

1. This directive applies to hazardous products or substances which are known to be present in the workplace and where employees may be exposed under normal conditions of use or a foreseeable emergency.

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2. The following are exempt from this directive:
 - a. Consumer products for employee personal use as long as they are used and stored in accordance with manufacturer recommendations;
 - b. Foods or cosmetics intended for personal use or consumption;
 - c. Any drug when it is in final form for direct administration (e.g., tablets or pills) and drugs which are packaged by the manufacturer for retail sale;
 - d. Tobacco or tobacco products;
 - e. Wood or wood products (wood or wood products treated with a hazardous chemical and which generate dusts when sawed or cut are not exempted);
 - f. Manufactured items which are not expected to pose physical or health hazards;
 - g. Ionizing and nonionizing radiation;
 - h. Biological hazards; and
 - i. Hazardous wastes.

F. Requirements

1. Toxic Substance Coordinator

The Chief Administrative Officer of each facility shall appoint a Toxic Substance Coordinator and at least one Assistant Toxic Substance Coordinator who shall be given the responsibility and resources to coordinate implementation of this directive.
2. Hazardous Substance Inventory
 - a. By October 1 of each year, supervisors shall identify hazardous products or substances currently being used, stored or produced in their work areas and forward a printed summary list to the Toxic Substance Coordinator.
 - (1) Summary lists shall identify work location(s), submittal date and affected products or substances.
 - (2) Supervisors shall retain controlled copies of summary lists for employee review and discard and replace lists annually.
 - b. After October 1 of each year, supervisors shall provide the Toxic Substance Coordinator with written notification any time a new hazardous product or substance is used, stored or produced in their work areas.
 - (1) Notifications shall identify work location(s), submittal date and affected products or substances.
 - (2) Supervisors shall retain copies of notifications along with copies of summary lists from Paragraph II.F.2.a. for employee review and discard any retained notifications when a subsequent annual list is created per Paragraph II.F.2.a.
 - c. By November 1 of each year, the Toxic Substance Coordinator shall create and print a

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simple alphabetical master listing of all hazardous products or substances identified from Paragraph II.F.2.a. The master list shall:

- (1) Identify the Toxic Substances Coordinator and date.
- (2) Be updated at least semi-annually to reflect any notifications received from Paragraph II.F.2.b.

- d. The Toxic Substance Coordinator shall retain and effectively organize annual lists and notifications received from Paragraphs II.F.2.a. and b. and alphabetical master lists from Paragraph II.F.2.c.
- e. Except for items covered by Paragraph II.E.2, contractors and other non-employees shall provide the Toxic Substance Coordinator with a listing of any hazardous product or substance introduced into a facility.

3. Safety Data Sheets

- a. A Safety Data Sheet (SDS) shall be retained prior to any hazardous product or substance being used, stored or produced at a facility. This requirement does not apply to items covered by Paragraph II.E.2.
- b. The Toxic Substance Coordinator shall create and maintain at least one controlled master SDS set with 24-hour emergency access.
 - (1) Master sets shall include copies of SDSs for all hazardous products or substances currently used, stored or produced at the facility.
 - (2) SDSs for products or substances no longer present at the facility may be excluded from master SDS sets as long as the SDSs are securely stored and accessible elsewhere at the facility.
- c. Non-emergency requests by an employee to view an SDS for a product or substance in their work area shall be accommodated in a timely manner.
- d. SDSs shall be retained for no less than 30 years after hazardous products or substances are no longer used, stored or produced at the facility.
- e. Except for items covered by Paragraph II.E.2, contractors and other non-employees shall provide the Toxic Substance Coordinator with an SDS for any hazardous product or substance introduced into a facility.

4. Labels and Other Forms of Warning

- a. All hazardous product or substance containers shall bear labels setting forth the name of the product or substance and required hazard warnings except as provided in Section II.F.4.b. and c. This includes secondary storage containers into which substances have been transferred.
- b. Point-of-use containers such as spray bottles into which diluted substances are transferred shall contain only amounts typically required during a shift. Container contents shall be disclosed through either of the following methods:

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- (1) For clear or opaque containers:
 - (a) Duplicated product labels applied to the container; or
 - (b) If specific hazard information is readily available (e.g, a product label or SDS), durable labels, tags or markings which show the product name and words, pictures, symbols or a combination thereof which convey general hazard information.
 - (2) For clear containers, duplicated product labels inserted into the container.
 - c. Signs, placards or operating instructions containing required label information may be posted in lieu of labels where a hazardous substance is contained in a stationary process container, such as a pipe, piping system, reaction vessel or storage tank. The following information shall be readily accessible if label alternatives are used:
 - (1) Identification of affected container(s).
 - (2) Hazardous substances contained within.
 - (3) Appropriate hazard warnings.
5. Hazard Communication Program
- a. Each facility shall develop and maintain a hazard communication program. The hazard communication program shall include or describe:
 - (1) Names of the Toxic Substance Coordinator and Assistant Toxic Substance Coordinator(s).
 - (2) The current summary list of hazardous substances from Paragraph II.F.2.c.
 - (3) How SDSs are acquired, maintained and accessed.
 - (4) Container labeling requirements and a description of any alternative notification systems for stationary process containers.
 - (5) Employee training requirements.
 - (6) How employees are informed of any hazards of non-routine tasks.
 - (7) How employees are informed of hazards of chemicals in unlabeled pipes or other stationary process containers in their work areas.
 - (8) The requirement that contractors are required to provide a listing of hazardous products or substances, SDSs and emergency procedure information for hazardous products or substances used by the contractor.
 - (9) How contractors and other non DOC personnel can access information on SDSs, contents of stationary process containers, and precautionary measures required during normal operations and in foreseeable emergencies.

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- b. Revisions or updates to the hazard communication program shall be the responsibility of the Toxic Substance Coordinator.
- c. At least one physical or electronic program copy shall be available for 24 hour employee viewing. At least one physical or electronic copy shall be available for training per Paragraph II.F.6. Physical copies shall be controlled and not removed from retention areas.
- d. Upon request, the Environmental Health Coordinator shall provide a template of a hazard communication program. The Environmental Health Coordinator shall review the template annually and provide Toxic Substance Coordinators with any necessary updates.

6. Employee Education and Training

- a. Employees who may be exposed to hazardous products or substances shall be provided with training before working at assignments involving potential exposure. Training shall include:
 - (1) A review of this directive and the hazard communication plan from Paragraph II.F.5.
 - (2) How to read labels and SDSs to obtain hazard information.
 - (3) An overview of physical and health hazards.
 - (4) How to determine the presence or release of hazardous substances.
 - (5) Examples of how to reduce or prevent exposure to hazardous chemicals, including through work practices, emergency procedures and use of personal protective equipment (PPE).
 - (6) Availability of SDSs per Paragraph II.F.3.b.
 - (7) How to determine which products or substances may be present in their work areas per Paragraphs II.F.2.a. and b.

NOTE: Training materials to support (2)-(5) above can be found in the training section of the template hazard communication program available from the Environmental Health Coordinator referenced in Paragraph II.F.5.d.

- b. Education and training shall be provided on an annual basis as long as employees remain potentially exposed to a hazardous product or substance.

7. Use, Storage and Disposal

- a. All hazardous products or substances shall be used, stored and disposed of according to label and SDS directions.
- b. The number of different products or substances shall be limited to the fewest required to accomplish a task. Preference shall be given to products which are safer relative to

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similar products.

- c. Bleach dilutions for point-of-use containers (e.g., spray bottles) shall be mixed on the same day that the containers are to be issued.
- d. A uniform inventory system for hazardous products or substances shall be specified through institutional directive or other written procedure. The system shall reflect amounts on hand, disbursements, initials of person issuing or inventorying, date of activity and any other relevant criteria.
- e. Inventory records shall be based on either or a combination of the following increments:
 - (1) Quarter container (for example, $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, 1).
 - (2) Full or partial container.
 - (3) Ounce and/or gallons.
- f. Inventory records shall be maintained within storage areas and not at the point of use.
- g. Individuals in custody with access to stored hazardous products or substances shall occur only under staff supervision.
- h. Individuals in custody required to use a hazardous product or substance shall be:
 - (1) Informed of the proper method for handling and use.
 - (2) Provided with PPE specified on the product label or SDS.
 - (3) Issued no more than the amount necessary to complete the work.
 - (4) Supervised while the work is being conducted.
- i. Subject to personal property restrictions, consumer products with any label use precautions or hazard warnings for personal use by individuals in custody shall be:
 - (1) Used in accordance with label directions.
 - (2) If available, of lower hazard relative to similar products.
 - (3) Exempt from hazardous substance inventory requirements following issuance or sale.
- j. Hazardous products or substances used frequently by health care or dental employees need not be placed in storage areas immediately following use as long as:
 - (1) Unauthorized access to the products or substances is prevented.
 - (2) Products or substances are not removed from work areas.
 - (3) Amounts or container sizes do not exceed that which is reasonable to perform the work.

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- (4) Products or substances are returned to appropriate storage areas following the day's use or prior to the end of the shift, whichever is sooner.

8. Fire Safety Emergency Procedures

- a. Each facility shall establish emergency procedures with local fire departments for potential hazardous substance related fires and accidents in accordance with Administrative Directive 05.02.110.
- b. Documentation shall be maintained concerning any refusal by a local fire department to enter into an agreement with respect to fire safety emergency procedures for potentially hazardous substances.
- c. Contractors shall be required to provide information on emergency response requirements for any hazardous products or substances introduced into a facility.

9. Correctional Industries

Correctional Industries shall provide an SDS for any product or substance which may present a physical or health hazard.
