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WORKPLACE HYGIENE AND MANAGEMENT

I. INTRODUCTION

During the course and scope of work, some employees may come into contact with hazardous substances. The purpose of this regulation is to minimize and where possible, prevent occupational exposure to those hazardous substances through the anticipation, recognition, evaluation and control of potential health hazards employees may be exposed to. This regulation will also identify means to manage hazardous substances and hazardous wastes that departments may create or encounter. Employees should also refer to other applicable safety regulations.

II. EXPOSURE ASSESSMENT

Risk and Safety Services is available upon request to assist departments with anticipating, identifying, and evaluating hazardous substances in the workplace. When hazardous substances such as asbestos, heavy metals, formaldehyde, etc. are present in the workplace, supervisors shall notify Risk and Safety Services for evaluation of exposure. Risk and Safety Services will perform and coordinate employee exposure assessments to hazardous substances in the work place, when necessary.

Following the results of an exposure assessment, Risk and Safety Services will consult with departments, supervisors, and employees on the outcome of the evaluation and work with departments to identify appropriate control measures to minimize employee exposure to hazardous substances. For some hazardous substances used in the workplace, additional programs may be necessary.

III. GOOD HYGIENE PRACTICES

To prevent unintentional contamination or exposure to hazardous substances employees are expected to:

- A. Never touch, smell or taste chemicals;
- B. Avoid eating, drinking, gum chewing, applying cosmetics, and handling contact lenses in laboratories or where hazardous substances are located;
- C. Avoid storing, handling, preparing, or consuming food or beverages in areas that could be contaminated with hazardous substances (e.g. a specimen refrigerator);
- D. Clean areas of skin (hands, arms, etc.) that are exposed to harmful substances or soiled from routine work;
- E. Never use mouth suctioning for pipetting or starting a siphon;
- F. Confine loose hair and clothing and wear closed-toed shoes;
- G. Maintain good housekeeping of their work areas; and
- H. Avoid wearing contaminated personal protective equipment (PPE) outside of where the work that necessitates its use is being performed (e.g. remove

lab coats before sitting down to write a report, or remove nitrile gloves used to protect a worker at a parts washer before opening a door). Remove significantly contaminated PPE immediately and don new PPE.

Risk and Safety Services is available to consult with departments on hygiene practices specific to the business they conduct.

IV. ASBESTOS

Immediately contact Public Works Environmental and Risk and Safety Services after any accidental, suspected, or known asbestos release episode. This may include presence of debris on the floor, water or physical damage to asbestos-containing material or any other evidence of possible fiber release.

IV. HAZARDOUS MATERIAL STORAGE AND DISPOSAL

This section is meant to provide guidelines to assist City departments and facilities manage their hazardous materials and hazardous waste safely and properly.

A hazardous material can be any item or agent (biological, chemical, and physical) which has the potential to cause harm to humans, animals or the environment, either by itself or through interaction with other factors. A hazardous waste is any hazardous material that has reached the end of its useful life, it will not be used or it will be discarded. Examples of hazardous waste include most paint products; solvents; aerosols; batteries (except alkaline); many cleaning products; lawn care products; pesticides; fluorescent light bulbs; petroleum products; old thermometers; and old computer monitors or televisions.

All City departments are responsible for collecting any hazardous wastes they produce and arranging for their proper disposal. Hazardous wastes shall not be thrown in the garbage, washed down the drain or released into the environment. Hazardous wastes shall not be stockpiled; arrangements for proper disposal should be made within two weeks from the time the waste was generated. Each facility should limit the creation of hazardous waste by purchasing bio-degradable or non-hazardous products, and avoid using products containing extremely hazardous chemicals, when possible.

A. Hazardous Material or Waste Storage

Facility managers or supervisors should ensure that all hazardous materials and wastes are stored in their original containers if possible, and when possible in containers not larger than five gallons. All containers, including secondary containers, shall be labeled properly (See the Chemical Hazard Communication Regulation for additional details and requirements). Waste containers should be labeled with the date and a description of the waste. Facilities should keep an inventory of the waste and never accumulate more than 220 pounds at any given time. Containers that are used for storage should be in good condition, sturdy, and stored with their lids closed. Facilities should designate specific locations for storage of hazardous material or waste. Ideal locations are low traffic areas, away from heat/ignition sources, away from storm drains or bodies of water, and inside or under a shelter of some type. These locations should not allow the material or waste to spoil or freeze. For containers that are 55 gallons or

more, secondary containment should be utilized. Facilities should avoid overstocking hazardous material.

- B. **Items Containing Mercury, i.e. Fluorescent Light Bulbs**
Many City facilities use light bulbs (compact and tubes) and other items which contain a small amount of mercury. These bulbs are a Universal Hazardous Waste and a warning sign shall be posted where they are stored. If a fluorescent bulb breaks, leave the area, do not let others enter, and contact the Public Works Environmental immediately for proper clean up procedures.

Departments should refer to manufacturer's recommendations for proper disposal of light bulbs.

- C. **Hazardous Material or Waste Spills**
To prepare for workplace spills of hazards materials or wastes, have a properly stocked spill kit available. The type of spill kit a facility needs depends on the amount and type of hazardous materials located at the facility. Contact Public Works Environmental for assistance with selection of a spill kit. Employees should only respond to spills such as used oil or other petroleum products, coolants or solvents. Spills of hazardous material beyond the training and capabilities of the employee should not be cleaned up by employees. Employees should contact 9-1-1 under these circumstances.
- D. **Disposal of Hazardous Materials or Waste**
Most wastes can be taken to the hazardous Waste Facility at the Ada County Landfill for proper disposal or recycling. Upon request, Public Works Environmental is available to assist departments with disposal of any hazardous waste from their facilities. If a supervisor chooses to have an employee transport the waste to the Hazardous Waste Facility, the employee shall ensure that the waste is secure in the vehicle and cannot spill. Prior to transporting the waste, notify Public Works Environmental of the inventory to be disposed of. Employees should not transport hazardous waste or materials if they feel it is not safe to do so.
- E. **Structure Renovation and Demolition**
Building renovation and demolition can create hazardous wastes such as asbestos, lead-based paint, and PCB light ballasts, which need to be removed prior to commencing work. Employees shall contact Public Works Environmental prior to building demolition or renovation.