

HAZARD COMMUNICATION PLAN
The County of Cumberland, NJ

HAZARD COMMUNICATION PLAN

Prepared for:

The County of Cumberland, NJ

Reviewed by (print name): Paige Desure

Signature:  Date: 4/10/25

HAZARD COMMUNICATION PLAN
The County of Cumberland, NJ

TABLE OF CONTENTS

PURPOSE3

RESPONSIBILITIES3

CHEMICAL INVENTORY6

LABELS AND OTHER FORMS OF WARNING6

SAFETY DATA SHEETS AND HAZARDOUS SUBSTANCE FACTS SHEETS7

EMPLOYEE INFORMATION AND TRAINING.....8

NON-ROUTINE TASKS9

CHEMICAL SPILL EMERGENCY RESPONSE.....9

APPENDIX A: RIGHT TO KNOW BROCHURE.....10

HAZARD COMMUNICATION PLAN

The County of Cumberland, NJ

PURPOSE

To protect employees from injury and illness caused by hazardous chemicals, establish a program and procedures for informing employees about the use of hazardous chemical products at the County of Cumberland

The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) 29 CFR 1910.1200, the NJPEOSH Hazard Communication Standard N.J.A.C. 12:100-7, and the New Jersey Worker and Community Right to Know Act N.J.S.A. 34:5A-1 call for the development of a hazard communication program when employees may be exposed to any chemical in the workplace under normal conditions of use or in a foreseeable emergency. This program has been developed to comply with the requirements of the above occupational chemical safety regulations.

RESPONSIBILITIES

The Hazard Communication Team is comprised of the Personnel Director, the Purchasing Agent, the Director of Training and Development, the Director of Public Works, and County of Cumberland Department Heads and Employees.

The Personnel Director will serve as the Coordinator for the County's Hazard Communication Program.

Contact Information:

Paige Desiere, Personnel Director
paigede@cumberlandcountynj.gov
856-453-2120

The Purchasing Agent will serve as the Coordinator for the County's Right-to-Know (RTK) program.

Contact Information:

Dave DeWoody, Purchasing Agent
davidde@cumberlandcountynj.gov
856-453-2130

Purchasing Agent:

- Serves as the County's Employer Responsible Right-to-Know Official (ERRO) responsible for completion and submission of the annual RTK Survey.
- Maintains and makes available to all employees a Central File of the RTK Survey, Material Safety Data Sheets (MSDS), and Hazardous Substance Fact Sheets.

HAZARD COMMUNICATION PLAN

The County of Cumberland, NJ

- Ensure employees have access to online information on chemical hazards at their workplace.
- Ensure compliance with applicable laws and regulations
- Serves as the point of contact for chemical safety information.

Personnel Director or designated individual:

- Develops and evaluates the effectiveness of the written hazard communication program and updates as necessary.
- Implements the hazard communication program.
- Provide Departments Heads with information on required employee training and where and how to obtain information.
- Maintain records of training programs.
- Maintains medical and exposure records (29 CFR 1910.20)

Public Works Director:

- Ensure a safe environment by implementing appropriate safety procedures and addressing potential hazards related to chemical use in all County buildings.
- Ensure Public Works employees are only stocking and utilizing containers that are labeled, tagged or marked properly.
- Ensure Public Works employees have access to chemical information, including Safety Data Sheets and HSFS for any building in which they have access.
- Inform contractors of any hazardous chemicals that the contractors' employees may be exposed to while performing work on County property, work practice control measures to be employed by the contractor, personal protective equipment to be worn by the contractors' employees, and any other precautionary measures
- Advise contractors that they must comply with all OSHA standards while working on County property.
- Ensure that County employees and vendors are not exposed to safety, health, and chemical hazards.

HAZARD COMMUNICATION PLAN

The County of Cumberland, NJ

- Inform contractors of the workplace labeling system and the location of SDS and HSFS for any chemical to which contractors' employees may be exposed to while performing their work.
- In conjunction with the Office of Emergency Management, have procedures in place to respond to chemical spills or emergencies. Report medical and exposure occurrences following County incident reporting procedure.

Department Heads:

- Ensure that employees have access to chemical information, including Safety Data Sheets, HSFS and physical location of the hard copy of the building RTK Survey.
- Coordinates with ERRO the need to obtain/upload new SDS Sheets to the Velocity EHS Database
- Ensure a safe work environment by implementing appropriate safety procedures and addressing potential hazards related to chemical use.
- Ensure that all containers are labeled, tagged or marked properly.
- Reviews incoming hazardous chemicals to verify correct labeling and that the product SDS is on file.
- Properly select, purchase, and assign personal protective equipment.
- In conjunction with the Office of Emergency Management and the Department of Public Works, have procedures in place to respond to chemical spills or emergencies. Report medical and exposure occurrences following County incident reporting procedure.
- Educate staff on any new chemical product obtained after the prior survey.
- Ensure employees complete mandatory training.
- Provide remedial training to employees to correct deficiencies in knowledge of chemical usage or procedures.

Employees:

- Understand the hazards of the chemicals they handle and follow safe work practices.
- Identify and report any safety concerns to their supervisor.

HAZARD COMMUNICATION PLAN

The County of Cumberland, NJ

- Read container labels and Safety Data Sheets, and HSFS as necessary.
- Follow the manufacturer's instructions and warnings pertaining to chemical handling and usage.
- Notify the supervisor of torn, damaged or illegible labels or unlabeled containers.
- Use controls and/or personal protective equipment provided by their Employer to minimize exposure
- Properly caring for personal protective equipment, including routine care and cleaning, storage, and replacement.
- Complete all mandatory trainings.

CHEMICAL INVENTORY

Each County building that uses or stores hazardous chemical products will maintain a physical copy of their annual survey stored in a readily accessible area. In locations that have more than one Department, the survey will be conducted in a designated Department.

(e.g., Department of Public works for the County's 800 Complex).

Copies of the County's Right to Know Annual Survey are available in the Central File which is located at The Cumberland County Purchasing Department and via an online database at the NJ Department of Health as reported annually.

Inventories will contain the product name or identifier that is referenced on the appropriate Safety Data Sheet and the location or work area where the chemical is found. The inventory also contains the respective hazardous chemical name and the CAS number for the product. This list will be updated annually and whenever a new chemical is introduced to the workplace.

LABELS AND OTHER FORMS OF WARNING

The standard purchasing procedure is to seek NJ compliant labeling from the manufacturer/distributor for chemical products.

All Bids & RFP's issued by the County contain standard clauses relative to the NJ Right to Know Program as follows:

NEW JERSEY WORKER AND COMMUNITY RIGHT TO KNOW ACT All direct use containers shall bear a label indicating the chemical name(s) and Chemical Abstracts Service number(s) of all hazardous substances in the container, and all other substances which are among the five most predominant substances in the container, or their trade secret registry number(s). (N.J.A.C. 8:59-5) or adhere to the requirements of The Globally

HAZARD COMMUNICATION PLAN

The County of Cumberland, NJ

Harmonized System of Classification and Labeling of Chemicals (GHS) and the U.S. Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) as outlined in the Federal Register / Vol. 77, No. 58 / Monday, March 26, 2012 / Rules and Regulations as adopted in final rule by DEPARTMENT OF LABOR, Occupational Safety and Health Administration, 29 CFR Parts 1910, 1915, and 1926, [Docket No. OSHA-H022K-2006-0062, (formerly Docket No. H022K)], RIN 1218-AC20, Hazard Communication.

Bids of Janitorial Supplies shall also contain the following clause:

SDS The manufacturer or supplier of a substance or mixture shall supply the Chemical Abstracts Service number of all the components of the mixture or substance and the chemical name to the County to assure that every container bears a proper label at a County facility. This complies with P.L. 1983, Chapter 315, "Worker and Community Right to Know Act", subsection b, section 14. Further, all applicable Safety Data Sheets (SDS), a/k/a hazardous substance fact sheet, must be furnished to the County of Cumberland.

Secondary Labels:

Purchasing obtains products with a NJ compliant label. If a product is removed from the manufacturer's original container, it is incumbent upon Public Works or the applicable Department Head to ensure staff affix a compliant secondary label to the new container.

Where an area may have a hazardous chemical in the atmosphere (e.g., where extensive welding occurs), the entire area will be labeled with a warning placard.

SAFETY DATA SHEETS AND HAZARDOUS SUBSTANCE FACTS SHEETS

Safety Data Sheets (SDS) will be obtained from the chemical manufacturer or distributor and maintained for each hazardous chemical product in the workplace. When available, a Hazardous Substance Facts Sheet (HSFS) will be available online at the NJDOH Website. SDS for each hazardous chemical product will be readily accessible during each work shift to employees via the Velocity/EHS System online <https://cumberlandcounty.accelerate.ehs.com/>

The County of Cumberland will maintain the "*NJ-RTK Central File*" comprised of

- The annual NJ RTK Chemical Product Survey Inventories
- SDS Sheets via Velocity/EHS online system.
- Hazardous Substance Fact Sheet online via the County Intranet <https://web.doh.nj.gov/rtkhsfs/indexfs.aspx>

SDS for new products or updated SDS for existing products will be obtained by the Purchasing Department in conjunction with Department Heads to update the Central Online File.

HAZARD COMMUNICATION PLAN

The County of Cumberland, NJ

EMPLOYEE INFORMATION AND TRAINING

In addition to the training that 29 CFR 1910.1200 requires employers to provide (hereinafter referred to as "initial training"), employers shall also provide refresher training to all employees every two years at no cost to employees and during working hours. Refresher training is to be an abbreviated version of initial training.

Employees who potentially could be exposed to hazardous chemicals will receive training in the elements of the hazard communication standard. During their initial training, they also will receive an overview of the chemicals typically used. As new hazards are introduced, additional training will be conducted by department heads. All training and their registration links are located on www.njce.org and the website is maintained by the New Jersey Excess Joint Insurance Fund.

In addition to the information that 29 CFR 1910.1200 requires employees to receive, initial and refresher training shall address:

- The location and availability of the written hazard communication program, the list(s) of hazardous chemicals, hazardous substance fact sheets, the Right to Know survey, and the Right to Know hazardous substance list
- The applicable provisions of the Worker and Community Right to Know Act, N.J.S.A. 34:5A-1 et seq.
- An explanation of the Right to Know survey, labeling, hazardous substance fact sheets, the Right to Know hazardous substance list, the Right to Know poster, and how employees can obtain these documents and use appropriate hazard information from these sources
- Distribution of a copy of the Right to Know brochure
- The County shall have a technically qualified person conduct initial and refresher training. Training may be presented in person or virtually.
- Employers shall establish and maintain records of initial and refresher training.
- Employers shall maintain training records for the duration of each employee's employment. All safety training records are located on the Bis Trainer Learning Management System.
- Employers shall ensure that all training records required to be maintained by this subchapter are available, upon request, for examination and copying, to employees, employee representatives, and representatives of the Departments of Labor and Workforce Development and Health.

HAZARD COMMUNICATION PLAN

The County of Cumberland, NJ

- Employers shall ensure the provision of initial and refresher training using material that is appropriate in content and vocabulary to the educational level, literacy, and language of the employees receiving training.

NON-ROUTINE TASKS

The Department Head or designee of an employee performing a non-routine task - defined as an infrequent or unexpected activity involving hazardous chemicals, requiring specific hazard assessments and safety measures beyond routine procedures - is responsible for ensuring that adequate training has been provided to the employee on any hazards associated with the non-routine task. Employees share in this responsibility by ensuring that their immediate supervisor knows that the non-routine task will be performed.

CHEMICAL SPILL EMERGENCY RESPONSE

County employees are not trained as chemical spill emergency clean-up responders. Employees may respond to small incidental spills if they can do so safely. However, where a chemical is unknown or a chemical is hazardous, employees are to leave the spill area, move to a safe environment and contact their Supervisor. The Supervisor shall contact the Emergency 911 Communications Center to report the spill. 911 will assess and notify the appropriate Emergency Response team for the situation. The designated Emergency Response team shall be responsible for addressing:

- **Decontamination:** Steps for cleaning up spills and decontaminating personnel and equipment.
- **Containment:** Measures to contain the spill and prevent further spread.
- **Safety Equipment:** Ensuring the availability and proper use of personal protective equipment (PPE) and other safety equipment.
- **Emergency Shut offs:** Procedures for shutting down equipment or systems that could exacerbate the situation.

FOR LIFE THREATENING EMERGENCIES CALL 911

Cumberland County Emergency Management Coordinator:

Gabe Scarpa

gabrielsc@cumberlandcountynj.gov

856-455-8770 x490

HAZARD COMMUNICATION PLAN

The County of Cumberland, NJ

APPENDIX A: RIGHT TO KNOW BROCHURE

The following three agencies work together to implement the **Worker and Community Right to Know (RTK) Act**:

**New Jersey Department of Health
ECHOAP**
PO Box 368
Trenton, NJ 08625-0368
(609) 984-2202
www.nj.gov/health/rtkweb

Enforces all provisions of the **RTK Act** in public workplaces and **RTK** labeling in private workplaces. The Program prepares Hazardous Substance Fact Sheets, the **RTK** brochure, and other materials to increase awareness of hazardous chemicals and help employers comply with the **RTK Act**. Printed materials are available upon request. Many are translated into Spanish.

**New Jersey Department of Environmental Protection
Bureau of Local Environmental Management and
Right to Know**
MC 22-03C, PO Box 420,
Trenton, NJ 08625-0420
(609) 292-6714
www.nj.gov/dep/enforcement/opppe.html

Enforces the community provisions of the **RTK Act** in the private sector (except for labeling). The Department is also responsible for implementing Title III (Emergency Planning and **Community Right to Know**) of the federal Superfund Amendments and Reauthorization Act (SARA), which establishes requirements for industry regarding emergency planning and reporting of hazardous chemicals.

**New Jersey Department of Labor and
Workforce Development
Office of Public Employees Occupational Safety
and Health**
PO Box 386
Trenton, NJ 08625-0386
(609) 292-7036
http://lwd.state.nj.us/lwa/employee/Public_Employees_OSH.html

Collects **RTK** fees from private employers and investigates complaints by public employees who suspect they are being discriminated against for exercising their rights under the **RTK Act**.

HOW TO OBTAIN INFORMATION LOCALLY

You can obtain copies of the **Right to Know Survey**, **Community Right to Know Survey**, and Hazardous Substance Fact Sheets from your designated **Right to Know** county agency listed below:

Atlantic.....	(609) 645-5971	Ext. 4376
Bergen.....	(201) 634-2785	
Burlington.....	(609) 265-5568	
Camden.....	(856) 374-6049	
Cape May.....	(609) 465-6842	
Cumberland.....	(856) 327-7602	Ext. 7129
Essex.....	(973) 497-9401	
Gloucester.....	(856) 218-4101	
Hudson.....	(201) 223-1133	
Hunterdon.....	(908) 788-1351	
Mercer.....	(609) 278-7165	
Middlesex.....	(732) 316-7128	
Monmouth.....	(732) 431-7456	Ext. 6501
Morris.....	(973) 631-5492	
Ocean.....	(732) 341-9700	Ext. 7471
Passaic.....	(973) 225-3651	
Salem.....	(856) 935-7510	Ext. 8450
Somerset.....	(908) 231-7506	
Sussex.....	(973) 579-0370	
Union.....	(908) 654-9730	
Warren.....	(908) 475-7960	

**YOU HAVE A
RIGHT TO KNOW
ABOUT HAZARDOUS
SUBSTANCES
IN YOUR
WORKPLACE AND
COMMUNITY.
USE IT.**

YOU HAVE THE RIGHT TO KNOW



**ABOUT HAZARDOUS SUBSTANCES IN
YOUR WORKPLACE AND COMMUNITY**



Philip D. Murphy, Governor
Shirley Y. Oliver, Lt. Governor
Sharon M. Elnar, MD, MHA
Commissioner

Public Health Services
Division of Epidemiology, Environmental and
Occupational Health
Consumer, Environmental and
Occupational Health Service
ECHOAP

THE RIGHT TO KNOW ACT

The New Jersey Worker and Community **Right to Know** Act requires public and private employers to provide information about hazardous substances at their workplaces. The Act:

- ☐ informs public employees about chemical hazards at their workplace so they can work safely with these hazardous substances;
- ☐ helps firefighters, police, and other emergency responders adequately plan for and respond to incidents such as fires, explosions or spills;
- ☐ provides data for monitoring and tracking hazardous substances in the workplace and the environment.

HOW THE ACT CAN PROTECT YOU AND YOUR FAMILY

Harmful substances may be present at your workplace and at other workplaces in your community, or may be released into the environment. They may also be carried home to your family on your work clothes.

Hazardous substances can cause irritation to the eyes, skin, and respiratory tract. Exposure to hazardous substances has been linked to health problems such as cancer, birth defects, and heart, lung and kidney diseases. These diseases may develop many years after exposure. As a public employee, you can obtain information about hazardous substances that may harm you or your family from documents in your workplace's **Right to Know (RTK)** central file.

Knowing about hazardous substances and how they harm you can help you obtain the proper diagnosis and treatment if you should become sick. More importantly, awareness about hazardous substances and your potential exposure to them can help you make important decisions about your employment.

HOW THE ACT WORKS

Employers covered by the Act must complete surveys listing the names and amounts of hazardous chemicals stored and used at their workplaces.

Right to Know Surveys are completed by public agencies and sent to the New Jersey Department of Health (NJDOH).

Community Right to Know Surveys are completed by private employers and sent to the New Jersey Department of Environmental Protection (NJDEP).

Copies of these surveys are available online to local fire and police departments, designated **Right to Know** county agencies (mostly county health departments), and local emergency planning committees.

Public employers are required to label containers according to the New Jersey **Right to Know** Act and PEOSHA¹, and maintain a **RTK** Central File that contains information about hazardous substances at their facilities. Private employers are required to label containers according to OSHA² and the New Jersey **Right to Know** Act.

HOW PUBLIC EMPLOYERS COMPLY WITH THE RIGHT TO KNOW ACT

Public employers have the responsibility to assist workers in learning about the hazards of the products they work with. The employer must:

- ✓ Complete the **Right to Know Survey**
- ✓ Label Containers
- ✓ Create and Maintain a **Right to Know** Central File
- ✓ Post the **Right to Know** Poster

Public employees can obtain a copy of the survey by contacting their employer, the NJDOH, or the designated county agencies at the numbers listed in this brochure.

HOW TO USE YOUR WORKPLACE RIGHTS TO PROTECT YOUR HEALTH

The **Right to Know** Act gives employees certain rights and access to information about hazardous chemicals in their workplace. This information, kept in the **RTK** central file, informs workers about the health hazards of chemicals and ways to reduce or prevent their exposure to the chemical hazards. **Learn to work safely with chemical hazards to protect your health and the health of your family members.** To do so:

1. Work only with labeled containers.
2. Check your workplace **RTK** Survey to find out which products contain hazardous chemicals.
3. Read Material Safety Data Sheets and Hazardous Substance Fact Sheets about the health hazards of the hazardous chemicals in the products. These documents are kept in the **RTK** central file.

You do not have to work with a product if your employer has not given you the ingredient information you requested in writing within five working days. **Call the NJDOH** for more information **before** you refuse to work with a product.

You can file a complaint against your employer for not complying with the **RTK Act**. Your **name will be kept confidential**.

This brochure is being distributed to you as part of your training about hazardous chemicals in the workplace under the PEOSH Hazard Communication Standard. For more information about training, contact

Environmental, Occupational Health Assessment Program (ECHOAP), New Jersey Department of Health, PO Box 352, Trenton, NJ 08625-0352, (609) 984-1963, www.nj.gov/health/rtk/peoshweb