WELCOME to the WEST WING

ABOUT THE Broward County Judicial Complex

The new 20-story Judicial Complex West Building in Broward County, Florida will be fully open to the public in March 2017. The first occupants will move in December 2016.

The new 714,000-square-foot Courthouse is built on the site of the former judicial parking garage, just west of the old Main Courthouse building it replaces. A pedestrian bridge links the new building with the north and east wings of the existing Courthouse, which will remain operational.

The total cost of the new Courthouse, including demolition, underground work, construction of the new tower, bridge and elevators to the north and east wings is $261.5 million. Once completed, the Judicial Complex will consist of:

New West Wing
Existing North and East Wings
South Parking Garage
Central Parking Garage
Midrise Building
WE’RE SUSTAINABLE AND GOING FOR THE GOLD!

The new Broward County Judicial Complex is a sustainable building and Broward County is pursuing LEED Gold Certification.

Leadership in Energy and Environmental Design (LEED) is a rating system devised by the United States Green Building Council to evaluate the environmental performance of a building and encourage market movement towards sustainable design. The system is credit-based, allowing projects to earn points for environmentally friendly actions taken during construction and use of a building. The program is not rigidly structured; not every project must meet identical requirements.

LEED CERTIFICATION

LEED is a voluntary program; however, obtaining a LEED Certification projects a positive environmental image to the community. Additionally, using green building practices can result in energy and cost savings over the life of the structure. Other advantages include better indoor air quality and plenty of daylight. Studies have shown that workers in LEED environments have increased productivity, job retention and days worked.

Many governments either provide tax credits or grants for green buildings, or require green building certification for public buildings. The U.S. government is adopting LEED or similar green building standards for many public buildings.

LEED IMPACT ON INDOOR AIR QUALITY

Indoor Air Quality (IAQ) is a significant aspect of our new sustainable, LEED work environment. The IAQ in the new West Building will be constantly monitored to help ensure every employee’s well-being. IAQ policies are included as part of the Office Safety Policy located at the back of this book. Be sure to familiarize yourself with this policy.
PARKING IN THE COURTHOUSE COMPLEX

1. South Parking Garage
2. Midrise Building
3. East Building
4. Future Central Secured Parking Garage and Plaza
5. New Broward Judicial Complex West Building
6. The Wave
PARKING

Employees working in the new Courthouse will continue to park in the South Parking Garage. Your assigned parking space in the South Parking Garage will stay the same after you move.

The five-story South Parking Garage, which opened in June 2014, was constructed at a cost of $30.7 million. It provides 1,000 parking spaces and includes 12,000-square-feet of office space and 1,500-square-feet of retail space on the ground floor.

Retail establishments now located in close proximity to the Courthouse include:

110 Building, 110 SE 6th Street
- Dunkin Donuts
- Subway
- Tower Bistro 110

601 SE 3rd Avenue
- The Original Brooklyn Water Bagel Company

524 S Andrews Avenue
- 6th Street Café

200 SE 6th Street
- Our Deli
- Tower Deli & Diner

520 S Andrews Avenue
- Café Italia

GET ORIENTED!

It may take a few days to orient yourself and establish a new walking path from your parking space to the new judicial complex West Building entrance. Review this site plan on page 6 before your first day, to help you get acquainted with walking routes from the South Parking Garage.

An electronic directory will be available on each floor.
SECURITY SCREENING

All employees and visitors will be required to go through security screening to access the Judicial Complex. Entry will be through the West Building main entrance lobby, unless you are accessing the complex from the East Parking Garage via the bridge across SE 3rd Avenue.

During peak hours, two security screening lanes will be provided for employee access.

Here’s a diagram of the first floor of the West Building, to help you get acquainted with entrances and security screening checkpoints.

Are You Wearing Your ID Today?

All employees will be required to have and wear an ID badge, which also functions as an access card, to enter the Judicial Complex. You should wear your ID throughout the workday.

ID/Access cards will be provided by Broward County Facilities Management Division and issued by your Agency Representative.

If you misplace your ID/Access Card, please contact your Agency Representative to request a replacement. The agency is charged a replacement fee for each access card lost.
KEEP YOUR WORKSPACE…

SAFE!

- Appliances such as coffee makers, toaster ovens, microwaves and refrigerators are permitted only in designated break rooms or break areas and not in individual workstations and offices.
- With the approval of Facility Management Division as evidenced by an ‘approved-for-use-tag’, personal coffee makers (four cups or less) that do not incorporate a hot plate may be used in a private office or cubicle. Coffee Makers must be plugged into regular wall outlets only.
- The following are deemed hazardous and are not permitted in the new Courthouse: space heaters and extension cords. Power strips with an internal circuit breaker are the exception.
- When necessary, Facilities Management may prohibit the use of any electrical devices in specific areas or on circuits which are loaded to capacity. Any devices which are not approved and tagged as acceptable for use, or that present a potential hazard to the facility or its occupants will be denied entrance into the building or removed immediately if already in place.

SECURE!

- Keep all confidential or proprietary information secure.
- Find a place in your office or workstation to secure your personal items.
- Lock your computer when you leave for the day, or step away for lunch or a break.

AND CLEAN!

- Keep work and personal items neatly contained in your workspace.
- Don’t eat at your desk – it’s healthier to get up and move around at lunch anyway!
- Use recycling and shredding stations as appropriate and to avoid excessive paper build-up!
- Use sanitizing wipes to keep your work area and equipment clean. Specific types of wipes must be approved by Broward County Risk Management prior to use. Recommended brands of sanitizing wipes include:
  1. Lysol Brand II Kills 99.9% of Viruses & Bacteria Disinfecting Wipes Lemon Lime Blossom
  2. Sani-Wipe No Rinse Surface Sanitizing Wipes, by Professional Disposables International and
  3. United 369 HAND-D-WIPES, by United Laboratories
MAIL

- All packages will be received and scanned prior to entering the building.
- U.S. Postal mail for agencies, judges and magistrates in the West Wing will continue to be delivered to the Mail Room located on the first floor of the East Wing.
- Agencies, judges and magistrates must continue to pick up postal mail and packages in the mail room.
- If you have questions regarding mail, please contact your Agency Representative.

JANITORIAL SERVICES & PEST CONTROL

- Janitorial services will be provided nightly, Monday through Friday.
- Pest control services will be provided every Thursday, excluding holidays.
- Janitorial and pest control services will utilize LEED-compliant chemicals, supplies, equipment and practices.
- Report any janitorial or pest control related issues to your designated agency representative, who will forward issues to the Broward County Facilities Management Division for handling.

RECYCLING RULES!

- Place all recyclable materials in the recycling dumpster or cart.
- Please do not contaminate recycling receptacles with garbage, and please do not place segregated recyclables and cardboard in the garbage.
- Flatten cardboard boxes before placing them in the recycling dumpster or cart, to save room.
- The agency responsible for waste and recycling services in the new Courthouse is Broward County Solid Waste and Recycling. If you need recycling bins or want to schedule a collection from your recycling dumpster, call 954-765-4999.
TEMPERATURE & LIGHTING

- Temperatures will be centrally controlled in the new Courthouse. Air conditioning loads have been calculated based on maximum floor occupancy to ensure comfort and energy efficiency.
- Lighting in the new Courthouse will be controlled by sensors, helping to ensure energy efficiency by automatically shutting lights off when spaces are vacant.
- If the temperature on your floor is too hot or too cold, or if the lighting sensors on your floor are not working properly, please report it to your designated agency representative. They will communicate with Broward County Facilities Management Division Work Control Center to document and address the issue.
BE A GOOD WORKSPACE NEIGHBOR

Workspaces in the Courthouse include individual workstations (many of which are open plan), individual offices and collaboration areas. Be conscious of the boundaries you share with colleagues and respect the privacy of your workspace neighbors.

FOLLOW OFFICE ETIQUETTE

- Keep your mobile devices on “mute” or “vibrate.”
- Set your desktop phone ringer at the lowest level you can hear.
- Keep your voice level low, especially in open areas, to avoid disturbing others. Don’t raise your voice to gain a colleague’s attention.
- Avoid using your speaker phone. If you have an individual office, use your speaker phone sparingly, and with your door closed.
- Avoid wearing heavily scented cosmetic or toiletry products. These may trigger allergies for colleagues with sensitivities.

Refrigerator RULES!

Break rooms and the appliances in them are intended to be used only by the employees on that floor. Please be courteous and help keep break rooms and common area appliances clean.

- Store all food in sealed containers; store perishable food in the refrigerator.
- Clean out refrigerators and microwaves weekly.
- Clean up spills and crumbs immediately.
- Try not to microwave foods that leave strong, lingering odors (e.g. fish, broccoli).
- Leave the break room area clean and orderly.
- Refrigerators in the old Courthouse must be deemed “clean” and “properly functioning” by Broward County Risk Management before they can be relocated to the new Courthouse. New refrigerators and/or mini-refrigerators purchased must be Energy Star rated and can only be placed in a break area or designated kitchenette space.
- Remember: Microwaveable popcorn is prohibited as cooking it negatively impacts air quality and can activate fire alarms that result in costly building evacuations.
USE COLLABORATION SPACES

The design of the Courthouse workspace encourages collaboration; however, when collaboration groups become too large, they can be distracting to other workers. That’s why there are reservable areas on each floor for collaboration, including Conference Rooms and Mediation Rooms. Other potential collaboration areas include individual offices, break rooms and break areas. Use a collaboration space:

- For meetings or conversations involving four or more people
- When you need to use a speaker phone
- To enjoy a break
- To take a call that requires privacy
- For a conversation that may result in raised voices or disruptive behavior

Room Etiquette

Please adhere to the following when using the Conference and Mediation Rooms:

- Schedule your intended use of the room just as you did in the old Courthouse. Do not book a larger room than what you require, unless a more appropriately sized room is not available.
- Do not take individual workstation equipment into collaboration spaces.
- Do not take appliances, such as coffee makers, into conference or mediation rooms.
- Do not move or remove any cables, keyboards, phones, projectors or other equipment from collaboration spaces.
- Help keep conference room technology in good working order! Please turn off screens and projectors after using.
- Erase writable surfaces (e.g. white boards) to provide a clean surface for the next user.
- Secure any confidential or proprietary information and take all individual work items or files with you when you leave.
- If equipment in a conference or mediation room does not function properly, please report it to your agency representative.
YOUR WELL-BEING BEGINS WITH YOU!

Workplace health gurus agree – one great way to stay healthy in the workplace is to stay active. Here are some tips for promoting physical activity during your workday:

- Stand up regularly throughout your day.
- Take a walk at lunch.
- Converse with a colleague in person, instead of generating an email or phone call.
- Centrally located printing stations and break rooms give you an excuse to get up and stretch your legs.
- Walk your waste to the nearest recycling and shredding stations – there’s one conveniently located on each floor.
- Soak in the daylight! Most workstations and offices in the new Courthouse have access to South Florida’s near perpetual sunshine and stunning views of downtown Broward County.
WHAT TO DO IN AN EMERGENCY

In case of an emergency, exit the building immediately, do not use elevators, locate the nearest emergency exit and follow the exit signs.

Each employee will be provided with a copy of the Building Evacuation Policy just prior to the move.

There will be an evacuation plan posted on each floor for reference in case of an emergency. Please contact your agency representative to see your agency’s evacuation plan.

SECURITY & TRAINING

To contact security in the new Courthouse building, call (954) 831-7330. In the event of an emergency, dial 9-1-1 and then notify security.

Employees must obtain a Student Identification Number (SID) first in order to complete the courses and receive a completion certificate.

Workplace Security Awareness Program – IS-906
Workplace Violence Awareness Training – IS-106.15
Active Shooter – IS-907
Suspicious Activity Reporting (SAR)
WHAT’S AHEAD?

WE’RE NOT DONE YET!

OLD MAIN COURTHOUSE DEMOLITION

The old main Courthouse will be demolished once occupants are relocated to the new building.

CENTRAL PARKING GARAGE PLAZA

A Central Parking Garage is planned for 2018. This new 500-space garage, a public plaza and public art are planned for the east side of the central and east wings of the Broward County Judicial Center West Building. Estimated cost is $14.9 million.

EAST WING RENOVATION

The east wing will be renovated on the 1st, 2nd, 4th, 5th and 6th floors. Building systems will be retrofitted; restrooms and mechanical rooms will be renovated; and new furniture will be provided for tenant agencies. The estimated cost of the renovation is $26 million, and it is scheduled for completion in 2019.

MIDRISE BUILDING RENOVATION

The existing 69,000-square-foot Midrise Building will be renovated to accommodate additional Courthouse agencies. The cost of this project is estimated at $12.7 million. The completion dates are:

Phase I: 1st and 2nd Floors - January 2017
Phase II: 3rd and 4th Floors - October 2017

THE WAVE IS ON THE WAY!

The Wave is a 2.7 mile streetcar system that will provide a quick and efficient alternative way to get around in downtown Fort Lauderdale. It is expected to be operation in 2021.
Office Safety Policy

Effective Date: December 12, 2016
Supercedes: 12/02/15
Number 2008-012

Purpose

This Policy sets forth safety and health standards to be followed to reduce hazards and the potential for office-related injuries. A hazard is defined as any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work.

Scope

This document applies to all Broward County employees, state, contract employees, and any other personnel who work in offices and administrative areas.

Responsibilities

Directors, Managers and Supervisors

- Ensure that all office areas are properly maintained and that employees follow these guidelines to provide for a safe office environment.
- Supervisors are responsible for performing regular office walk-through inspections to correct hazards observed and address training/education issues.
- Supervisors are responsible for training office staff on the safe use of machinery and equipment used on the job.
- Ensure that all employees are properly trained.

Safety & Occupational Health Section of the Risk Management Division

- Develop and deliver training as requested.
- Provide ergonomic assessments of work stations when requested.
- Provide Indoor Air Quality (IAQ) assessments when requested.

All Employees

- Follow the guidelines in this Policy.
- Do not operate equipment or machinery unless you are trained on how to do so safely.
- Immediately correct hazards that you discover (even if you did not create the hazard) within your ability/authority.
- Report hazards beyond your ability/authority to your supervisor.
Procedures

Housekeeping

- All offices shall be kept clean and orderly and in a sanitary condition.
- Aisles and walkways should be maintained free of storage and trip hazards.
- Storage space must be physically adequate for the volume of materials being stored. If it is inadequate, and adequate space cannot be obtained, dispose of the material or minimize storage quantities.
- Avoid placing storage boxes, especially for long term storage, directly on the floor. Boxes should be placed on shelves or storage racks to minimize damage if there is a water intrusion incident in the building.
- Stored materials must be in a stable configuration in order to permit safe access, avoid clutter, and minimize the hazard of falling materials.
- If the building has an automatic sprinkler system, all storage must be kept at least 18 inches below the sprinkler heads.
- Throw rugs not provided by the County are not permitted.

Indoor Air Quality

Factors associated with poor indoor air quality problems include inadequate ventilation, contamination from inside buildings, contamination from outside the building, microbial contamination and building material contamination. Additionally, the following can also affect indoor air quality:

- Tobacco and tobacco related products are prohibited in all County buildings, facilities, parking garages and any facility owned, leased, or rented by the County.
- Electronic cigarettes, or E-cigarettes, are similar to using tobacco products in their potential for an adverse impact on building occupants and as such are prohibited for use in Broward County facilities. Studies show that e-cigarettes emit harmful chemicals into the air and therefore must be regulated similarly to tobacco smoking. E-cigarettes produce a dense visible aerosol of liquid sub-micron droplets, not a vapor. These droplets contain chemicals, such as glycols, nicotine and other chemicals, some of which are carcinogenic.
- The County does not recommend chemical air fresheners and sanitizers such as “plug-ins” and sprays due to their tendency to emit volatile organic compounds (VOC) that may trigger a sensitive individual’s asthma or other respiratory condition. Additionally, aerosol products in the office environment have the potential to cause sensitivities in individuals due to the propellants and perfumes.
- The County does not recommend incense, candles, reed diffusers, potpourri, or any fragrance-emitting devices.
- The County does not recommend personal care products (colognes, perfumes, essential oils and scented skin and hair products) brought into, used, or otherwise applied at or near actual workstations, in restrooms, or anywhere in Broward County facilities as these products may have detrimental effects on the health of chemically sensitive co-workers.
- Broward County encourages employees to be as fragrance-free as possible when they arrive in the workplace. The use of some products with fragrance may be detrimental to the health of workers with chemical sensitivities, allergies, asthma, and chronic headaches/migraines.
- The County does not recommend live plants in County office areas. Household plants can become breeding grounds for mold and mildew and they can also produce pollen, which can trigger allergies for sensitive individuals.
- The County recommends perishable gifts received be removed from County facilities at the close of business the day of arrival (i.e. flower arrangements, potted plants, fruit baskets, etc.).
- The County does not recommend employees use unapproved chemicals in the workplace or to bring chemicals or solvents into the workplace from the outside. This includes but is not limited to, household cleaning chemicals, poisons and pesticides. See Tab 8, Hazard Communication Policy for guidelines and approval forms for chemicals and other hazardous materials. In the event of a pest problem, contact your supervisor for resolution.
- The County does not recommend Air-purifying devices in Broward County office areas. Some air purifiers or “air cleaners” emit ozone, which can irritate the lungs, eyes, nose, and throat, and may trigger asthma attacks. Only air-filtration devices are permitted.
- Doors and windows connecting air conditioned and non-air conditioned spaces or the outdoors shall not be held or blocked open because this allows excessive moisture into the air conditioned space which could result in poor IAQ.
Do not block or cover air supply diffusers or return air grilles in your space. If you feel an issue exists related to these items, report it to the Facilities Maintenance Division.

The County recommends food be stored in sealed containers and perishable food in the refrigerator. Any crumbs or spills must be cleaned immediately.

The County does not recommend microwave popcorn due to odor and the potential to activate smoke detectors.

Only locate appliances such as refrigerators and microwaves in designated lunch rooms or break areas. Newly purchased refrigerators must be ENERGY STAR® rated. When existing refrigerators are replaced, the replacement refrigerator must be ENERGY STAR® rated.

Bottled water coolers are only permitted in designated lunch rooms or break areas.

Refrigerators and microwave ovens should be cleaned-out weekly to prevent odors, mold and insect infestation.

The County does not recommend Fish / animal tanks as they can support microbial/algal growth and can emit unpleasant odors.

Animals, other than service animals, are prohibited in Broward County office areas due to adverse reactions they may cause to individuals with allergies or asthma. Reduce clutter and the amount of paper and personal items in office areas to limit the accumulation of dust and facilitate cleaning.

IAQ concerns or complaints shall be reported to Risk Management’s S&OH Section at (954) 357-7204 and Facilities Maintenance Division (FMD). S&OH will promptly investigate the concerns and recommend necessary corrections to appropriate parties.

Fire and Electrical Safety

Use only Underwriters Laboratories (UL) or other testing laboratory-listed electrical devices, including appliances such as refrigerators, microwaves, and coffee machines.

Do not use repaired electrical cords. Only use extension cords in manufacturer’s original condition with molded ends.

Do not use equipment, tools or extension cords that have damaged cords (such as if they are loose, cut or frayed or if they have a missing ground prong). Never use tape to cover worn or damaged insulation.

Do not overload electrical outlet circuits.

Protect cords against kinks, crimps, or other damage. They should not run through doorways where they could be damaged by a closing door.

Keep extension cords out of high traffic areas like doorways or walkways and secure loose cords where they pose a tripping hazard.

Do not block access to electrical circuit breaker panels. Always keep a minimum clearance of at least three (3) feet in the front and at least the width of the equipment or 2.5 feet, whichever is greater, on the sides.

Do not daisy chain surge protectors.

Use the proper width and length extension cord.
  o An extension cord must not have a smaller diameter than the appliance’s cord.
  o Do not daisy-chain extension cords or use a longer extension cord than needed.

Only use extension cords on a temporary basis (notify your supervisor if a permanent electrical outlet needs to be provided).

Never unplug an extension cord by pulling on the cord; pull on the plug.

Only locate appliances such as refrigerators and microwaves in designated lunch rooms or break areas.

If electrical equipment malfunctions or gives off a strange odor, disconnect it and call the appropriate maintenance personnel.

Remove unnecessary accumulations of combustible materials such as boxes, paper, etc.

Employees shall not attempt to fight fires with portable fire extinguishers or fire hoses unless they are qualified by training to do so.

Fire doors should be kept closed at all times unless held open by magnetic locks that release in the event of a fire alarm. Fire doors may not be held open by wedges, books, bricks or other devices.

The County does not recommend the use of toasters and toaster ovens.

The County does not recommend the use of portable space heaters

The County does not recommend the use of any device with a heating element.

All appliances purchased for LEED certified buildings must be ENERGY STAR® rated, unless ENERGY STAR does not rate the needed appliance type.

Appliances scheduled to be moved from one County facility to another must be inspected and approved for
relocation by the Facilities Management Division. If cleanliness of the appliance is the only issue keeping it from being approved for relocation, the owner will be given one opportunity to clean the appliance and request another inspection. If the appliance isn’t clean enough to be approved on the second inspection, it won’t be approved for relocation.

Service Animals

The Americans with Disabilities Act (ADA) defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government. The County allows all people with disabilities to bring their service animals onto County property.

Some, but not all, service animals wear special collars or harnesses, are licensed or certified and have identification papers. Therefore, documentation that the service animal is trained is not a precondition for providing service to an individual accompanied by a service animal. If you are not certain that an animal is a service animal, you may ask the person who has the animal if it is a service animal required because of a disability, however you may not insist on proof of state certification before permitting the service animal to accompany the person with a disability.

Service animals may be excluded from County property if that animal’s behavior poses a direct threat to the health or safety of others (i.e. any service animal that displays vicious behavior towards County employees or other customers may be excluded).

Workstation Ergonomics

Ergonomics means fitting the workplace to the workers by modifying or designing or redesigning the job, workstation, tool or environment. Computer workstations should be set-up to allow the user to be in the most neutral position. The following ideal set-up guide should be used to evaluate and correct the position of the user to achieve the most neutral position.

Additionally, you can:

- Adjust the height/position of the chair armrests to support the forearms.
- Keep the wrists in a neutral position with the arms and hands close to the body.
- Rest your eyes by periodically focusing on another object.
- Close shades or avoid positioning monitors opposite of windows to avoid glare.
- Ensure your glasses are sufficient so that you can see the full monitor without having to excessively strain your neck. Consider increasing the font size if needed.
All office furniture shall be approved and purchased by the County. The County does not recommend employees bring in any type of office furniture or related equipment for their personal workstation.

The County does not recommend exercise equipment in County facilities, unless located in a dedicated exercise room, gymnasium, or Wellness Center, includes, but is not limited to:

- Recumbent Stationary Bikes
- Elliptical Trainers
- Treadmills
- Dumbbells, Barbells or Kettlebells
- Stability Balls
- Exercise Bands
- Other equipment designed for physical exercise

Fall Prevention - Preventing Slip/Trip Falls

- Walking surfaces should be free of the following:
  - Holes
  - Torn/frayed carpet
  - Uneven or damaged floor tiles or surfacing
  - Network cables, electric cords and strings
  - Storage items
  - Other slip/trip/fall hazards
- If a spill is discovered, it should be immediately cleaned up or the area should be cordoned off to keep others away until the area has been rendered safe.
- Stable shoes with non-slip soles are recommended. Check with your department/division regarding any dress code/shoe restrictions. Flip-flops and beach footwear are not permitted.
- Do not run or jump while on stairs and office walkways.
- Do not use electronic devices such as cell phones or tablets while walking.
- It is recommended to place mats down at entranceways, where workers are likely to be coming in with wet shoes from rain. Ensure that mats used have beveled edges that remain in place and do not present trip hazards.

Fall Prevention - Preventing Falls from Heights

- Never stand on a wheeled chair or cart, desk, on boxes or other office furniture/items.
- Always use a proper stepladder for overhead reaching.
- If a proper stepladder is not available, notify your supervisor.
- See Tab 7a, Walking-Working Surfaces for safety information regarding the use of ladders.
- Use handrails while using stairs.

Lifting and Carrying Safely

Before you start:

- Walk the travel path in advance. Eliminate (or remove) tripping hazards, obstacles, or adjust the path to avoid slippery or other unsafe conditions.
- Test the load for weight and stability.
- Know your lifting ability and get help (such as a two-person lift) with heavy or awkward loads or where reaching is unavoidable.
- Don’t try to lift too much. Break down one large item into manageable units (e.g., break-down a box of paper into reams).
- Examine materials for slivers, splinters, jagged or sharp edges prior to handling. Getting cut and losing your grip and/or dropping the load can cause a secondary injury such as a sprain/strain, a leg or foot injury or injury to another person.
While lifting:

- Face the load and get as close as you can to avoid reaching. This can be difficult if the load is large or awkward. If feasible, raise the work surface to provide a starting position as close as possible to between the waist and shoulders and to bring the load closer to avoid reaching.
- Grasp the load with both hands and gain control before you start the lift.
- Use handles where provided so the load is easier to hold and move.
- To pick up a load lower than your waist, position yourself with bent knees (do not bend at the waist) with your feet placed about 20 inches apart (approximately shoulder width) and with one foot slightly ahead of the other.
- Use your legs to move upward while holding the load.
- Avoid jerking—use smooth, even motions.
- Keep the load close to your body while lifting, carrying and placing the load down. The further away from the body, the more stress that is put on the body and the greater chance that you will suffer an injury.

While carrying:

- Carry loads between the height of your knuckles and shoulders whenever possible to reduce the chance of strain and fatigue.
- Turn by stepping with your feet (do not twist your body).

Placing down the load:

- Before you set the load down, look for and avoid pinch points.
- To put the load down, reverse the steps for lifting—by lowering with your legs, placing your feet in the proper position and keeping the load close to your body.

Pushing/Pulling:

- It is normally safer to push a load than to pull a load. When pushing, ensure that the load will not block your view.

Preventing struck by and striking injuries

- Boxes and cartons should be stable when piled or stacked.
- Store heavy objects on lower shelves or in lower cabinet drawers to prevent tipping and/or secure shelving to the wall if feasible.
- Open one cabinet drawer at a time.
- Close all drawers when not immediately in use.

Emergencies

- All employees are required to be familiar with their Agency’s emergency evacuation plan and participate in all emergency evacuation drills and other aspects of the plan.
- Emergency exits shall never be blocked by storage items, furniture, etc.
- Suspicious packages and mail:
  - If you identify a suspicious package or piece of mail, contact Security immediately.
HAZARD COMMUNICATION POLICY

OSHA 29 CFR 1910.1200
**Topic:** Hazard Communication Policy (HazCom or Right-To-Understand)

**Who:** Any Broward County location with employees who are required to handle chemicals, hazardous materials or hazardous wastes.

**What:** Proper means to communicate the potential hazards of these chemicals must be provided to employees. Phasing-in a chemical product approval process for centralized purchasing.

**Where:** There are specific regulations for handling chemicals at Broward County facilities.

**When:** Employee handling of hazardous chemicals must meet the requirements of the policy listed below.

**How:** Chemical hazards are communicated using Safety Data Sheets (SDS), written procedures, container labels, signage and employee training.

**Why:** To protect Broward County employees and the facilities where hazardous chemicals are used.

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**List of supporting materials**

- [http://www.doa.state.wi.us/docview.asp?docid=2591](http://www.doa.state.wi.us/docview.asp?docid=2591)

**List of references**

**WWW.OSHA.GOV,** then 29 CFR 1910.1200

OSHA FACT SHEET: Hazard Communications

Glossary of Common SDS Terms
- [http://www.pp.okstate.edu/ehs/hazcom/manual/Hc--a-e.htm](http://www.pp.okstate.edu/ehs/hazcom/manual/Hc--a-e.htm)

**List of BC forms associated with topic**

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**FAQs for this topic**

1. **Are chemical lists required for all chemicals at each facility?** Yes, a complete chemical inventory will be provided and broken down by department.

2. **How do I get current, up-to-date chemical information?** The SDSs are to be centrally located in each Division’s "Worker Right-To-Know Center". All employees will have convenient access to this location and materials during each shift.

3. **When is employee training required?** Divisions shall provide employees with information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical is introduced into their work area that could present a potential hazard.
Hazard Communication Policy

Effective Date: 11/01/2014
Supersedes: 7/01/2009
Number 2009-008

Purpose

Broward County will ensure that the hazards of chemicals used at County facilities are reviewed and that information concerning their hazards is available to all applicable County employees. This Policy is intended to address comprehensively the issues of reviewing Safety Data Sheets to identify potential hazards of chemicals and making the information and equipment available to employees to protect themselves by:

a) Ensuring that Broward County employees are informed about the classification of chemicals, their potential hazards, labeling requirements, and protective measures in accordance with the OSHA Hazard Communication Standard 29 CFR 1910.1200

b) Phasing-in a chemical approval system whereby chemicals proposed for use by Broward County employees (or during projects by contractors at Broward County facilities) are reviewed by Risk Management Safety and Occupational Health Section (S&OH) prior to their purchase. Risk Management will issue approval or non-approval of their use and make the list available to the Purchasing Department for a centralized procurement procedure.

Scope

This policy/procedure applies to all Broward County employees who use, store and/or dispose of chemical products and other employees who oversee projects involving the use, storage and/or disposal of hazardous chemicals and substances.

Definitions

Article means a manufactured item other than a fluid or particle.

Chemical means any substance, or mixture of substances.
Chemical manufacturer means an employer with a workplace where chemical(s) are produced for use or distribution.

Chemical name means the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Services (CAS) rules of nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard classification.

Classification means to identify the relevant data regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this section. In addition, classification for health and physical hazards includes the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.

Common name means any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

Container means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

Designated representative means any individual or organization to whom an employee gives written authorization to exercise such employee’s rights under this section. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

Distributor means a business, other than a chemical manufacturer or importer, which supplies hazardous chemicals to other distributors or to employers.

Employee means a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

Employer means a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.

Exposure or exposed means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. “Subjected” in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption).

Foreseeable emergency means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.

Hazard category means the division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

Hazard class means the nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.

Hazard not otherwise classified (HNOC) means an adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in this section. This does not extend coverage to adverse physical and health effects for which there is a hazard class addressed in this section, but the...
effect either falls below the cut-off value/concentration limit of the hazard class or is under a GHS hazard category that has not been adopted by OSHA (e.g. acute toxicity Category 5).

Hazard statement means a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

Hazardous chemical means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

Health hazard means a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in Appendix A to §1910.1200 – Health Hazard Criteria.

Immediate use means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Label means an appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

Label elements means the specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.

Mixture means a combination or a solution composed of two or more substances in which they do not react.

Physical hazard means a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas. See Appendix B to §1910.1200 – Physical Hazard Criteria.

Pictogram means a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.

Precautionary statement means a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

Product identifier means the name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

Produce means to manufacture, process, formulate, blend, extract, generate, emit, or repackage.

Responsible party means someone who can provide additional information on the hazardous chemical that is prepared in accordance with paragraph (g) of this section.

Safety Data Sheet (SDS) means written or printed material concerning a hazardous chemical that is prepared in accordance with paragraph (g) of this section.
Supervisors are responsible for the following:

- Ensuring that only approved chemicals are purchased following the implementation of the Broward County centralized procurement procedure.
- Ensuring that labels are maintained on original containers and that when chemicals are transferred to secondary containers, proper labels are placed on the containers.
- Ensuring that employees are familiarized with the chemical products they use and their associated potential hazards and are properly trained.
- Conducting initial chemical inventory and providing yearly updates to the S&OH section of Risk Management.
- Ensuring that appropriate Personal Protective Equipment (PPE) is available.

**Responsibilities**

**Division Directors, Managers** are responsible for the following:

- Ensuring that only approved chemicals are purchased following the implementation of the Broward County centralized procurement procedure.
- Ensuring that a safety review is conducted by Risk Management S&OH prior to purchasing any chemical-containing materials.

**Supervisors** are responsible for the following:

- Ensuring the Safety Data Sheet (SDS) for each product is available. Submitting SDS and labels of proposed chemicals to S&OH for review prior to purchasing products.
- Ensuring that labels are maintained on original containers and that when chemicals are transferred to secondary containers, proper labels are placed on the containers.
- Ensuring that employees are familiarized with the chemical products they use and their associated potential hazards and are properly trained.
- Conducting initial chemical inventory and providing yearly updates to the S&OH section of Risk Management.
- Ensuring that appropriate Personal Protective Equipment (PPE) is available.

**Signal word** means a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are “danger” and “warning.” “Danger” is used for the more severe hazards, while “warning” is used for the less severe.

**Simple asphyxiant** means a substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

**Specific chemical identity** means the chemical name, Chemical Abstracts Services (CAS) Registry Number, or any information that reveals the precise chemical designation of the substance.

**Substance** means chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

**Trade secret** means any confidential formula, pattern, process, device, information or compilation of information that is used in an employer’s business, and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it. Appendix E to §1910.1200- Definition of Trade Secret, sets out the criteria to be used in evaluating trade secrets.

**Use** means to package, handle, react, emit, extract, generate as a byproduct, or transfer.

**Work area** means a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

**Workplace** means an establishment, job site, or project, at one geographical location containing one or more work areas.
Employees are responsible for the following:

- Following all procedures and guidelines of this policy when working with chemicals.
- Informing supervisors of any changes in the work-site such as alternate procedures and/or products.
- Properly wear and maintain Personal Protective Equipment (PPE) required to work safely with hazardous chemicals.
- Following applicable safe work practices for working safely with hazardous chemicals.

Safety and Occupational Health Section is responsible for:

- Developing and assisting with training on the hazard classifications and potential hazards of chemicals to employees in accordance with the OSHA Hazard Communication Standard.
- Review/evaluate potential hazards for chemical products by reviewing the Safety Data Sheets (SDS) and product labels. A sample label or a photocopy of the label obtained from the bottle would be acceptable.
- Compile a list of chemical products that are approved and/or not approved for use.
- Maintain a database of SDS that are available to all Broward County employees.
- Assist the Divisions in complying with the regulations.
- Assist to provide any task hazard analysis as needed.
- Audit for compliance.

Procedure

This Policy will be maintained in accordance with 29 CFR 1910.1200 and updated as required. Where no update is required this document will be reviewed annually. This policy requires support from all levels of management within Broward County. The components of this policy include: Written Hazard Communication Program; Chemical Inventory and Safety Data Sheets (SDS); Employee Information and Training Program.

All Broward County Divisions shall:

- Generate an inventory of all chemicals known to be present in each Division using the "CHEMICAL INVENTORY & HAZARDOUS MATERIALS AUDIT" form (See Appendix A). Obtain a Safety Data Sheet (SDS) for each chemical product. This list will be available to all employees in the facility.
- When the SDS is received, forward a copy to S&OH along with your request for approval using "CHEMICAL PRODUCT REVIEW REQUEST FORM" (See Appendix A)
- Ensure that only approved chemicals are used and that SDS are reviewed for each chemical to identify the precautions that should be implemented to protect workers from hazardous exposure.
• Obtain any missing personal protective equipment, spill control supplies or other items that are needed for employees to maintain safety while using the chemical.

• Inform employees of the hazards of non-routine tasks (for example, infrequent cleaning of equipment, pits, etc.). Immediate supervisors of affected employees will oversee this requirement. S&OH may be consulted to provide any task hazard analysis assistance required.

• Identify the hazards associated with chemicals contained in process or facilities piping routed through their work area. Immediate supervisors of affected employees will ensure that this requirement is implemented in a timely manner. S&OH may be consulted to provide any hazard analysis assistance required. Any unlabeled pipes in their work areas must be immediately reported to Management for labeling.

• Inform employee(s) of any precautionary measures that need to be taken to protect employees during normal operating conditions and in foreseeable emergencies. Immediate supervisors of affected employees will ensure that this requirement is implemented in a timely manner. S&OH may be consulted to provide any task hazard analysis assistance required.

• Make the written Hazard Communication Program readily available to all employees, during each work shift.

To have a chemical product evaluated:

• The Division supervisor will submit a “CHEMICAL REVIEW REQUEST FORM” (See Appendix A) indicating who, where and how the product is proposed to be used.

• Attach the product SDS and sample product label or photocopy of label and submit to Risk Management Department to the attention of the S&OH section for review.

• S&OH’s Industrial Hygienist/Safety Specialist will review the SDS for health and/or physical hazards. A notification of approved or not approved for use will be sent to the requester and to the Purchasing Department.

• The product will be included in the centralized procurement list indicating “approved” or “not approved”.

Chemical Inventory and Safety Data Sheets

Division managers shall:

• Ensure that a list of the hazardous chemical products used in their workplace is maintained and updated.

• Ensure that Safety Data Sheets (SDS) for each of the hazardous chemical products are available in the workplace.

Training

The Division shall ensure that Employee Hazard Communication training is conducted at the time of the employee’s initial assignment, and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area. All training will be documented using a standard Division attendance roster and entered into Pathlore.
Division employees who are affected by this policy shall be informed of:

1) The location and availability of the written HCP.
2) Any hazardous chemicals with the SDS’s in their work area at the time of their initial assignment, and whenever a new chemical hazard is introduced into their work area.
3) The different categories of hazards (e.g. flammability, carcinogenicity) of specific chemicals and corresponding pictograms that represent each category.
4) Methods and observations to detect the presence or release of a hazardous chemical in the work area. This includes monitoring conducted by S&OH, continuous monitoring devices, visual appearance, or odor of hazardous chemicals when being released.
5) The physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified of the chemicals in the work area.
6) The measures employees can take to protect themselves from these hazards. These shall include specific procedures the Divisions have implemented such as appropriate work practices, emergency procedures, and personal protective equipment (PPE).
7) Understanding the labeling details in accordance to the Globally Harmonized System (GHS) labeling system. This must include understanding the product identifier; signal word; hazard statement(s); precautionary statement(s); and pictogram(s); and name, address and telephone number of the chemical manufacturer, importer, or other responsible party.
8) Understanding the 16-section SDS including how employees can obtain and use the potential hazard information. Safety Data Sheets (SDS) OSHA Hazard Communication Standard (HCS 2013) requires 16 specific sections, ensuring consistency in presentation of important protection information.

   (i) Section 1, Identification;
   (ii) Section 2, Hazard(s) identification;
   (iii) Section 3, Composition/information on ingredients;
   (iv) Section 4, First-aid measures;
   (v) Section 5, Fire-fighting measures;
   (vi) Section 6, Accidental release measures;
   (vii) Section 7, Handling and storage;
   (viii) Section 8, Exposure controls/personal protection
   (ix) Section 9, Physical and chemical properties
   (x) Section 10, Stability and reactivity;
   (xi) Section 11, Toxicological information;
   (xii) Section 12, Ecological information;
   (xiii) Section 13, Disposal considerations;
   (xiv) Section 14, Transport information;
   (xv) Section 15, Regulatory information; and
   (xvi) Section 16, Other information, including date of preparation or last revision

9) Trade Secrets
   The manufacturer, importer, or employer may withhold the specific chemical identity, including name, other specific identification of a hazardous chemical, or exact percentage of the substance in a mixture, from the safety data sheet under certain provisions. However, the manufacturer can be contacted via the telephone number listed on the SDS if there is an exposure and the Industrial Hygienist and/or medical professional need trade secret information to assist the victim.

Vendors

Vendors proposing to use chemicals for a specific project must submit the SDS and sample product labels/or photocopy of the label with the submittal package. The project manager is responsible for sending the Chemical Product Review Request form, SDS and labels to Risk Management for review within 10 business days of the expected start date of the project.
Non-routine Tasks

No employee will be allowed to perform tasks that they are not fully trained to accomplish. Non-routine tasks will be evaluated prior to commencement of work and the related hazard(s) assessed to develop protective measures. This process will be documented on the Division’s “Non-routine Assessment Form”

Additional information about Product Labels and Pictograms

- **Unmarked Containers**
  No unmarked container containing hazardous chemicals may be used in conjunction with any duties or operations at any Broward County facility. Unless the container is a portable container in the control of a specific person for their immediate use. Container means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. Immediate use means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

- **Container Labeling**
  Employees shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced. Containers containing hazardous chemicals will be properly disposed of and the labels defaced after use (empty containers pose minimal hazards – label information & warnings not required). Once they are emptied, chemical containers can never be used in the place of any other container (for example, trash receptacles). **Secondary containers shall be labeled with the name of the product and the hazards associated with the chemical.**

- All hazardous chemicals shipped after June 1, 2015, must be labeled by the manufacturer with specified elements including pictograms, signal words and hazard and precautionary statements. The labels must contain the following information:
  Product identifier; signal word; hazard statement(s); precautionary statement(s); and pictogram(s); and name, address and telephone number of the chemical manufacturer, importer, or other responsible party.

- **Label Elements**
  The HCS requires the following elements on labels of hazardous chemicals:
  - **Name, Address and Telephone Number** of the chemical manufacturer, importer or other responsible party.
  - **Product Identifier** is how the hazardous chemical is identified. This can be (but is not limited to) the chemical name, code number or batch number. The manufacturer, importer or distributor can decide the appropriate product identifier. The same product identifier must be both on the label and in section 1 of the SDS.
  - **Signal Words** are used to indicate the relative level of severity of the hazard and alert the reader to a potential hazard on the label. There are only two words used as signal words, “Danger” and “Warning”

| "Danger" is used for the more severe hazards, and  |
| "Warning" is used for the less severe hazards |

There will only be one signal word on the label no matter how many hazards a chemical may have. If one of the hazards warrants a “Danger” signal word and another warrants the signal word “Warning”, then only “Danger” should appear on the label.
• **Hazard Statements** describe the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard. For example: “Causes damage to kidneys through prolonged or repeated exposure when absorbed through the skin.” All of the applicable hazard statements must appear on the label. Hazard statements may be combined where appropriate to reduce redundancies and improve readability. The hazard statements are specific to the hazard classification categories, and chemical users should always see the same statement for the same hazards no matter what the chemical is or who produces it.

• **Precautionary Statements** describe recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to the hazardous chemical or improper storage or handling. There are four types of precautionary statements: **prevention** (to minimize exposure); **response** (in case of accidental spillage or exposure emergency response, and first-aid); **storage**; and **disposal**. For example, a chemical presenting a specific target organ toxicity (repeated exposure) hazard would include the following on the label: “Do not breathe dust/fume/gas/mist/vapors/spray. Get medical advice/attention if you feel unwell. Dispose of contents/container in accordance with local/regional/national and international regulations”

| Precautionary statements may be combined on the label to save on space and improve readability. Example: “Keep away from heat, sparks and open flames and store in a cool, well-ventilated place.” |

Where a chemical is classified for a number of hazards and the precautionary statements are similar, the **most stringent statements** must be included on the label.

• **Supplementary Information.** The label producer may provide additional instructions or information that it deems helpful and any hazards not otherwise classified. This section must also identify the percentage of ingredient(s) of unknown acute toxicity when it is present in a concentration of ≥1% (and the classification is not based on testing the mixture as a whole).

| Example of supplementary information: Personal protective equipment (PPE) pictogram indicating what workers handling the chemical may need to wear to protect themselves. |

• **Pictograms** are graphic symbols used to communicate specific information about the hazards of a chemical. The required pictograms consist of a red square frame set at a point with a black hazard symbol on a white background, sufficiently wide to be clearly visible. These pictograms adopted by OSHA conform to the GHS and are used worldwide.
The OSHA pictograms do not replace the diamond-shaped labels that the U.S. Department of Transportation (DOT) requires for the transport of chemicals, including chemical drums, chemical totes, tanks or other containers.
This form will be used for supervisors/managers requesting to have a chemical product reviewed by the Safety & Occupational Health Section.

**CHEMICAL PRODUCT REVIEW REQUEST FORM**

Product name:  
Manufacturer:  

**Proposed use:**

<table>
<thead>
<tr>
<th>Agency/Division</th>
<th>Shop/Area</th>
<th>Operation/task</th>
<th>Used by</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tr>
</tbody>
</table>

Safety Data Sheet (SDS) attached: □ YES  
Product Label attached: □ YES  

Please briefly describe how product is to be used:  

…………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………

**For S&OH use only**

Is a substitute available? □ YES  □ NO
<table>
<thead>
<tr>
<th>PRODUCT OR CHEMICAL NAME (no abbreviations)</th>
<th>MANUFACTURER NAME</th>
<th>MANUFACTURER CODE</th>
<th>PICTOGRAMS</th>
<th>HAZARDOUS INGREDIENTS</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

For Risk Management Use Only:

HAZARDOUS INGREDIENTS

List name and information in the appropriate column below from the container label.

Inventory Completed by: __________________________

Inventory Date: ________________

LOCATION:  ____________________________________________

AGENCY/DEPARTMENT: ________________________________

APPENDIX B
### Hazard Statements

Hazard statements describe the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard. For example: “Causes damage to kidneys through prolonged or repeated exposure when absorbed through the skin.” All of the applicable hazard statements must appear on the label. Hazard statements may be combined where appropriate to reduce redundancies and improve readability. The hazard statements are specific to the hazard classification categories, and chemical users should always see the same statement for the same hazards no matter what the chemical is or who produces it.

### Precautionary Statements

Precautionary statements describe recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to the hazardous chemical or improper storage or handling. There are four types of precautionary statements: prevention (to minimize exposure); response (in case of accidental spillage or exposure emergency response, and first-aid); storage; and disposal. For example, a chemical presenting a specific target organ toxicity (repeated exposure) hazard would include the following on the label: “Do not breathe dust/fume/gas/mist/vapors/spray. Get medical advice/attention if you feel unwell. Dispose of contents/container in accordance with local/regional/national and international regulations.”

Where a chemical is classified for a number of hazards and the precautionary statements are similar, the most stringent statements must be included on the label.

### Supplementary Information

Supplementary information. The label producer may provide additional instructions or information that it deems helpful and any hazards not otherwise classified. This section must also identify the percentage of ingredient(s) of unknown acute toxicity when it is present in a concentration of ≥1% (and the classification is not based on testing the mixture as a whole).

### Pictograms

Pictograms are graphic symbols used to communicate specific information about the hazards of a chemical. The required pictograms consist of a red square frame set at a point with a black hazard symbol on a white background, sufficiently wide to be clearly visible. These pictograms adopted by OSHA conform to the GHS and are used worldwide.

Example: “Keep away from heat, sparks and open flames and store in a cool, well-ventilated place.”

Example of supplementary information: Personal protective equipment (PPE) pictogram indicating what workers handling the chemical may need to wear to protect themselves.
750 copies of this public document were promulgated at a gross cost of $3,850.00 and $5.13 per copy to inform the public about Broward County services.