

Maricopa County Policies and Procedures	Subject: Chemical and Biological Hazardous Materials (HAZMAT) Committee	Number: A2227 Issue Date: 4/96
Approved: David R. Smith	Initiating Department: Risk Management	

A. Purpose

The purpose of this policy is to establish and perpetuate a County-wide Chemical and Biological Hazardous Materials Committee (HAZMAT). This policy will help to insure County operations comply with mandates that require constant monitoring, education and management of hazardous materials or substances in the workplace. The Committee will provide educational and administrative oversight functions to County departments.

B. Policy

All agencies or departments of the County are subject to any one of several state or federal regulations that govern hazardous materials or substances. Each department must be familiar with and comply with these mandates. This will be accomplished through full participation in and support of the HAZMAT Committee.

The Committee shall be comprised of at least one, but no more than three, representatives from each County agency or department (i.e., MCSO, Parks and Recreation, Department of Transportation, Public Health, Hospital, Facilities Management, etc.). Alternates for each representative shall also be appointed. Committee membership shall consist of members selected for their interest and knowledge, and shall be appointed by the department director or elected official.

C. Definitions

Hazardous Material or Hazardous Substance is any material or substance that is a physical or health hazard to employees or the public that may, or is likely to, cause injury, illness, or death.

Health Hazard means a chemical or biological substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic (blood) system, and agents which damage the lungs, skin, eyes, or mucous membranes.

Biological Hazard is a hazard that is biological in origin, usually considered infectious, and which poses a risk or potential risk to the well being of any person.

Physical Hazard is a substance for which there is scientifically valid evidence that it is a combustible liquid, compressed gas, organic oxidizer or pyrophoric, or any substance that is explosive, flammable, unstable (reactive) or water reactive.

D. Authority and Responsibility

Authority for this policy is contained in ARS §23.403 and §23.404, Arizona Safety and Health Act and in the Occupational Safety and Health Act, §1910.120 and §1910.1200.

The Infrastructure Sector Operations Associate County Administrator or an authorized designee is responsible for advising and coordinating Committee activity.

E. Procedures

1. The HAZMAT Committee will disseminate information, formulate training needs, and assist departments or agencies in the incorporation of mandated programs issued or legislated by County, State, or Federal Occupational Safety and Health agencies.
2. Elected officials and department heads will ensure development of internal policy and procedures to enhance knowledge, information, education, awareness and compliance with County, State, and Federal mandates concerning Occupational Safety and Health.
3. The HAZMAT Committee shall be responsible for advising, promoting, and providing information to County agencies and departments to ensure compliance with Occupational Safety and Health mandates and to enable department heads and elected officials to develop internal policies and procedures as required herein. The Committee shall provide guidance for:
 - identifying and classifying chemical and biological hazardous materials, substances, or waste;
 - identifying those substances not classified as a chemical or biological hazard to life, but are of significant importance to warrant special knowledge, handling, and/or disposal considerations;
 - developing mechanisms for handling and disposing of hazardous material(s) and waste(s);
 - maintaining inventories and Material Safety Data Sheets (MSDS) on all chemicals in the workplace; and,
 - meeting training requirements by having members available to assist in formulating programs and conducting assessments or audits of existing programs to ensure minimum compliance with mandated issues.

F. Cross Reference

A2201 Loss Control Program