

## **HAZARD COMMUNICATION PROGRAM**

### **1.0 PURPOSE:**

The purpose of this policy is to protect employees working with and around hazardous chemicals at all work sites under the authority of the City of Wilson. This policy will also communicate these hazards to all associates involved. This policy meets all requirements set forth by 29 CFR 1910.1200.

### **2.0 SCOPE**

This policy applies to all City of Wilson employees, guests, and visiting contractors.

### **3.0 DEFINITIONS**

3.1 **"CHEMICAL"** means any element, chemical compound or mixture of elements and/or compounds.

3.2 **"EXPOSURE"** means to subject an employee to hazardous chemicals in the course of employment through any route of entry (inhalation, ingestion, skin contact, or absorption, etc.) and includes potential (e.g.,

3.3 **"HAZARDOUS CHEMICAL"** means any chemical which is a physical hazard or health hazard.

3.4 **"HAZARD WARNING"** means any words, pictures, symbols or combination thereof appearing on a label or other appropriate form of chemical(s) in the container(s).

3.5 **"HEALTH HAZARD"** includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes or mucous membranes.

3.6 **"LABEL"** means any written, printed or graphic material displayed on or affixed to containers of hazardous chemicals.

3.7 **"MATERIAL SAFETY DATA SHEET (MSDS)"** means written or printed material concerning a hazardous chemical which is prepared according to established guidelines.

3.8 **"PHYSICAL HAZARD"** means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, and oxidizer, pyrophoric, unstable (reactive) or water reactive.

### **4.0 HAZARD DETERMINATION**

#### **4.1 PURCHASED MATERIALS**

4.1.1 All purchased chemical materials will be considered "hazardous" for the purpose of training, labeling, and MSDS availability required by the standard. Each

division/section will rely on hazard information provided by the supplier's MSDS and label as the primary source of hazard information for purchased chemical materials.

- 4.1.2 No purchased chemical will be allowed on any work site operated by the City of Wilson without the appropriate MSDS and label as required by the Hazard Communication Standard.

#### **4.2 RECEIPT OF PURCHASED MATERIALS**

- 4.2.1 The purchasing employee who initially orders a product must request a data sheet on each product. For each division/section of the City of Wilson, a responsible employee will be tasked with the primary responsibility in ordering chemicals. The list of those employees will be kept in the section/division head's office.
- 4.2.2 It is the purchasing employee's responsibility, to be sure that a data sheet is received. If the purchasing employee receives no data sheet within this time, the employee is to repeat the request for a data sheet. If the data sheet is not received within five (5) working days from the time of the second request, the employee is to immediately inform the division/section head who, will in turn, notify the company and seek resolution.
- 4.2.3 The purchasing employee or designees should inform the vendor /manufacturer at the time of initial order that these regulations exist.
- 4.2.4 It is also the purchasing employee's responsibility to inform vendors of their duty to provide the division/section head with a revised Material Safety Data Sheet on any products they provide to us that are altered in any way.

### **5.0 LABELS AND OTHER FORMS OF WARNING**

#### **5.1 HAZARD WARNINGS**

- 5.1.1 Hazard warnings are meant to convey to employees working with or near chemical substances the nature of the most significant hazard or hazards associated with the chemical in use. Hazard warnings are intended to be concise and understandable statements and are not intended to convey all hazard information on the chemical in use.
- 5.1.2 Each chemical entering the workplace will be labeled, tagged, or marked by the chemical manufacturer, importer, or distributor with the following information:
  - 5.1.2.1 IDENTITY of the hazardous chemical(s).
  - 5.1.2.2 APPROPRIATE HAZARD WARNINGS.
  - 5.1.2.3 NAME AND ADDRESS of the chemical manufacturer, importer, or other responsible parties.

## 5.2 CONTAINERS IN THE WORKPLACE

- 5.2.1 Each purchased container of hazardous materials from a supplier will carry the supplier's identity or hazard warning label.
- 5.2.2 City of Wilson employees will not modify the supplier's identity or hazard warning statements.
- 5.2.3 The identity will also be indicated on the corresponding MSDS. For chemicals not in supplier containers, employee will affix a label to the container.
- 5.2.4 The following portable container types will be labeled with the appropriate hazard warning when they contain chemicals.
  - 5.2.4.1 Metal, fiber and plastic drums of all sizes.
  - 5.2.4.2 Metal and plastic buckets, pails, and cans of all sizes.
  - 5.2.4.3 Paper, cloth, and plastic bags of all sizes.
  - 5.2.4.4 Metal, plastic, and glass tanks of all sizes.
  - 5.2.4.5 Fiber, cardboard, and metal boxes.

## 5.3 LABELING EXCEPTIONS

Portable containers in which chemicals are transferred do not need to be labeled as long as the chemical *is used during the same work shift and the employee who is transferring the chemical is the same employee who is using it.*

## 5.4 PLACARDS AND BATCH TICKETS

In certain work areas, placards, signs, operating procedures, or batch tickets will be used instead of or in addition to, labels as a form of employee warning. These alternative methods will all comply with 29 CFR 1910.1200 (f) (4) of the Hazard Communication Standard and Section 6.1 of this written program.

## 5.5 LABEL CHANGES

Old labels, which do not meet the requirements of the Hazard Communication program, will be removed when they do not adequately describe container contents. A label meeting these requirements will not be removed or defaced for any reason.

## 6.0 MATERIAL SAFETY DATA SHEETS (MSDS)

### 6.1 MSDS FILES AND CONTENTS

- 6.1.1 Each section/division of the City of Wilson will maintain a file of MSDS's on each hazardous chemical used by their employees.

6.1.2 Each MSDS will be in English and will contain the information specified in 29 CFR 1910.1200 (g).

6.1.3 Every MSDS will be in binders and located in each section/division of the City of Wilson's Managers/Supervisors offices or a conspicuous place within the work area. For those sections with multiple work sites, the section/division head should make every effort to have MSDS binders made for each work site and have binders containing MSDS's of those chemicals specific to that work site. This may include but not limited to, having MSDS binders on each truck, placing binders in every office, or having a binder available to be carried by employee-if practical.

6.1.4 The ordering employee will add to the MSDS any significant information regarding:

6.1.4.1 The hazards of a chemical, and

6.1.4.2 Ways to protect against the hazards immediately when the information becomes known.

## 6.2 **ACCESS TO MATERIAL SAFETY DATA SHEETS**

All MSDS kept on file as described in Section VI A, will be accessible to all employees during their regular duty shift when working at the City of Wilson. Any employee, upon verbal request to his or her supervisor, will be granted access to the MSDS files during regular business hours and on the day the request is made. A copy of the MSDS will be made if so requested. At no time will MSDS sheets be removed without section/division head's consent.

## 6.3 **ALPHABETIZED LIST**

Each section/division will keep all hazardous chemical information filed, with the appropriate MSDS in alphabetical order by common name.

## 7.0 **EMPLOYEE INFORMATION AND TRAINING**

### 7.1 **TRAINING PROGRAM CONTENTS**

7.1.1 Each superintendent will conduct training programs for all employees working in areas containing hazardous substances at the time of initial assignment and whenever a new hazard is introduced into the work area.

7.1.2 The training will include all items specified in 29 CFR 1910.1200 (h).

7.1.3 The training will be custom-made specifically for each section, and will accurately and clearly present the hazards of chemicals used and all other associated information.

7.1.4 Employees will also be encouraged to access the MSDS file to obtain information on individual chemicals.

7.1.5 An outline of the training program from each section will be drawn up and added to the end of this chapter.

## 7.2 **TRAINING PROGRAM FORMAT AND RECORDS**

7.2.1 Superintendents of each division will ensure all employees within their respective control are trained in the Hazard Communication Standard. The program may consist of a video presentation that will be followed by in-depth coverage of the hazardous chemicals used in each section/division. Each supervisor will review with each individual employee any hazardous materials that are unique to his/her particular section will complete this part of the training.

7.2.2 A record of training will be kept and maintained in each section/division head's office.

## 7.3 **EMPLOYEES TO BE TRAINED**

All City of Wilson employees will be trained in the materials found in this chapter.

## 8.0 **NON-ROUTINE TASKS AND UNLABELED PIPES**

### 8.1 **PROCEDURE FOR NON-ROUTINE TASKS**

8.1.1 Most of the tasks involving chemicals are performed daily at each facility or throughout the City. For some non-routine tasks where a significantly different hazard may exist, the nature and extent of the hazard will be communicated in the job description and operator training program for that particular operation.

8.1.2 All managers, section/division heads, and supervisors, will be trained to be alert for the unusual or non-routine use or generation of chemical substances and to contact the Safety & Risk Manager for an evaluation of the non-routine task.

8.1.3 Where appropriate, supervisory personnel will contact the Safety & Risk Manager, who will recommend that an appropriate warning and necessary protective measures be included in a non-routine operating procedure.

### 8.2 **PROCEDURE FOR UNLABELED PIPES**

Although all pipes containing chemicals located in certain buildings are not required to be labeled, all supervisors will advise their employees of the hazardous chemicals contained in unlabeled pipes located in their sections. This will also include what to do in case of accidental leakage.

## 9.0 **CONTRACTOR EMPLOYEES**

### 9.1 **GENERAL**

Employees of contractors working in work areas maintained by the City of Wilson may come in contact with hazardous chemicals normally used at the work area or brought to the site by the contractor. These employees will be informed of the presence of hazardous chemicals in the work area and will be informed of appropriate protective measures. Also,

contractors will inform the City of Wilson; specifically that section /division head, of their intent to use a hazardous chemical substance prior to bringing that substance on site.

**9.2 MANAGEMENT'S RESPONSIBILITY TO CONTRACTORS**

A Project Supervisor will be designated for any work being performed by contractors in an area where hazardous chemicals are used. That project supervisor (Project Engineer, section/division head) will do the following:

9.2.1 Provide the contractor with a copy of the City of Wilson's written Hazard Communication Program.

9.2.2 Review the essential points from that program with the contractor.

**9.3 CONTRACTORS RESPONSIBILITY TO THE CITY**

All contractors having employees working in areas maintained by City of Wilson employees where hazardous chemicals are used will:

9.3.1 Thoroughly review the City's written Hazard Communication Program.

9.3.2 Educate and train their employees in the nature of hazardous chemicals.

9.3.3 Provide these employees with appropriate protective devices and techniques, educate and train those employees in the use of these, and ensure that those employees properly use protective equipment to prevent injury from hazardous chemicals.

9.3.4 Provide the Project Supervisor and/or section/division head with a copy of the MSDS for any hazardous chemical that the contractor intends to bring or generate on site.

**10.0 SPECIFIC TASK ASSIGNMENTS AND ACCOUNTABILITIES**

The department/division head will review positions listed below and assign employees for each task. These employees will be responsible for and held accountable for the hazard communication tasks listed.

TASK	RESPONSIBLE/ACCOUNTABLE POSITION
10.1 Assignment of accountabilities	Section/Division Head
10.2 Overall program coordination	Section/Division Head
10.3 Updating list of purchased materials in written Hazard Communication Program	Section/Division Head

10.4	Development of training program and associated record keeping	Section/Division Head Superintendent
10.5	Development and updating of written program	Section/Division Head Safety & Risk Manager
10.6	Review of Hazard Communication Program with contractors prior to work on site.	Project Supervisor Section/Division Head Superintendent
10.7	Labeling of portable containers in treatment and maintenance	Purchasing Employee
10.8	Ensuring appropriate employees are available for training	Section/Division Head Superintendent
10.9	Provision and maintenance of placards, signs, etc. in treatment and maintenance	Superintendent
10.10	Specific training on all associated employees	Immediate Supervisor

**APPENDIX A**

**HAZARD COMMUNICATIONS TRAINING PROGRAM**  
**City of Wilson**  
**Wilson, N.C.**

- I. Introduction
  - A. Purpose of Hazard Communication Program
  - B. Employee responsibility to program
  - C. Written program
- II. Hazard Communication Videotape
  - A. Requirements of hazard communication standards
  - B. Definitions relating to chemicals
  - C. PEL versus TLV
  - D. Routes of entry
  - E. MSDS
  - F. Labeling
- III. MSDS
  - A. Importance
  - B. Locating
  - C. Reading and understanding
- IV. Procedure for Non-Routine Tasks
- V. Hazardous Chemicals in Unlabeled Pipes
- VI. Labeling
  - A. Importance
  - B. Reading and understanding
- VII. Means of Detecting Presence of Hazardous Chemicals
- VIII. Operations of Work Areas where Hazardous Chemicals May Be Present
- IX. Protective Measures
- X. Employee Sign-Off
- XI. Conclusion

**APPENDIX B**

(Example)

**HAZARD COMMUNICATION INFORMATION  
AND TRAINING CERTIFICATION FORM**

I, \_\_\_\_\_, certify that I have been informed by my employer, the City of Wilson, of the workplace Hazardous Chemical Right-To-Know of the U.S. Dept. of Labor, OSHA. I have also received training in the correct usage of the chemicals in my workplace, what safety precautions I must observe when working with chemicals, and what procedure(s) to follow in case of an emergency. I have been told how to read and understand material safety data sheets and how I can obtain copies of the data sheets. I have been informed of where the workplace Hazardous Chemical list is located, and that I may see the list.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

TRAINER \_\_\_\_\_