

HAZARD COMMUNICATION PROGRAM

I. Purpose

In order to protect our employees and comply with 29 CFR 1910.1200 the Hazard Communication Standard, the following written Hazard Communication Program has been established for the City of Washington. Under this program, *you* will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which you work, safe handling procedures, and measures to take to protect yourself from these chemicals. You will also be informed of the hazards associated with non-routine tasks, such as the cleaning in confined spaces, and the hazards associated with chemicals in unlabeled pipes.

II. General Program Management

A. Responsibility

The Safety Officer will be designated by the Washington City Administrator, and has responsibility for this program. The Safety Officer will review and update the program, as necessary. Copies of the written program may be obtained from your supervisor or City Hall.

B. Program Review and Update

In order to have an effective Hazard Communication Program the program will be reevaluated on a yearly basis. Training and reviewing of the program will also be done under these circumstances:

- 1) For employees before they are sent *to* their work station,
- 2) When new chemicals or hazardous materials are introduced into work areas.

III. Methods of Compliance

A. List of Hazardous Chemicals

The department heads will make and maintain a list of all hazardous chemicals, Material Safety Data Sheets (MSDS), and related work practices used at each location, and will update the list as necessary (when new chemicals or MSDS sheets are received). The list of chemicals identifies all of the chemicals used in the work areas. A separate list is available for each work area and is posted there. Each list also identifies the corresponding MSDS for each chemical. A master list of these chemicals will be maintained by, and is available from City Hall. **(Appendix A)**

City of Washington
P.O. Box 296
301 C Street
Washington, KS 66968
Phone: 785.325.2284
Fax: 785.325.2678
Email: washcity@washingtonks.net

Adopted June 6, 2005

B. Container Labeling

The supervisor in each department will verify that all containers received for use will:

- 1) Be clearly labeled as to the contents,
- 2) Note the appropriate hazard warning,
- 3) List the name and address of the manufacturer.

The supervisor will refer to the corresponding MSDS to assist in verifying label information.

The supervisor will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the "central stores" generic labels. For help with labeling, please see the Safety Officer. The Safety Officer will review and update the City's labeling system yearly.

C. Material Safety Data Sheets

The Safety Officer and supervisors will be responsible for obtaining and maintaining the data sheet system for the City. The Safety Officer will review incoming Material Safety Data Sheets for new health or safety information. He will see that any new information is included in the program and that the new information is passed on to the affected employees. The MSDS's will be renewed every three years.

Copies of MSDS's for all hazardous chemicals which employees of the City may be exposed will be kept in City Hall.

MSDS's will be available to all employees in their work areas for review during each work shift. If MSDS's are not available or new chemicals in use do not have MSDS's, immediately contact the Safety Officer.

Replacement data sheets will be requested upon notification of a change in the product, or reason to believe a change has been made. In such cases a Material Safety Data Sheet will be immediately requested from the supplier/manufacturer. To request a copy of material safety data sheet, which is not currently on file, unless otherwise made available immediately by the manufacturer via fax or email, two (2) letters will be sent to the supplier at a two (2) week interval. **(See Appendix B)**

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D. Employee Training and Information -

The Safety Officer is responsible for the employee-training program. They will ensure that all elements specified below are carried out.

Prior to starting work each new employee of the City will attend a health and safety orientation and will receive information and training on the following:

- 1) An overview of the requirements contained in the Hazard Communication Standard,
- 2) Chemicals present in their workplace operations,
- 3) Location and availability of the City's written hazard program,
- 4) Physical and health effects of the hazardous chemicals,
- 5) Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area,
- 6) How to lessen or prevent exposure to these chemicals through usage of control/work practices and personal protective equipment,
- 7) Steps the City has taken to lessen or prevent exposure to these chemicals,
- 8) How to read labels and review MSDS's to obtain appropriate hazard information,
- 9) The location of MSDS file and hazardous chemical list.

After attending the training class each employee will sign a form to verify that they attended the training, received the written material, and understood the City's policies on Hazard Communication. **(Appendix C)** Prior to a new chemical hazard being introduced into any work location of the City, each employee of that section will be given information as outlined above. The Safety Officer or supervisor is responsible for ensuring that MSDS on the new chemical(s) are available.

E. Hazardous Non-Routine Tasks

Any maintenance, or other infrequent work, shall be reviewed by the Safety Officer for potential exposure to hazardous chemicals or other safety problems. (e.g., cleaning tanks, entering confined spaces, etc.) A written procedure shall be agreed on, detailing appropriate actions and safeguards for the control of exposure to any hazardous chemicals. This procedure shall be used whenever the work is to be performed. Permits shall be required for working on energized systems, and valve closures. Appropriate lock-out and tag-out procedures shall be followed. (See the City of Washington Lock-out Tag-out Policy)

The written procedure will include:

- 1) Specific chemical hazards,
- 2) Personal protective equipment or safety measures the employee should use,

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- 3) Measures the City has taken to lessen the hazards including ventilation, respirators, presence of other employees, emergency procedures and etc.

F. Informing Contractors

It is the responsibility of the Safety Officer to provide contractors and employees the following information:

- 1) Hazardous chemicals to which they may be exposed to while on the job site,
- 2) Precautions the employees may take to lessen the possibility of exposure by usage of protective measures.

The Safety Officer will be responsible for contacting each contractor, before work is started in the City, to gather and disseminate any information concerning chemical hazards that the contractor is bringing to our workplace.

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Appendix B

LETTER REQUESTING MSDS

Dear _____:

The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (29 CFR 1910.1200) requires employers to be provided Material Safety Data Sheets (MSDS's) for all hazardous substances used in their facility, and to make these MSDS's available to employees potentially exposed to these hazardous substances.

We, therefore, request a copy of the MSDS for your product listed as Stock Number (Number). We did not receive an MSDS with the initial shipment of the (name) we received from you on (Date). We also request any additional information, supplemental MSDS's, or any other relevant data that your company or supplier has concerning the safety and health aspects of this product.

Please consider this letter as a standing request to your company for any information concerning the safety and health aspects of using this product that may become known in the future.

The MSDS and any other relevant information should be sent to us within ____ days. Delays in receiving the MSDS information may prevent use of your product. Please send the requested information to _____.

Please be advised that if we do not receive the MSDS on the above chemical by (date), we may have to notify OSHA of our inability to obtain this information. It is our intent to comply with all provisions of the Hazard Communication Standard (1910.1200) and the MSDS's are integral to this effort.

Your cooperation is greatly appreciated. Thank you for your timely response to this request. If you have any questions concerning this matter, please contact me at (785) 325.2284.

Sincerely,

Tim Schook, City Administrator

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Appendix C
HAZARD COMMUNICATION
TRAINING CERTIFICATION

I have received Hazard communication Training as described on the Hazard Communication Program. The training was conducted on _____.

(Date)

Employee Signature

Social Security Number

Department

I hereby certify that the above named employee has been provided with Hazard Communication Training on

(Date)

Instructor's Signature