

HAZARD COMMUNICATION PROGRAM



**CITY OF REEDLEY
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I. PURPOSE

The City of Reedley has developed the following Hazard Communication Program to ensure that our employees are aware of the hazards associated with chemical substances contained in products that may be used in the workplace. This program supplements the City's Injury and Illness Prevention Program (IIPP) and is the mechanism for compliance with the Cal/OSHA Hazard Communication Standard contained in the California Code of Regulations, Title 8, Section 5194 (8 CCR §5194).

This program will be reviewed and updated on an annual basis or whenever federal and/or State regulations change.

II. MATERIAL SAFETY DATA SHEETS

A. General

A material safety data sheet (MSDS) is a document that chemical manufacturers, distributors, and importers are required to prepare and provide to chemical product users. MSDSs contain the following information:

General product information including product name, manufacturer's name, and the phone number to call for additional information

Hazardous ingredients including common chemical or trade names and exposure limits (PEL's, TLV's, or other recommended safe exposure limits)

Physical and chemical characteristics including things like appearance and odor, boiling point, vapor pressure, etc.

Fire and explosion hazard including flash point, flammability limit, and fire-fighting procedures

Reactivity data including stability, incompatibility, and information for situations to avoid

Health hazard data including routes of exposure, signs and symptoms of exposure, and emergency and first aid procedures

Precautions for safe handling and use including clean-up methods, disposal methods, and handling precautions

Control measures including the types of personal protective equipment recommended when handling the chemical product, as well as special work and hygiene practices.

B. *Location*

A MSDS will be obtained for each chemical product used in the workplace. MSDSs will be consolidated and kept at *IDENTIFY LOCATION(S)* or in another designated location and in the area where the chemicals are used.

C. *Chemical Inventory*

A chemical inventory will be maintained for all chemicals used in the workplace. The chemical inventory will be kept with the MSDSs and will be updated when new chemicals are introduced into the workplace.

Each department's supervisor will monitor the MSDSs and continuously update them.

D. *Site Plan*

Each City facility including well and lift sites with hazardous material must have a site plan. This plan should outline the location of where the hazardous materials are stored and the location of the MSDSs for these items. In addition this plan should include the quantities (gallons, pounds, cubic feet, etc) for each hazardous material. If there is a structure on the site, the building type (construction), roof type, ventilation, alarm system, fire protection system, fire dept connection location, extinguisher locations, utility and/or process shutoff locations, doorways, stairways, hallways, basements, distance to nearest hydrant.

The site plan should be located in the supervisor's office and on file at the Fire Department.

E. *City Laboratories*

A chemical inventory will be compiled for City laboratories and will be kept in the laboratory along with the corresponding MSDSs. A copy of the inventory will be posted prominently along with a notice listing the chemicals used in the area and noting the location of the associated MSDSs.

III. **RESPONSIBILITIES**

Overall safety program responsibilities of key personnel are presented in Section III of the City's Injury and Illness Prevention Program.

A. *Hazard Communication*

This program will be updated as necessary and will be distributed to each of the Department Supervisors. He or she will also be responsible for verifying that MSDSs are maintained at each City facility and that employees have received appropriate hazard communication training.

B. *Department Supervisor*

Each Department Supervisor is responsible for ensuring that MSDSs for chemical products used in their work area(s) are maintained and are readily available for review by employees. The Department Manager is also responsible for ensuring that all containers are labeled appropriately and that employees receive suitable hazard communication training.

C. *Purchasing Agent(s) and Others Who Authorize Chemical Purchases*

City employees purchasing chemicals will request and verify that a MSDS from the supplier is received with each new material purchase. New MSDSs will be included with existing MSDSs and the chemical inventory that will be updated.

D. *Employees*

Each employee will verify that a MSDS is on file for each chemical used and that the chemical is listed in the chemical inventory.

IV. LABELING

All chemical products used at City operations will be properly labeled listing the contents of hazardous substances and providing appropriate hazard warnings.

Manufacturers' labels will not be removed or defaced. If a manufacturer's label is missing or inadequate, employees are required to contact their supervisors for a replacement label.

V. EMPLOYEE TRAINING

Employees will receive Hazard Communication training via formal and informal training sessions.

Hazard Communication training includes an explanation of the following:

- State and federal Hazard Communication regulations;
- Rights and responsibilities of employers and employees;
- Hazards associated with classes of chemical substances, such as flammables, solvents, metals, acids and caustics, reactives, and toxics;
- How to read a MSDS;
- Safe work practices and personal protective equipment required for handling hazardous chemical products; and
- Location and availability of this written Hazard Communication program.

A record of all hazard communication training will be maintained in employees' training records.

VI. NON-ROUTINE OPERATIONS

Before beginning new or non-routine work operations, special job-specific safety meetings will be held for all affected personnel. At this meeting, the Department Manager, supervisor, or designated representative will explain the hazards associated with the non-routine operation, safe work practices, and the required personal protective equipment.

A record of such safety meetings will be maintained in employees' training records.

VII. CONTRACTOR/SUBCONTRACTOR EMPLOYEES

City contractors or subcontractors whose employees may be exposed to hazardous chemical products while working on a City job site will be notified of the presence of such products and manufacturers' suggested protective measures. In addition, they will be provided access to the City's Hazard Communication Program and MSDSs.

VIII. DISCOVERING A HAZARDOUS MATERIAL SPILL

If an employee comes across an unknown substance and suspects a hazardous material, they must act immediately. The employee should notify a supervisor or colleague to call 9-1-1, evacuate the area along with any other employees or public, and deny entry. The fire and police departments will be dispatched.

IX. DISPOSING OF HAZARDOUS MATERIAL

There are certain items used for City of Reedley business that are considered hazardous waste. These items are not to be disposed of in the trash or recycle cans. Example of these items are computer monitors, fluorescent light bulbs and tubes. When disposing of items, such as these, arrangements must be made with a company who disposes of hazardous waste. Contact the Public Works Department for instructions of properly disposing of hazardous items.