

TOWN OF HILES

Hazard Communication Program

For Compliance With the OSHA Hazard Communication Standard

I. GENERAL

The purpose of this instruction is to ensure that the Town of Hiles is in compliance with the OSHA Hazard Communication Standard (HCS) 29 CFR 1910.1200 or 1926.59.

The designated Town Board member (referred to as the safety manager hereafter) is the overall coordinator of the facility program. In general, each employee in the facility will be appraised of the substance of the HCS, the hazardous properties of chemicals they work with, and measures to take to protect themselves from these chemicals.

II. List of Hazardous Chemicals

The safety manager will maintain a list of all hazardous chemicals used in the facility, and update the list as necessary. The hazardous chemical list will be updated upon receipt of new hazardous chemicals at the facility. The list of hazardous chemicals is maintained in the Town garage in the MSDS library book. In addition to a listing of hazardous materials with which the employees normally work, the MSDS book also includes a copy of this instruction, MSDSs for these materials, training information, and training certification documentation.

III. Material Safety Data Sheets (MSDSs)

The safety manager will maintain an MSDS library on every substance on the list of hazardous chemicals in the Town garage and office areas. The MSDSs will consist of a fully completed OSHA form 174 or equivalent. MSDSs will be readily available to all employees.

The safety manager is responsible for acquiring and updating MSDSs. The safety manager will be notified of the ordering of a hazardous material not currently of the list of hazardous materials by the person placing the order. The safety manager will review each MSDS for accuracy and completeness. For any new procurement, the least hazardous substance will be procured.

MSDSs that meet the requirements of HCS must be fully completed and received at the facility either prior to, or at the time of, receipt of the first shipment of any potentially hazardous chemical purchased from a vendor.

IV. Labels and Other Forms of Warning

The senior road maintenance road worker is designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels should list the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. The senior road maintenance road worker will refer to the corresponding MSDS to verify label information. Generally, the label provided by the manufacturer or supplier will meet all these requirements and no additional labeling will be required. Immediate use containers, small containers into which materials are drained for use on that shift by the employee drawing the material, do not require labeling. Labels use for in-house containers will be consistent with labeling supplied by the manufacturer.

The senior road maintenance worker will check on a quarterly basis to ensure that all containers in the facility are labeled and the labels are up to date.

V. Emergency Procedures

Upon the discovery of a spill or leak of a hazardous chemical, the following actions will be taken.

- Notify the Hiles Fire Department **649-3511** if the problem is determined to be potentially dangerous
- Clear people from the spill area
- Determine the source of the spill or leak and stop it if possible without risk
- Remove spilled material with absorbent

VI. Training

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those hazardous chemicals. Additional training will be provided for employees whenever required. Hazardous chemical training will be arranged by the safety manager.

The training will emphasize these elements.

- A summary of the standard and the written program and the implementation of the program for the Town of Hiles.
- Hazardous chemical properties including visual appearance and odor and method that can be used to detect the presence of release of hazardous chemicals.
- Physical and health hazards associated with potential exposure to workplace chemicals.
- Procedures to protect against hazards, e.g. personal protective equipment, work practices, and emergency procedures.
- Hazardous chemical spill and leak procedures.
- Where MSDSs are located, how to understand their content, and how employees may obtain and use appropriate hazard information.

The safety manager will monitor and maintain records of employee training.

Hazard Communication Program Adopted by Town Board on