

# HAZARD COMMUNICATION

## Purpose

1. The purpose of this section is to ensure that the hazards of all chemicals used and stored are evaluated, and that information concerning their hazards is transmitted to employees.
  - This transmittal of information will be accomplished by means of a comprehensive hazard communication program, which will include container labeling and other forms of warning, safety data sheets, and employee training.
2. The City of Portage has recognized its responsibility to provide its employees with the information necessary to perform in a safe, responsible, and professional manner.
  - Employees will be provided with copies of safety data sheets, a hazardous substance list, instruction on potential hazards posed by chemical substances and explain techniques for proper use, handling and storage of toxic and hazardous substances.

## Chemical Inventory

1. Each department supervisor will maintain an inventory of all know chemicals in use for their department.
  - A full chemical inventory list will be available from the Chief of the Portage Fire Department, 119 W. Pleasant Street, Portage, WI.
  - Department chemical inventories will be kept in a binder with the safety data sheets.
  - Location of chemical inventories:
    - DPW – City Garage
    - Water – Operations Center
    - Wastewater – Wastewater Treatment Plant
    - Parks – Parks Garage
    - City Hall – City Hall
2. Department supervisors will update the inventory list when a new hazardous chemical is brought into their department.
  - Each department supervisor will be responsible for updating their chemical inventory and furnishing them to the Chief of the Portage Fire Department with new safety data sheets as necessary so the full chemical inventory list can be updated.

## Labels and other Hazard Warnings

1. All chemicals in the facility will be stored in their original or approved containers with a proper label attached, except small quantities for immediate use.
2. Any container not properly labeled should be given to the department supervisor for labeling or proper disposal.
3. Workers may dispense chemicals from original containers only in small quantities intended for immediate use.
  - Any chemical left after work is completed must be returned to the original container.
4. No unmarked containers of any size are to be left in the work area unattended.
5. The City of Portage will rely on manufacturer applied labels whenever possible and will ensure that these labels are maintained.
6. The City of Portage will ensure that each container is labeled with the identity of the hazardous chemical, target organ, health effects, and physical effects hazard warnings.

## Safety Data Sheets (SDS)

1. The original copy of all SDS's for all hazardous chemicals to which employees of the City of Portage may be exposed will be kept by the Chief of the Portage Fire Department, 119 W. Pleasant Street, Portage, WI.
2. Each department will maintain copies of SDS's for their department at the following locations:
  - DPW – City Garage
  - Water – Operations Center
  - Wastewater – Wastewater Treatment Plant
  - Parks – Parks Garage
  - City Hall – City Hall
3. Employees working with a hazardous chemical may request a copy of the safety data sheet from their department supervisor.
4. Procedures to follow when the SDS is not received at the time of the shipment of the material:
  - If no SDS has been received, the department supervisor will be responsible for obtaining a copy.
  - A phone call will be given to the chemical manufacturer or the distributor requesting a copy, the date, and time will be documented.
  - If the SDS is not received within 10 days, the department supervisor shall follow up with a registered letter to the chemical manufacturer or the distributor.
  - If a SDS is not received in 30 days, the appropriate Federal or State office will be notified.
5. SDS's for new chemicals will be introduced to the employees prior to the employees using the new chemicals.
6. City of Portage employees are responsible for receiving an SDS when purchasing new chemicals from a store.
  - New chemicals may not be brought into the workplace unless an SDS can be received with the purchase of the new chemical.
7. When the chemical is no longer in any City of Portage work areas the SDS will be dated and archived for 30 years.

### **Employee Information and Training**

1. The following elements will be included in the employee(s) training.
  - An overview of the requirements contained in the hazard communication standard.
  - Location and availability of the written hazard communication program, chemical inventory, and safety data sheets.
  - Physical and health effects of hazardous chemicals.
  - Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
  - How to lessen or prevent exposure to hazardous chemicals through the usage of control/work practices and personal protective equipment.
  - Emergency procedures to follow if they are exposed to chemicals.
  - How to read labels and review SDS's to obtain appropriate information.
  - A record of the training will be kept on file.
  - Any operations in their work area where hazardous chemicals are present
  - Contents of the Hazardous Communications program.

2. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace.
3. Each employee completing the required training will receive a copy of 29 CFR 1910.1200 Hazard Communication Standard.
  - All employees will also receive a copy of the written program.
4. Required PPE will be available from the employee's supervisor.
5. Any incident of over exposure or spill of a hazardous chemical/substance must be reported to the department supervisor immediately.

### **Hazardous and Non-routine Tasks**

1. Periodically, employees are required to perform non-routine tasks that may involve possible exposure to hazardous chemicals.
  - Employees will receive training on safe work procedures, required PPE, and the safety data sheets for the chemical(s) involved prior to performing the task.

### **Informing Other Employers**

1. Supervisor shall provide the other employer(s) on-site access to safety data sheets for each hazardous chemical the other employer(s)' employees may be exposed to while working.
2. Supervisor shall inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies.
3. Supervisor shall inform the other employer(s) of the labeling system used in the workplace.
4. Other on-site employers are required to adhere to the provisions of the Hazard Communication Standard.
  - Subcontractors will be required to submit a copy of their Hazard Communication Program with safety data sheets for the hazardous chemicals that are brought into the City of Portage work sites.
5. Information on hazardous chemicals known to be present will be exchanged with other employers.
  - The other employers will be responsible for providing necessary information to their employees.
6. A sign will be posted on each department bulletin board located in each building notifying other employers where to get a copy of our Hazard Communication Program and SDS's.

### **Posting**

The City of Portage will post information for their employees on bulletin boards in their facilities on the Hazard Communication Standard.

**SAMPLE LETTER TO REQUEST SDS**

To: Distributor/Manufacturer

From: City of Portage  
115 W. Pleasant Street  
Portage, WI 53901

Date:

Subject: Safety Data Sheets

In accordance with the provisions of the Hazard Communication Standard 29 CFR 1910.1200, we are requesting a copy of the Safety Data Sheet for the following products:

<b>Product Name</b>	<b>Product Number</b>
_____	_____
_____	_____
_____	_____
_____	_____

Please send the information requested to the following address:

City of Portage  
(Department address)  
Attn: (Department Supervisor Name)

Please supply us with this information. Your prompt attention to this is necessary for us to fully implement our Hazard Communication Program. Please send this information by \_\_\_\_\_ (15 days after the date of this letter).