

# **Town of Sangerville Town Hall Hazard Communication Policy**

The following written Hazard Communication Program has been established for the Town of Sangerville Town Hall. All employees of the Town Office and Library are included within the program. The written program will be available in the Policies Manual in the Town Office and on the Town's Website for review by any interested employee. Approved by the Board of Selectmen on August 11, 2015.

The Town of Sangerville will meet the requirements of this regulation as follows:

## 1. Container Labeling:

The Fire Chief is identified as the Program Coordinator and will verify that all hazardous chemical containers received for use will be provided with:

- a. Product identifier
- b. Signal word
- c. Hazard statement(s)
- d. Pictogram(s)
- e. Precautionary statement(s); and
- f. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party

## 2. Solid Material Labeling

Program Coordinator will verify that all solid materials not exempted due to their downstream use; are delivered with a label or received the label prior to the initial shipment, and need not be included in subsequent shipments unless information on the label changes.

Program Coordinator will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with town-made labels approved by Town Manager and include: Product identifier, words, pictures, symbols or combination thereof, which provides at least general information regarding the hazards of the chemicals.

## 3. Safety Data Sheets (SDS)

Copies of the SDSs for all hazardous chemicals to which employees of the Town Hall may be exposed will be in the Policy Manual.

SDSs will be available to all employees in their work area for review during each work shift. If SDSs are not immediately available or new chemicals in use do not have an SDS, please contact the Fire Chief.



#### 4. Employee Training and Information

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

- a. An overview of the requirements contained in the Hazard Communication standard, Section 1910.1200.
- b. Chemicals present in the workplace.
- c. Location and availability of our written hazard communication program, including our list of hazardous chemicals, and Safety Data Sheets.
- d. Physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area.
- e. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- f. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- g. Steps the town has taken to lessen or prevent exposure to these chemicals.
- h. Safety emergency procedures to follow if they are exposed to these chemicals.
- i. How to read labels on shipped containers, as well as workplace labeling systems and review SDSs format and how to obtain appropriate hazard information.

After attending the training class, each employee will sign a form to verify that they attended the training, received our written materials, and understood this housing authority's policies on hazard communication.

Prior to a new hazardous chemical being introduced into any section of the Town Hall, each employee will be given information as outlined above. The Program Coordinator is responsible for ensuring that SDSs on the new chemical(s) are available.

#### 5. List of Hazardous Chemicals

A list of all known hazardous chemicals used by employees of the Town Hall can be found as the first page of the SDS book, which is located with the Policies Manual in the Town Office. Further information on each noted chemical can be obtained by reviewing SDSs

#### 6. Hazardous Non-routine Tasks

Occasionally, employees are required to perform hazardous non-routine tasks. Prior to starting work on such given projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- a. Specific chemical hazards
- b. Protective/safety measures the employee can take
- c. Measures the department has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine tasks performed by employees of this company are:

TASK HAZARDOUS CHEMICAL


7. Informing Contractors

It is the responsibility of Program Coordinator to provide contractors (with employees) the following information:

- a. SDSs for hazardous chemicals to which they may be exposed while on the work site.
- b. Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.
- c. The labeling system used in the work place.

## Format of SDS's

**Section 1, Identification** includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

**Section 2, Hazard(s) identification** includes all hazards regarding the chemical; required label elements.

**Section 3, Composition/information on ingredients** includes information on chemical ingredients; trade secret claims.

**Section 4, First-aid measures** includes important symptoms/ effects, acute, delayed; required treatment.

**Section 5, Fire-fighting measures** lists suitable extinguishing techniques, equipment; chemical hazards from fire.

**Section 6, Accidental release measures** lists emergency procedures; protective equipment; proper methods of containment and cleanup.

**Section 7, Handling and storage** lists precautions for safe handling and storage, including incompatibilities.

**Section 8, Exposure controls/personal protection** lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

**Section 9, Physical and chemical properties** lists the chemical's characteristics.

**Section 10, Stability and reactivity** lists chemical stability and possibility of hazardous reactions.

**Section 11, Toxicological information** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information\*

Section 13, Disposal considerations\*

Section 14, Transport information\*

Section 15, Regulatory information\*

**Section 16, Other information**, includes the date of preparation or last revision.

\*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

## Pictograms

### Health Hazards



Corrosive Hazard



Acute Toxicity Hazard



General Hazard



Health Hazard

### Environmental Hazards



Environmental Hazard

### Physical Hazards



Explosive Hazard



Flammable Hazard



Oxidizing Hazard



Compressed Gas Hazard



Corrosive Hazard



## Transportation Hazards



Explosives



Flammable Gases



Non-Flammable  
Non-Toxic Gases



Toxic Gases



Flammable Liquids



Flammable Solids



Spontaneous  
Combustion



Water Reactive



Oxidizing Substances



Organic Peroxides



Corrosive Substances