


<b>BRIGHAM CITY CORPORATION ADMINISTRATIVE POLICIES AND PROCEDURES</b>			
{Subject} <b><u>HAZARD COMMUNICATION STANDARD</u></b>			{Effective Date} 8-16-02
{Category} Administrative		{Sub-Category} Hazard Communication	
{Action} New <input type="checkbox"/>	Revision <input checked="" type="checkbox"/> 5-1-2010	{Distribution} City-Wide <input type="checkbox"/>	Dept. Heads <input type="checkbox"/>
		Department <input checked="" type="checkbox"/>	
{Approval Signature & Title} Signature on File in Mayor's Office		{Signed By} Mayor Dennis J. Fife 	{Pages} 4

**Background:**

In order to ensure chemical safety in the workplace, information must be available about the identities and hazards of the chemicals that employees may be exposed to. The Occupational Safety and Health Act of 1970 established the Occupational Safety and Health Administration (OSHA) within the US Department of Labor. In the early 80's OSHA enacted the Hazard Communication Standard (HCS) as 29 CFR 1910.1200 which became effective in 1986. The (HCS) provides workers the right-to-know the hazards and identities of the chemicals they may be exposed to in the workplace. When employees have this information they may effectively participate in their employers' protective programs and take steps to protect themselves.

**Hazard Communication Standard:**

The Hazard Communication Standard (HCS) plan for Brigham City covers all City employees, visitors and contractors that work with chemicals and may be exposed to the effects of those chemicals. A more specific and detailed (HazCom) program will be available in each department/division and is supplemental to this policy

**Purpose:**

The purpose of the (HCS) plan is to ensure that personnel who handle, use or store chemicals in the work place are knowledgeable of the hazards associated with them and the methods that may be used to reduce risk of an accident or illness resulting from the use of them. This information shall be communicated to all individuals by means of:

- A site specific written (HazCom) program for all qualifying work places
- An accurate chemical inventory of all chemicals in each workplace
- Adherence to chemical labeling requirements
- Availability of and familiarity with Material Safety Data Sheets (MSDS).
- Employee training regarding chemical hazards, protective measures, and emergency procedures.

**Policy:**

Brigham City's Department/Division Safety Officers under the direction of the Risk Manager are responsible for preparing and overseeing the implementation of the (HCS) plan in respective areas. This includes, but is not limited to, coordinating any compliance actions, acting as a consultant for the department/division within the City operations regarding implementation, enforcement, evaluating work practices and use of personal protective equipment, providing program materials, tracking of training and recommending environmental and medical monitoring.

All training will be conducted prior to chemical exposures; preferably during job orientation and whenever a new hazardous chemical is introduced into the workplace. All employees will be informed of the location of the written (HazCom) program for their area.

Department Directors and Supervisors are responsible for compliance with their (HazCom) program by ensuring that each safety officer will have the resources available to provide the training and plan management in an informative and proactive manner. Safety Officers will ensure that all appropriate personal protective equipment (PPE) is available, review safe work place practices with employees and contractors doing work for the City and, if necessary, post placards around specific areas to indicate hazards and controlled access. It will be the Safety Officers responsibility to:

- Ensure that the (HazCom) program is followed in the work area
- Conduct the initial chemical inventory and update the chemical inventory as needed
- Acquire and organize Material Safety Data Sheets (MSDS) information for chemicals in the inventory
- Annually review and update the site specific (HazCom) program
- Coordinate site specific (HazCom) program training
- Ensure all employees have access to MSDS(s) for all chemicals covered by the (HazCom) program during working hours

**Hazard Communication Program (HazCom):**

- A. Chemical Inventory
  1. All work areas will keep a current and up-to-date chemical inventory of chemicals used and stored
  2. Inventories must be updated annually or more frequently if quantities or operational uses change
  3. The information will include:
    - a the name of the chemical as it appears on the MSDS(s)
    - b quantity on hand
    - c verify if the chemical is on file
  4. A copy of the current inventory from each work area will be given to the Risk Manager, Emergency Services Director and Safety Officers for incorporation into the City-wide chemical inventory
  
- B. Container Labels

1. All chemicals will be stored in original containers with the manufacture's label attached.
2. Small quantities intended for immediate use may be placed in a container with a temporary label, provided the individual using the temporarily labeled container keeps it in their possession and the product is used up during the work shift or properly disposed of at the end of the work shift.
3. Manufacture's labels are to be maintained on all containers. In the event a label becomes damaged, removed, or unreadable, the container will be labeled immediately with the contents of the container, the manufacturers's name and address, and a statement of health effect of overexposure. The MSDS(s) will be used to aid in correct and complete labeling.
4. Unmarked containers must immediately be brought to the attention of the Safety Officer or person in charge and may not be used.

C. Material Data Safety Sheets

1. MSDS(s) will be available in work areas to all employees during working hours and at a central locations such as the Risk Manager's Office and Emergency Services Office.
2. Whenever chemicals are ordered, whether for restocking or a new procurement the MSDS(s) will be requested on the purchase order.
3. The MSDS(s) of restocked chemicals will be reviewed against MSDS(s) on file for any information changes. If there is a change in information, the most current MSDS will be copied, filed as required, and the outdated MSDS removed and disposed of.
4. Incidental purchases may request MSDS(s) and copies will be provided, when received, to the workplace Safety Officer and a copy to the City's Master File in the Office of the City Recorder.
5. It is recommended that in case of emergency treatment for a chemical exposure, employees take a copy of the applicable MSDS information to the medical facility with them.

D. Information & Employee Training

1. Employee training will be conducted annually.
2. New hires will be given (HazCom) program training as part of their orientation and indoctrination. Retraining will be provided as needed.
3. Training for Directors, Supervisors, and Safety Officers shall be conducted bi-annually.
4. Annual safety inspections for each department/division shall be scheduled and performed by outside agencies.
5. Employee training will include at least the following:
  - Understanding the Hazards Communication Standards Policy and how to read Material Safety Data Sheets
  - Methods and observations that can be used to detect the presence or release of a hazardous chemical in the work area
  - The physical and health hazards of the chemicals in the work area

- The measures employees can take to protect themselves from hazards, such as in place work practices, emergency procedures, and personal protective equipment (PPE) use
- Purpose of the Hazard Communication Standards Program
- Material data safety sheets, and how employees can obtain and use the appropriate hazard information
- If an employee is instructed to use a hazardous material for which he/she has not been trained, it will be their responsibility to inform the employer prior to handling such material, so proper training can be given.

### **Non-Routine Hazardous Tasks**

Supervisory personnel will inform employees of any special tasks that may involve the use of hazardous chemicals before performing non-routine tasks. The supervisor in charge shall authorize the Safety Officer to review the MSDS information, safe work practice and first aid treatment with the employee to ensure that all recommended procedures are followed and the appropriate personal protective equipment (PPE) is available for their protection in an effort to minimize any exposure.

### **Emergency Procedure**

In the event of a spill:

- Immediately report any spill to the work area Supervisor, Emergency Personnel and the Mayor's Office
- If necessary, evacuate the area
- Avoid contact with the spill, unless appropriate PPE is available and used
- Control the spill to the level of your training. If untrained, do not expose yourself to the chemical/substance. Isolate the spill and leave it for qualified personnel

In the event of a suspected exposure to a hazardous substance:

- Immediately notify your supervisor
- Seek first aid or medical attention if needed
- Follow established reporting procedures
- All reports of exposure to chemical/hazardous substances must be kept on file for at least thirty (30) years and made available to the employee

### **Outside Contractors:**

Contractors conducting any work on Brigham City Corporation property or any of its satellite facilities/properties will provide the appropriate Safety Officer with an inventory and MSDS (s) of chemicals and or hazardous materials being brought on site at the facility or property. The contractor, upon completion of his contract, shall be responsible for the removal of any chemicals and or hazardous materials brought on City property or its facilities. This requirement will be part of all City contracts where applicable and contractors will be required to submit a copy of their (HCS) plan to the appropriate Safety Officer prior to starting work. The Safety Officer will also provide necessary safety training and information on the chemicals and or hazardous materials to which the contractor or their employees may be exposed to while performing contractual obligation for the City. A copy of Brigham City's Hazardous Communication Standards Plan will be provided to all contractors doing work for Brigham City Corporation.