



Village of Menands

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HAZARD COMMUNICATION RIGHT-TO-KNOW

GENERAL INFORMATION

In order to comply with 29 DFR 1910.1200, Hazard Communication, the following written Hazard Communication Program has been established by the Inc. Village of Menands. All departments of the Village are included within this program. The written program will be available in each department office, and through a department head for review by any interested employee. The Safety Coordinator is responsible for the implementation and ongoing compliance with this program.

EMPLOYEE TRAINING AND INFORMATION

The Department head is responsible for the employee training program. He/she will ensure that all elements specified below are carried out.

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

- An overview of the requirements contained in the Hazard Communication Standard.
- Chemicals present in their workplace operations
- Location and availability of our written hazard communication program,
- Physical and health effects of the 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 these hazardous chemicals through usage of control/work practices and personal protective equipment.
- Steps the Village of Menands has taken to lessen or help prevent exposure to these chemicals.
- Emergency procedures to follow if they are exposed to these chemicals.
- How to read labels and review MSDS's to obtain appropriate hazard information.

After attending appropriate training, each employee will sign a form to verify that they received and understood the training, procedures, and policies within the Inc. Village of Menands Hazard Communication Right-To-Know Program

Prior to a new chemical hazard being introduced into any department of the Village, each employee of that department will be given information as outlined above. The Department Head is responsible for ensuring that MSDA/SDS on the new chemicals are available.

Written Hazard Communication Program

It is the policy of the Inc. Village of Menands, that the first consideration in the performance of work shall be the protection of the safety and health of all employees. The Inc. Village of Menands has developed this Hazard Communication Program to help ensure that all employees receive adequate information relevant to the possible hazards that may be involved with the various hazardous substances used in the company's operations and processes. The following program outlines how we will accomplish this objective.

SCOPE

This policy covers all potential workplace exposures involving hazardous substances as defined by federal, state, and local regulations.

HAZARD DETERMINATION

The Inc. Village of Menands does not intend to evaluate any of the hazardous substances purchased from suppliers and/or manufacturers but have chosen to rely upon the evaluation performed by the suppliers or by the manufacturers of the substances to satisfy the requirements for hazard determination.

CONTAINER LABELING

No container or hazardous substances will be released for use unless the container is correctly labeled, and the label is legible.

All chemicals in bags, drums, barrels, bottles, boxes, cans, cylinders, reaction vessels, storage tanks, or the like will be checked by the receiving department to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be quarantined until a new label has been installed.

The label must contain the chemical name of the contents, the appropriate hazard warnings, and the name and address of the manufacturer, and any other information required.

All secondary containers shall be labeled. The information must include details of all chemicals that are in the referenced container.

MATERIAL SAFETY DATA SHEETS (MSDS)/SAFETY DATA SHEETS (SDS)

Each location must maintain a master MSDA/SDS file as well as a department-specific file.

These Material Safety, Data Sheets are available to all employees, at all times, upon request.

The Safety Committee or a designee will be responsible for reviewing all incoming MSDS's/SDS's for new and significant health-safety information (the Inc. Village of Menands will ensure that any new information is passed on to the employees involved).

The Safety Coordinator or Department Head will review all incoming MSDS's/SDS's for completeness. If any MSDS/SDS is missing or obviously incomplete, a new MSDS/SDS will be requested from the manufacturer or distributor. OSHA/PESH is to be notified if the manufacturer or distributor will not supply the MSDS/SDS or if it is not received after 30 days from request. Any new information will be passed on to employees involved.

New materials will not be introduced into the work area until an MSDS/SDS has been received.

The purchasing department will make it an ongoing part of its function to obtain MSDS's/SDS's for all new materials when they are first ordered.

The Safety Coordinator or Department Head shall coordinate with appropriate departments to make sure all MSDS's/SDS's are obtained, distributed, and communicated.

LIST OF HAZARDOUS SUBSTANCES

Each Department should compile, annually review, and update as necessary a complete inventory of all substances present in that facility. The name of those materials determined to be hazardous are defined in applicable federal and state standards.

EMPLOYEE INFORMATION AND TRAINING

All employees will attend an orientation meeting for information and training on the following items prior to starting work with hazardous substances;
(Training CHECKLIST is to be completed and kept on file.)

An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation.

Information on where hazardous substances is present in their work areas.

Information regarding the use of hazardous sub-stances in their specific work areas. The location and availability of the written hazard communication program. A copy of the program will be given to all employees during the orientation meeting. Subsequent to this, the program will be available from managers and also from the office.

The physical and health aspects of the substances in use.

Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.

The controls, work practices and personal protective equipment that is available for protection against possible exposure.

Emergency and first aid procedures to follow if employees are exposed to hazardous substances.

How to read labels and material safety data sheets to obtain the appropriate hazard information.

Refresher training shall be conducted annually.

Review of Global harmonized system including pictograms, new label format, signal words, and safety data sheets.

It is most important that all of our employees understand the information given in the orientation meetings. Questions regarding this information should be directed to the Safety Coordinator.

When new substances are introduced into the workplace the department head will review the above items with you as they are related to the new materials. The department head will relay all the above information to new employees who will be working with hazardous substances, prior to their starting work. An Acknowledgment Statement is to be completed by each employee receiving this information and training. These are to be kept on file in the Human Resources Department.

NON-ROUTINE TASKS

Infrequently, employees may be required to perform non-routine tasks that involve the use of hazardous substances. Prior to starting work on such projects, each involved employee will be given information by his or her supervisor about hazards to which they may be exposed during such activity.

This information will include:

The specific hazards.

Protective/safety measures that must be utilized.

The measures the Village has taken to help lessen the hazards, including special ventilation, respirators, the presence of another employee, air sample readings, and emergency procedures.

PLAN ADMINISTRATION

This Hazard Communication Program will be monitored by the Safety Coordinator. Questions regarding this program should be directed to the Safety Coordinator.

Signature _____

*Title _____

Date _____

*This document must be approved and signed by the Department Head on site.

DEPARTMENT HEAD TRAINING OF EMPLOYEE CHECKLIST

Has the employee been informed of and trained in the following:

- | | | |
|----|---|-----------|
| 1. | <u>Information:</u> Has the employee been informed of the following? YES | NO |
| | The requirements of this section. | _____ |
| | Any operation in the work area where hazardous substances are present. | _____ |

	The location of the written Hazard Communication Program.	_____	_____
	Availability of the written program.	_____	_____
	Location and availability of hazardous substances list(s).	_____	_____
	Location and availability of Material Safety Data Sheets/SDS	_____	_____
2.	<u>Training:</u> Has the employee been trained in the following?		
	Methods and observations that may be used to detect the presence or release of hazardous substances in the work areas.	_____	_____
	The physical and health hazards of the substances in the work areas.	_____	_____
	How employees can protect themselves from these hazards.	_____	_____
	Procedures the employer has implemented for employee protection.	_____	_____
	Appropriate work practices.	_____	_____
	Emergency procedures.	_____	_____
	Personal protective equipment to be used.	_____	_____
	Explanation of labeling systems.	_____	_____
	Explanation of material safety data sheet/SDS	_____	_____
	How employees can obtain and use appropriate hazard information.	_____	_____
	Personal hygiene when working with substances.	_____	_____
	General first aid for contact with hazardous substances.	_____	_____
	Global Harmonized system		
	Including: Pictograms, New Label		
	Format, signal words, and safety data sheets.	_____	_____

Employee Signature, Date

Department Head's Signature, Date

REQUEST FOR MATERIAL SAFETY DATA SHEETS/SAFETY DATA SHEETS

Date of Request _____
Department _____

To _____
From _____

I hereby request that I be given the Material Safety Data Sheets/Safety Data Sheets on the
Following hazardous substance(s):

Date Received _____
Acknowledge _____ (Requesting Employee)
Department _____
Manager _____
Date _____

Cc: Department Head
Cc: Safety Coordinator

PROGRAM/TRAINING DOCUMENT

TRAINING ACKNOWLEDGMENT

I have received information on the Hazard Communication Standard 29 CFR 1910.1200
or the appropriate state standard and understand how to interpret and to use the labeling

systems and Material Safety Data Sheets (MSDS's) Safety Data Sheets (SDS's) that are in use and accessible to me in my work area. I agree to observe and follow the safe work practices as presented to me in the training sessions I attended on _____ at _____.

Employee Signature

Date

The above-named employee has been informed and instructed by _____ work practices, chemical hazards recognition, interpretation, and use of chemical labels, MSDS's/SDS's, the CFR 29 1910.1200 (e) or appropriate state standard and the state standard and the location at which these items are accessible to the employee.

Department Head

Date

EXPLANATION OF TERMS USED ON MATERIAL SAFETY DATA SHEETS/ SAFETY DATA SHEETS

SECTION I

Chemical Name and Synonyms – The product identification. The chemical or generic name of single elements and compounds.

Trade Names and Synonyms - The name under which the product is marketed and the common commercial name of the product.

Chemical Family – Refers to a grouping of chemicals that behave and react with other chemicals in a similar manner.

Formula – The chemical formula or single elements or compounds.

CAS Number – The Chemical Abstracts Service number, if applicable.

EPA – The code number assigned by the Environmental Protection Agency, if applicable.

DOT Classification - The appropriate classification as determined by the regulations of the Office of Hazard Material, Department of Transportation.

SECTION II

Hazardous Ingredients - The major components as well as any minor one(s) having potential for harm that are considered when evaluating the product.

TLV – Threshold Limit Value (TLV) indicates the permissible exposure concentration, a limit established by a government regulatory agency, or an estimate if none has been established.

SECTION III

Physical Data

Boiling Point (°F) – The temperature in degrees Fahrenheit at which the substances will boil.

Vapor Pressure – The pressure of saturated vapor above the liquid expressed in mm Hg at 20°C.

Vapor Density – The relative density or weight of a vapor or gas (with no air present) compared with an equal volume of air at ambient temperature.

Solubility in Water – The solubility of a material by weight in water at room temperature. The terms negligible, less than 0.1 percent, 0.1 to 1 percent; moderate 1 to 10 percent, applicable 10 percent or greater.

Appearance and Order – The general characterization of the material, i.e., powder, colorless liquid, aromatic order, etc.

Specific Gravity (H₂O+1) - The ratio of the weight of a volume of the material to its weight of an equal volume of water.

Percent, Volatile by Volume (%) – The percent by volume of the material that is considered volatile. (The tendency or ability of a liquid to vaporize.)

Evaporation Rate – The ratios of the time required to evaporate a measured volume of a liquid to the time required to evaporate the same volume of a reference liquid (ethyl ether) under ideal test conditions. The higher the ratio, the slower the evaporation rate.

SECTION IV

Flash Point (Method Used) – The temperature in degrees Fahrenheit at which a liquid will give off enough flammable vapor to ignite in the presence of a source of ignition.

SECTION V

Conditions to Avoid – Conditions that, if they exist with the substance present, could cause it to become unstable.

Incompatibility (Materials to Avoid) – Materials that will react with the substance.

Hazardous Decomposition Products - Refers to that reaction that takes place at a rate that releases large amounts of energy. Indicates whether or not it may occur and under what storage conditions.

SECTION VI

Health Hazard Data – Possible health hazards as derived from human observation, animal studies or from the results of studies with similar products.

Threshold Limit Value (TLV) – The value for airborne toxic material that are to be used as guides in the control of health hazards and represent concentrations to which nearly all workers may be exposed eight hours per day over extended periods of time without adverse effects.

Effects of Overexposure – The effects on or to an individual who has been exposed beyond the specified limits.

Emergency and First-Aid Procedures – Gives first-aid and emergency procedures in case of eye and/or skin contact, ingestion, and inhalation.

SECTION VII

Stability - Whether the substance is stable or unstable, an unstable substance is one that will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shock, pressure, or temperature.

A copy of the form you may want to use to list your hazardous substances by work area follows this page. This information would be based on the initial survey and subsequent hazard determination.

SECTION VIII

Spill or Leak Procedures – Steps to be taken if material is released or spilled.

Method and materials to use to clean up or contain.

Waste Disposal Method – Method and type of disposal site to use.

SECTION IX

Special Protection Information

Respiratory Protection – Specific Type should be specified, i.e., dust mask, NIOSH-approved cartridge respirator with organic-vapor cartridge.

Ventilation – Type of ventilation recommended, i.e., local exhaust, mechanical, etc.

Protective Gloves – Refers to the glove that should be worn when handling the product, i.e., cotton, rubber.

Eye Protection – Refers to the type of eye protection that is to be worn when handling or around the products.

Flammable Limits – The range of gas or vapor concentration (percent by volume in air) that will burn or explode if an ignition source is present. (Lel) means the lower explosive limits and (UEL) the upper explosive limits given in percent.

Extinguishing Media – Specifies the fire-fighting agent(s) that should be used to extinguish fires.

Special Fire-Fighting Procedures/Unusual Fire and Explosion Hazards - Refer to special procedures required if unusual fire or explosion hazards are involved.

SECTION X

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

SECTION XI

Toxicological information including routes of exposure; related symptoms, acute and chronic effects, numerical measures of toxicity.

SECTION XII

Ecological information provides information to evaluate the environmental impact of the chemical(s) if it were released to the environment.

SECTION XIII

Disposal considerations provide guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices.

SECTION XIV

Transport information provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea.

SECTION XV

Regulatory information identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the MSDS/SDA.

SECTION XVI

Other information includes the date of preparation or last revision.

WORK AREA HAZARDOUS SUBSTANCE LIST

Work Area:

Label/Special Information

Vendor

[illegible]

MATAERIAL SAFETY DATA SHEETS

SAFETY DATA SHEETS

Preparing and Implementing a Hazard Communication Program Hazard Communication Guidelines for Compliance

The following checklist will help to ensure you comply with the rule:

- Obtained a copy of the rule.
- Read and understood the requirements.
- Assigned responsibility for tasks.

- Prepared an inventory of chemicals.
- Ensured containers are labeled.
- Obtained MSDA for each chemical.
- Prepared written program.
- Make MSDSs available to workers.
- Conducted Annual training of workers.
- Established procedures to maintain current program.
- Established procedures to evaluate effectiveness.