

WRITTEN HAZARD COMMUNICATION PROGRAM

TOWN OF LAFAYETTE – HIGHWAY DEPARTMENT

I. General:

The purpose of this instruction is to ensure that the Town of LaFayette is in compliance with the OSHA Hazard Communication Standard (HCS) 29CFR1910.1200.

The Occupational Safety and Health Manager (OSHM) is the coordinator of the facility program, acting as the representative of the Town of LaFayette Highway Department, who has overall responsibility.

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 OSHM 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 hazardous chemicals at the facility. The list of hazardous chemicals is maintained at the Town of LaFayette Highway Department Office.

III. Material Safety Data Sheets (MSDS):

The OSHM will maintain an MSDS library on every substance on the list of hazardous chemicals in the workplace. The MSDS will consist of a fully completed OSHA Form 174 or equivalent. MSDS will be readily available to all employees.

The OSHM is responsible for acquiring and updating MSDS. The OSHM will review each MSDS for accuracy and completeness. All new procurements for the facility must be cleared by the OSHM. Whenever possible, the least hazardous substance will be procured.

MSDS that meet the requirements of the HCS must be fully completed and received at the facility prior to, or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. It may be necessary to discontinue procurements from vendors failing to provide approved MSDS in a timely manner.

IV. Labels and other Forms of Warning:

OSHM is designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels should list at least the chemical identity, appropriate

hazard warnings, and the name and address of manufacturer, importer or other responsible party. The OSHM will refer to the importer or other responsible party. The OSHM will refer to the corresponding MSDS to verify label information. Immediate use containers, small containers into which materials are drawn for use on the shift by the employee drawing the materials, do not require labeling. To meet the labeling requirements of HCS for other in-house containers, refer to the label supplied by the manufacturer. All labels for in-house containers will be approved by the OSHM prior to their use.

The OSHM will check on a monthly basis to ensure that all containers in the facility are labeled and the labels are up-to-date.

V. 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 a new hazard is introduced into their work areas. Hazardous chemical training is conducted by the OSHM. A copy of course outline, PY training schedules, and description of course materials.

The training will emphasize these elements:

- A summary of the standard and this written program;
- Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or releases 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; and
- Where MSDS are located, how to understand their content, and how employees may obtain and use appropriate hazard information.

The OSHM will monitor and maintain records of employee training and advise the facility manager on training needs. **NOTE:** NYS Right-To-Know Law requires annual training of employees.

VI. Contractor Employers:

The OSHM, upon notification will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises. Contractors will be asked about chemical hazards which may occur from the hazardous materials that they may use in the workplace.

VII. Non-Routine Tasks:

Personnel contemplating a non-routine task, e.g., boiler repair, will consult with the OSHM and will ensure that employees are informed of any chemical hazards associated with the performance of these tasks, and appropriate protective measures. This will be accomplished by meeting of supervisors and the OSHM with affected employees before such work is done.

VIII. Additional Information:

Further information on this program, the Hazard Communication Standard, State Right-To-Know Law, and applicable MSDS is available from Leon Cook, Highway Superintendent, phone (315) 677-9535.