

Hazard Communication Program

1. Organization Policy

The Town of Tremont is committed to the prevention of hazardous material and chemical incidents that could result in injury and/ or illness to any employee. The Occupational Safety and Health Administration's (OSHA) Hazard Communication standard (29 CFR 1910.1200) is based on the simple concept that employees have both a need and a 'right to know' the identities and hazards of any chemicals they work with during the course of their employment. The following Hazard Communication Program has been established by the Town of to meet that standard.

The Program Coordinator, Deborah Nickerson, has overall responsibility for the program.

The department managers are responsible for managing and maintaining the program and chemical inventory in their respective areas; and ensuring that all of their employees are trained in regards to the chemical hazards and safe work practices they need to employ while using hazardous chemicals.

Employees are responsible for understanding the chemicals they work with and hazards encountered; along with using safe work practices and wearing appropriate personal protective equipment while using hazardous chemicals.

II. Container Labeling

Each department manager will verify that all containers received for use will be clearly labeled as to:

- a. Contents
- b. Hazard warnings
- c. Manufacturer's name and address.

Secondary containers, such as spray bottles, will have complete labels. Either a copy of the original manufacturer's label will be made and placed on the secondary container, or an in-house label will be made (with the information listed above) and securely placed on the outside of the container. Use of magic markers or paint sticks to write the chemical identity on the container is not acceptable and will not be used.

'Immediate-use' containers – such as containers of oil that will be placed directly into a vehicle – do not have to be labeled.

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III. Material Safety Data Sheets (MSDS)

The department managers are responsible for ensuring that Material Safety Data Sheets are obtained, added to the chemical inventory, and placed in the MSDS binder in their respective work areas. They will also ensure that a copy of the MSDS will be forwarded to the Program Coordinator so she/he can place it in the master MSDS notebook.

Employees will be informed of new, or changed, chemical hazards as part of their on-going Hazard Communication training. This training will be documented and kept in the MSDS notebook and employee training file.

When an employee purchases a chemical from a local retailer, they must ask for a copy of the MSDS specific for that chemical. If this is not provided, they cannot purchase the chemical and bring it into work until the MSDS is obtained and reviewed for hazards. Chemicals purchased through a buying program with a manufacturer or company must come with a MSDS. Chemicals cannot be received unless a MSDS is obtained with the chemical purchase.

Individuals responsible for the program will determine the best location to keep the MSDS inventory and notebook so that it is readily available for all employees.

Old MSDS will be removed from the active MSDS book and placed in a separate notebook that must be maintained for 30 years.

IV. Employee Training and Information

Prior to starting work, each new employee will attend a health and safety orientation that includes the following information and training:

- Location and availability of the written Hazard Communication Program, Chemical Inventory, and MSDS notebooks.
- An overview of the requirements contained in the Hazard Communication Standard.
- The hazardous chemicals present at his/ her work area.
- The physical and health risks of the hazardous chemicals.
- Symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, safe work practices, and personal protective equipment.
- Steps the Town of Tremont has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and MSDS to obtain hazard information.

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- Prior to introducing a new chemical hazard into any department, each employee in that department will be given information and training as outlined above for the new chemical hazard.

Notes on training:

- Training will be provided at the time of initial assignment to tasks where occupational exposure to a hazardous chemical may take place.
- Training will be repeated when a new chemical or a new hazard is introduced in the work area.
- Training will be repeated when a supervisor feels an employee is in need of additional training after observation of unsafe work practices in using a chemical.
- Training records will be kept in the MSDS notebook and employee training file.

V. Hazardous Non-Routine Tasks

Occasionally, an employee may be asked to perform a task that is not part of their normal job. Before taking on a new task, the affected employee will be given information by their supervisor about any hazardous chemicals that might be used during the activity. This information will include:

- a. Specific chemical hazards.
- b. Protective and safety measures the employee can use.
- c. Measures the Town of Tremont has taken to reduce the hazards, which might include ventilation, personal protective equipment, use of a buddy system, and emergency procedures.
- d. Training provided for this purpose will be documented and kept with the MSDS notebook and employee training file.

VI. Informing Contractors

It is the responsibility of the Program Coordinator and/ or supervisor to provide contractors with the following information:

- a. Hazardous chemicals to which they may be exposed while working for the Town of Tremont, and the procedure for obtaining the appropriate MSDS.
- b. Precautions contracted employees may take to reduce the possibility of exposure by using appropriate protective measures.
- c. An explanation of the Town of Tremont chemical labeling system.

It is also the Program Coordinators and/ or identified staff's responsibility to identify and obtain MSDS for chemicals the contractor brings into the work area. Employees of the town will be informed of any potential chemical hazards brought in by outside contractors.

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VII. Chemicals in Unlabeled Pipes

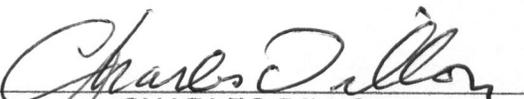
Work activities may sometimes be performed by employees in areas where chemicals are transferred through unlabeled pipes. At this time, the Town of Tremont has identified that there are no pipes like this where town employees may be working. If, at some future point, employees may encounter unlabeled pipes, the employee will contact their supervisor for information regarding:

- a. The chemicals in the pipes.
- b. Potential Hazards.
- c. Safety Precautions to be taken.

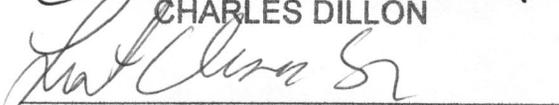
VII. Obtaining the Written Hazard Communication Program

Copies of the Town of Tremont written Hazard Communication Program are available through the Town Office.

Approved this 2nd day of NOVEMBER, 2009



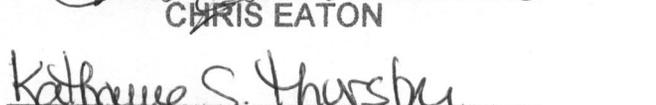
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