

## **HAZARD COMMUNICATION PROGRAM-Village of Buchanan**

### **29 CFR 1910.1200, Hazard Communication Standard, Appendix C**

#### **I. GENERAL**

The purpose of this instruction is to ensure that the Village of Buchanan is in compliance with the OSHA Hazard Communication Standard (HCS) 29 CFR 1910.1200 and the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). This program is intended to ensure that employees receive as much information as needed concerning the hazards of chemicals used in their workplace.

The Highway Foreman is the overall coordinator of the facility program acting as the representative of the Village Administrator, who has overall responsibility.

This program applies to any chemical which is known to be present in the workplace in such a manner that workers may be exposed under normal conditions of use or in a foreseeable emergency. All work areas that involve potential exposure to chemicals are part of the hazard communication program.

#### **II. LIST OF HAZARDOUS CHEMICALS**

The Highway Foreman 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 located at 218 Westchester Avenue.

#### **III. SAFETY DATA SHEETS (SDS's)**

The Highway Foreman will maintain a Safety Data Sheet library on every substance on the list of hazardous chemicals in the Highway Garage located at 218 Westchester Avenue. The Highway Foreman will ensure that the Highway Garage maintains an SDS for hazardous materials used in that area. SDS's will be readily available to all employees.

The Highway Foreman is responsible for acquiring and updating SDS's. The Highway Foreman will review each SDS for accuracy and completeness and will consult with the NYS Department of Labor, Division of Safety and Health, if additional research is necessary. All new procurements for the facility must be cleared by the Highway Foreman. Whenever possible, the least hazardous substance will be procured.

SDS's that meet the requirements of the HCS must be fully completed and received at the facility either 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 procurement from vendors failing to provide approved SDS's in a timely manner.

#### IV. LABELS AND OTHER FORMS OF WARNING

The Highway Foreman and/or Mechanic is designated to ensure that all hazardous chemicals in the facility are properly labeled in accordance with the requirements of HazCom 2012. Labels should list at least the product identifier, pictogram, hazard statement, signal word, precautionary statements, and the supplier's contact information. The Highway Foreman and/or Mechanic will refer to the corresponding SDS to verify label information.

The Highway Foreman and/or Mechanic will check on a monthly basis to ensure that all containers in the facility are labeled and that the labels are up-to-date. This includes ensuring that all secondary containers have the appropriate label.

#### 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 Highway Foreman.

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 release 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;
- Types of information the employee would expect to encounter on chemical labels, e.g., product identifier, signal words, precautionary statements, and name of distributor; and;
- Where SDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information.

The Highway Foreman will monitor and maintain records of employee training and advise the Administrator on training needs.

#### VI. CONTRACTOR EMPLOYERS

The Highway Foreman or Village Engineer, upon notification from the Department Heads, will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises.

#### VII. NON-ROUTINE TASKS

Department Heads contemplating a non-routine task, e.g., boiler repair, will consult with the Highway Foreman or Village Administrator and will ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures. This will be accomplished by a meeting of supervisors and the Safety Committee Chairperson with affected employees before such work has begun.

#### VIII. ADDITIONAL INFORMATION

Further information on this written program, the hazard communication standard, and applicable Safety Data Sheets is available at the Highway Garage located at 218 Westchester Avenue or by phone at (914) 737-6858.