Hazard Communication Program

CITY OF
BANGOR

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1. Purpose & Scope

The City of Bangor Hazard Communication Program has been created to educate and inform all employees of the hazards associated with the chemical products that may be encountered in their daily operations. All employees have the right to know the potential physical and health hazards associated with chemicals that they may encounter throughout the workday. The City of Bangor is firmly committed to providing a safe and healthy work environment for each of its employees. It is recognized that some job tasks require the use of chemicals which may have hazardous properties. While using these chemicals, it is important that employees recognize and understand the hazardous properties of such chemicals, as well as what protective measures are available.

This written program is in compliance with OSHA's Hazard Communication Standard, 29 CFR 1910.1200 and applies to all hazardous materials except the following:

- Hazardous waste as defined by RCRA;
- Hazardous substance as defined by CERCLA;
- Tobacco products;
- Wood or wood products, unless treated with a hazardous chemical. Wood which may be sawed or cut, generating dust, are not exempt from the Hazard Communication Standard;
- Food, alcoholic beverages, cosmetics, prescriptions or over-the-counter medications;
- Consumer products where the City of Bangor can show that it is used in the workplace in the same concentration and manner as intended by the manufacturer and the use results in a duration and frequency of exposure which is not greater than the exposure that could reasonably be experienced by consumers when used for the purpose intended;
- Nuisance particulates where the manufacturer can establish that they do not pose any physical or health hazard;
- Ionizing and nonionizing radiation; and
- Biological hazards.

2. Definitions

Chemical: Any substance or mixture of substances.

Chemical Manufacturer: An employer with a workplace where chemical(s) are produced for use or distribution.

Container: Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank or the like that contains a hazardous chemical.

Employee: A worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

Exposure: That an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (*e.g.* accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (*e.g.* inhalation, ingestion, skin contact or absorption.)

Foreseeable Emergency: Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.

Hazard Category: The division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

Hazard Class: The nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.

Hazard Not Otherwise Classified (HNOC): An adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in this section.

Hazard Statement: A statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

Hazardous Chemical: Any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

Health Hazard: A chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard.

Immediate Use: That the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Physical Hazard: A chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas.

Precautionary Statement: A phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

Signal Word: A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

3. Program Administration and Responsibilities

3.1 Safety and Environmental Management (SEM)

- Maintain, review and make available to all employees the Hazard Communication Program;
- Provide initial Hazard Communication training;
- Maintain a copy of employee training records;
- Provide departments with guidance and technical assistance regarding safe chemical selection and use;
- Conduct exposure assessments and/or industrial hygiene monitoring for departments as needed.
    - Provide supervisor and employee(s) that participate in the monitoring with a copy of the monitoring results; and
- Conduct periodic audits of the city departments to ensure regulatory compliance.

3.2 Supervisors

- Be familiar with the Hazard Communication Program and ensure personnel comply with the requirements described in the program;
- Maintain a current chemical inventory and ensure it is accessible for all employees;
- Ensure Safety Data Sheets (SDS) for each chemical listed on the inventory are maintained and accessible for all employees;
- Ensure all chemical containers are properly labelled and legible;
- Ensure employees receive initial hazard communication training at the start of their employment;
- Provide employees department-specific hazard communication training after they have completed the initial hazard communication training offered by SEM and whenever a new class or chemical hazard is introduced into the workplace;

- Assist Safety and Environmental Management (SEM) in the identification of work practices that have the potential to generate a chemical exposure above the Permissible Exposure Limit;
- Inform employees who are required to perform non-routine tasks of the hazards, including chemical hazards, associated with the task and any required measures to perform the task safely; and
- Inform contractors of potential chemical hazards which may be encountered during their work for the City of Bangor, including providing access to the written Hazard Communication Program, the chemical inventory and safety data sheets. Include any precautionary measures that need to be taken to protect employees during normal operating conditions or a foreseeable emergency.

3.3 Employees

- Be familiar with the requirements of the Hazard Communication Program;
- Assist the supervisor in identifying potentially hazardous chemicals or operations to which they may be exposed to chemicals;
- Attend and participate in Hazard Communication training; and
- Participate in personal air monitoring conducted by Safety and Environmental Management.

3.4 Contractors

- Prior to starting work, provide the department with a list of chemicals to be used on the project, a copy of the Safety Data Sheets, a description of their labelling system and any precautionary measures that need to be taken to protect employees during normal operating conditions or a foreseeable emergency.

4. Chemical Inventory

Each City Department will maintain a current chemical inventory of hazardous chemicals in the workplace. This inventory must be accessible to all employees and updated upon introduction of a new chemical into the workplace. Each chemical should be identified by the primary name on the label or SDS, the manufacturer or distributor of the chemical, the location of the chemical in the workplace and the approximate quantity on hand at any given time. Departments will be responsible to provide Safety and Environmental Management a copy of the chemical inventory upon request.

5. Safety Data Sheets

Safety Data Sheets (SDS) are generated by the manufacturer or distributor and provide relevant health and safety information to the chemical user. Federal regulations require a standardized format, which include 16 sections. Departments are required to maintain a SDS for every chemical listed on their chemical inventory and must be readily available to all employees. Electronic access or other alternative to maintaining paper copies of the safety data sheets are permitted as long as there are no barriers to immediate employee access is created. Where employees must travel between workplaces during a shift, the safety data sheets may be kept in a primary location as long as staff in the field have immediate access to the information in an emergency.

6. Labelling

To ensure that appropriate information concerning the hazards of a chemical are accessible to employees, all containers of hazardous chemicals must be labelled. All chemical labels must be legible, prominently displayed on the container and written in English. Chemical manufacturers, importers and distributors must ensure that every container of hazardous chemicals entering the workplace is appropriately labeled with the following:

- The product identifier (name) used on the safety data sheet;
- Signal word;
- Hazard statement(s);
- Pictograms;
- Precautionary Statement(s); and
- The name, address and telephone number of the chemical manufacturer, importer or distributor.

If the chemical label on the original container becomes damaged, illegible or is inadvertently removed from a container, it must be replaced immediately using a replacement of the original label or a secondary container label.

6.1 Secondary Container Label

Chemicals that are transferred from the original container into a secondary container must be identified by a label on the secondary container. Whenever possible, using a copy of the original manufacturer's label is preferred. However, departments may continue to use the Hazardous Material Information System (HMIS) for labelling secondary containers if the original manufacturer's label is inaccessible.

6.2 Portable Containers for Immediate Use

Portable containers into which hazardous chemicals are transferred from a labeled container and which are intended only for the immediate use by the employee who performed the transfer are not required to be labelled.

6.3 Pipes

Pipes that are used to transport a hazardous gas or chemical must be labeled with the name of the chemical. Pipes that are unlabeled transfer materials that have no know hazard, such as water or condensate.

7. Non-routine Tasks

Employees may periodically be required to perform non-routine tasks that involve the use of hazardous chemicals. A non-routine task is one that the employee does not normally perform because of infrequency, location or type of work and for which the employee has not previously been trained. When these situations arise, supervisors are responsible for communicating the following information to employee(s) before starting the non-routine task:

- Hazardous chemicals involved with the task;
- Other hazards associated with the task;
- Safe work practices or control measures required to perform the task; and
- Required personal protective equipment.

8. Contractors

When Departments hire a contractor to perform work at a city facility in such a way where employees may be exposed to a hazardous chemical, the supervisor must ask the contractor at the start of the job to provide the following information:

- A list of hazardous chemicals that they will bring to the job site;
- A safety data sheet for each chemical on the aforementioned list;
- A basic description of the contractor's labelling system; and
- Any precautionary measures that need to be taken to protect employees during normal operating conditions or a foreseeable emergency.

If contractors will be working at a City facility where the department either uses or stores hazardous chemicals, the supervisor must provide the following to the contractor:

- A copy of the Hazard Communication Program;
- A list of hazardous chemicals at the facility;
- Access to the safety data sheets; and
- Any precautionary measures that need to be taken to protect employees during normal operating conditions or a foreseeable emergency.

9. Training

9.1 Initial Training

Employees will receive information and training on hazardous chemicals at the time of their initial employment by Safety and Environmental Management. Initial hazard communication training is designed to cover categories of hazards (e.g. flammability, corrosivity, carcinogenicity, etc…) and may list a specific chemical as an example of that category. The training will include:

- Requirements of the Hazard Communication Standard;
- The location and availability of the written Hazard Communication Program;
- Details of the Hazard Communication Program including an explanation of the labelling system, safety data sheets, chemical inventory and how employees can obtain and use the hazard information about a chemical;
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
- Physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area; and
- The measures employees can take to protect themselves from these hazards, including specific work practice controls, emergency procedures and personal protective equipment.

9.2 Department-specific Training

Department-specific hazard communication training will be conducted and documented by the supervisor either at the time of the initial training or soon after. Subsequent training will be conducted whenever a new class of chemical hazard is introduced into the workplace. Training records will be maintained at the department. Department-specific hazard communication training will include:

- Specific location and accessibility of the hazard communication program, chemical inventory and safety data sheets;
- Location and availability of the chemical container labels in the work environment;
- A review of the specific chemical hazard classes found in the work area and their storage location(s);
- Location and availability of emergency chemical equipment, such as, but not limited to: emergency eyewash stations, safety showers, & chemical spill kit;
- Location and availability of personal protective equipment found within the work area.

9.3 Non-routine Tasks

Supervisors will inform employees who are required to perform non-routine tasks of the hazards, including chemical hazards, associated with the task and any required measures to perform the task safely. This training will be conducted and documented prior to starting the non-routine task.

10. Recordkeeping

The City of Bangor will maintain the following Hazard Communication records:

- Chemical Inventory – A current chemical inventory will be maintained by each department. Safety and Environmental Management will archive chemical inventories for the duration of 30 years.
- Safety Data Sheets – City Departments are required to maintain current safety data sheets in conjunction with their chemical inventory. Safety and Environmental Management will archive safety data sheets for the duration of 30 years.
- Training records – Initial hazard communication training records will be kept by Safety and Environmental Management for the duration of employment. Department-specific & non-routine task training records will be kept by the department for the duration of employment.
- Exposure monitoring results – will be kept by Safety and Environmental Management for the duration of employment plus 30 years.

11. Program Review

Safety and Environmental Management will conduct a periodic review of the Hazard Communication Program, including the training program to assess compliance with 29 CFR 1910.1200. Periodic field audits will be conducted of departments that have employees that work with or could be exposed to hazardous chemicals to ensure compliance at the departmental level.