

Town of Meredith - Administrative Regulation

Effective Date: November 23, 2004 Regulation No: 10

Revision Date: Supersedes:

Approved By: Phillip L. Warren, Jr.

Subject: Hazard Communication Program

I. PURPOSE

The intent of this AR is to set forth guidelines for the communication to Town employees and others relative to toxic chemicals used or stored on Town owned premises. By National Fire Protection Association definition, this would include materials that may constitute a hazard to life or health, either temporary or permanent from exposure by contact, inhalation or ingestion. Such guidelines should include: identification of such chemicals; preparing and maintaining lists of such chemicals by location, supported by a readily available file of applicable Material Safety Data Sheets (MSDS's); ensuring proper container labeling; and, providing training of employees who use or handle such chemicals.

II. GUIDELINES

All Department heads/supervisors, or their designee, will coordinate the Hazard Communication Program within their respective departments. This will include identifying, listing, labeling, obtaining MSDS's for all listed chemicals and providing training for their employees. In order for this program to be effective, it will be necessary to frequently update this information and training.

Under this program, employees should be informed of:

- The contents of this guideline,
- The hazardous properties of chemicals with which they work,
- Safe handling and disposal of such chemicals, and
- Personal protective measures.

Identification: Each Department head/supervisor shall identify those hazardous chemicals used within their department. While it is understood that it is not practical to list each and every chemical meeting the definition stated above, it is prudent to include in the listing those chemicals that: are used frequently; are stored in substantial quantities; or, are known to be serious health hazards. For chemicals that do not meet these criteria, the department training program should stress using caution when using any chemical, to read the manufacturers' warnings and to take proper precautions so as not to cause unnecessary risk to one's health.

Listing: A list shall be developed indicating the common name; acute and chronic hazards of exposure to the chemical; immediate first aid measures to be used in the event of exposure; symptoms of exposure; emergency treatment for exposure; proper conditions/procedures for safe use; procedures for cleanup of leaks/spills; special hazards such as combining with other

chemicals, mixing with water, etc. that would increase the chemical's toxic properties. A heading should be incorporated on this listing indicating **WARNING**, in large bold letters. The list should be prepared using common, easily understood language and should be posted in a conspicuous location. An approximate quantity and storage location for each chemical should also be noted on this listing.

MSDS's – A binder should be assembled which includes a copy of the above listing, followed by an MSDS for each chemical listed. A copy of this binder should be readily available at the department and a second copy should be forwarded to the Fire Department for their use in emergency response situations.

Labeling – Individual department procedures should be developed to ensure that all chemicals that are received by the respective department are reviewed to ascertain the need for listing of the chemical. At the time of this review, it should be further ascertained that clear identifying labels are affixed to the container and if the chemical will be dispersed into smaller containers, then they too should be properly labeled. Should the chemical meet the criteria for listing, the applicable MSDS's should be obtained for file purposes. Updated copies of the listing and MSDS's should be placed in the aforementioned binder and an additional set of copies forwarded to the Fire Department.

Training – Department heads/supervisors will be responsible for assuring that department personnel who will be working with identified chemicals are properly trained and that the proper personal protective clothing/equipment is available for use by such personnel. Department personnel who have received the appropriate training will be required to sign a form indicating that such training has been conducted and that they understand the guidelines on hazard communication set forth in this AR.

Outside Contractors – Any contractor bringing on site (Town property or a location where work is being performed for the Town) a chemical that would be otherwise listed by the respective department shall be subject to this AR.

Phillip L. Warren, Jr.
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