CITY OF CRYSTAL LAKE and INTERGOVERNMENTAL RISK MANAGEMENT AGENCY

Hazard Communication Program
(All Departments)

Adoption Date: February 2024
Review Date: February 2025
Revision Date: _____

I. PURPOSE AND SCOPE

Purpose

The City of Crystal Lake has established this hazard communication program and is designed to comply with the OSHA Hazard Communication Standard, 29 CFR 1910.1200. This program applies to all work operations within the organization where an employee may be exposed to hazardous substances under normal working conditions or during an emergency. Under this program, employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of the chemicals with which they work, safe handling procedures, and measures employees can take to protect themselves from these chemicals. Employees will also be informed of the chemical hazards associated with non-routine tasks.

The City of Crystal Lake has established an inventory of all known hazardous chemicals within the organization and will update the list as necessary. Corresponding Safety Data Sheets (SDS) are also maintained for each chemical. Employees can access the full inventory and SDS sheets by clicking on the MSDS Online link on their computer desktop.

Scope

This policy applies to all employees of the City of Crystal Lake. All contactors, vendors, or guests of the employer must be made aware of any known chemical hazards they may be exposed to and be provided with or supply their own necessary Personal Protective Equipment to be worn in designated areas or while performing specific tasks requiring such use. In the instance of vendors performing work for or on behalf of the City of Crystal Lake, potential chemical exposures will be communicated to the contractor working at the site and the contractor must communicate the chemical exposures they may expose the City of Crystal Lake employees to during contractor directed projects. Furthermore, the City of Crystal Lake and contractors shall provide each other with access to the SDS and labeling information for these chemicals. The City of Crystal Lake shall communicate to the contractor that the contractor must meet the requirements of 29 CFR 1910.1200 as a condition of the project.

II. RESPONSIBILITIES

The City of Crystal Lake is responsible to designate supervisory employees as Hazardous Communication Program Managers responsible for the development, implementation, and administration of the Hazard Communication Program. The City of Crystal Lake has designated the following employees as Hazard Communication Program Mangers within each operating department responsible for ensuring purchasing, storing, labelling, and use of chemicals is done in accordance with the OSHA standard and this policy.

Division Supervisors or Division Supervisor Designee, Public Works Department
Deputy Fire Rescue Chief, Fire Rescue Department
Deputy Police Chief, Police Department
City Manager or City Manager's Designee, City Manager's Office

All employees shall be responsible for understanding the program outlined in this policy and defer to the Hazard Communication Program Manager for guidance on how to properly purchase, handle, and dispose of hazardous materials in relation to their job function.

II. PROGRAM OUTLINE

The City of Crystal Lake Hazard Communication Program includes the following information:

- A list of hazardous chemicals known to be present in the workplace;
- Information on precautionary labels and other forms of warning for known hazardous chemicals in the workplace;
- Safety Data Sheets (SDS's) for known hazardous chemicals in the workplace;
- Methods used to provide employee information and training;
- Methods used to inform employees of hazards of non-routine work;
- Methods used when contractors are on-site and/or when contractors bring chemicals on-site to perform work.

The Hazard Communication Program is available for review by all employees upon request.

Chemical Purchasing

The Hazard Communication Program Manager or their designee is responsible to govern the purchase of hazardous materials, including documentation review and approvals for contract items and non-contract purchases. Chemical purchasers should be identified in each department's operating procedures and to the designated Hazard Communication Program Manager. Approved purchasers will be responsible for:

- Purchasing chemicals under the Finance Department's expectations and authority;
- Ensuring that SDS's for any new chemicals introduced to the inventory are provided to the Hazard Communication Program Manager to be added to the Hazardous Chemical List;
- Updating or creating a new Job Safety Analysis and selecting proper personal protective equipment use when handling new material;
- Providing training to employees prior to first use.

Storage and Disposal

All storage areas for hazardous substances will be secured, properly ventilated, and identified by signs in accordance with federal and local standards.

All disposal of hazardous materials should be done in accordance with the Safety Data Sheet instructions and in accordance with federal and local standards.

Labeling

Each container of a hazardous chemical must be properly labeled with the identity of the hazardous material, the appropriate hazard warnings, pictogram(s), signal word(s), and the name and address of the manufacturer. OSHA compliant labels containing the necessary notifications must be on all containers, regardless of size. Containers must be approved and recommended for storage and/or dispensing of the particular hazardous chemicals contained in them.

Worn and torn labels must be replaced. It is the responsibility of employees to report illegible labels to their supervisor. It is the responsibility of the worksite supervisor or designated employee to ensure that appropriate labels are in place and that replacement labels are available. A new label must have the appropriate elements described in the original label it is replacing.

In the event of an improperly labeled hazardous chemical container, a proper label will be requested from the supplier. Failure of a supplier to correct labeling deficiencies within 60 days may result in suspension of use of the product.

No labels on incoming chemicals shall be defaced in any way. Any employee identifying defaced or illegible labels must immediately report the information to a supervisor so that appropriate labels can be applied.

Supervisors are responsible for reviewing the labeling system periodically and updating if necessary. Changes to the labeling system will be communicated to affected employees.

Employees who have questions about the precautionary labeling system should contact their supervisor.

Portable Containers

All portable containers of hazardous chemicals require labeling. (A portable container is one that is used to hold a chemical that has been transferred from its original container). The exception to this policy is that portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from a labeled container and are intended only for the immediate use by and remain in the constant control of the employee who performs the transfer. All other portable containers and usage will require labeling. Employees who have questions about portable container labeling should contact their immediate supervisor. The employee who uses the portable container is responsible for placing the label on the container, and the supervisor is responsible to see that labeling is completed.

Non-Routine Work

Occasionally employees will be asked to perform non-routine work, which can be defined as work not normally performed by an employee during the normal course of job duties. Examples of non-routine work may include, but are not limited to; welding and cutting operations, tank/container cleaning, accident scene clean up, or intensive maintenance activities.

The following procedures will be used when employees perform non-routine work:

- The supervisor will determine the need for non-routine work and the hazards associated with the work;
- The supervisor will train the employees performing the non-routine work of the hazards associated with the work and of procedures to follow;
- Employees share in the responsibility by ensuring their supervisor knows that non-routine work will be performed;
- Employees should contact their supervisor with questions concerning non-routine work.

Program Review

Hazardous Material Program Managers will periodically review the Hazard Communication Program and update the program as needed.

Safety Data Sheets (SDS)

SDSs are written or printed material concerning product hazard determination, which are prepared and distributed with chemicals by chemical manufacturers and distributors. SDSs are written in English and contain the following 16 sections:

1. Product Identification;
2. Hazard(s) identification;
3. Composition/information on ingredients;
4. First-aid measures;
5. Fire-fighting measures;
6. Accidental release measures;
7. Handling and storage;
8. Exposure controls/personal protection;
9. Physical and chemical properties;
10. Stability and reactivity;
11. Toxicological information;
12. Ecological information;
13. Disposal considerations;
14. Transport information;
15. Regulatory information; and
16. Other information, including date of preparation or last revision.

Each Hazard Communication Program Manager or their designee is responsible for obtaining SDSs for their department. An SDS should be available for every hazardous chemical listed on the inventory list. In the event an SDS is not available, the supervisor will contact the supplier and all correspondence and communication documented as proof of effort to comply. If a supplier does not satisfy the request within 30 days, a second request for an SDS should be sent to the supplier. If the supplier does not satisfy the second request within an additional 30 days, the supervisor will remove the chemical from use until the SDS is obtained.

Supervisors are responsible for reviewing all incoming safety data sheets for new and significant health/safety information. Any new information will be communicated so appropriate measures can be taken to properly inform affected employees. This includes creating or updating Job Safety Analysis or other written task procedures and providing training to affected employees.

The SDSs for chemicals and the chemical inventory list shall be maintained and accessible to employees during each work shift.

If SDSs are not available, or new chemicals in use do not have SDSs, employees should immediately contact their supervisor.

Where hazardous materials are generated as by-products of operations, such as carbon monoxide in excess of 50 PPM (TWA), an SDS will be provided in the appropriate SDS files.

Hazard Communication Program Mangers or their designee must approve all new/trial chemicals before use by employees. SDSs must be reviewed before the chemical is used. If front line employees are authorized to purchase hazardous materials on behalf of the employer, they must inform their supervisor upon ordering or receiving new chemicals.

The City of Crystal Lake relies upon the hazard determination and SDS supplied by the chemical manufacturer or distributor to determine the hazards of all chemicals bought, used or stored in the facility.

Supervisors will evaluate the hazards of consumer products.

Employees who have questions about SDSs should contact their supervisor.

Chemical Hazard Classifications

Hazardous chemicals are defined by any chemical which poses a physical hazard or health hazard.

Chemical Physical Hazards include substances with characteristics which are:

- Explosive
- Flammable
- Oxidizers
- Self-reactive
- Pyrophoric
- Self-heating
- Organic peroxides
- Corrosive to metal
- Gas under pressure
- Emits flammable gas

Chemical Health Hazards include substances with characteristics which may cause:

- Acute toxicity
- Skin corrosion or irritation
- Serious eye damage or eye irritation
- Respiratory or skin sensitization
- Germ cell mutagenicity
- Carcinogenicity
- Reproductive toxicity
- Specific organ toxicity
- Aspiration hazards

Employee Training

Effective employee training and education is the most critical component of a hazard communication program. New employees will be trained at the time of initial employment and prior to handling hazardous chemicals and retrained periodically. A properly conducted training program will ensure that employees are aware of hazards in the workplace and the appropriate control measures to protect them. Hazard Communication Program Managers or their designee will coordinate the employee training and education program for their department.

The training plan will emphasize these items:

- A summary of the OSHA Hazard Communication Standard;

- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area, such as visual appearance, odor, or other monitoring;
- A chemical's physical properties (i.e.; flash point, reactivity), methods that can be used to detect the presence or release of chemicals, and the potential for mishandling of chemicals (i.e.: potential for fire, explosion, etc.);
- Health hazards, including signs and symptoms associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical;
- Procedures to protect against hazards (i.e.: personal protective equipment required, work practices and methods to ensure proper use in handling of chemicals and procedures for emergency response) and work procedures to follow to ensure protection when cleaning hazardous chemical spills and leaks; and
- The location of SDSs, how to read and interpret the information on both labels and SDSs, and how employees may obtain additional hazard information.

Hazard Communication Program Managers or their designee will periodically review the employee training program.

Emergency Response to Spills:

- **Always read the label and SDS for exact emergency response procedures**
- **Call 911 if necessary**
- **Use emergency spill kits if appropriate**
- **Injury Response Procedures (general)**
  - **If contact with eyes: Flush with water for 15 minutes**
  - **If contact with skin: Wash with soap and water, remove contaminated clothing**
  - **If inhalated: Move to fresh air**
  - **If swallowed: Get emergency medical assistance**

Retraining

Retraining is required when a hazard changes or when a new hazard is introduced into the workplace, but it will be the employer's policy to provide training as needed to ensure the effectiveness of the program.

Employees that are re-assigned or transferred to other work areas will undergo a review of specific hazard training in their new work area. Supervisors are responsible for scheduling and ensuring that this retraining session is conducted and initiated in a new work area.

Policy Revisions

Date of Revision:	Summary of Revision: