City of Crystal Lake
Department of Public Works
Hazard Communication & Chemical Safety Policy

Original Date:	**8-23-2005**
Revised Date:	**2-21-2025**
Approved Date:	**2-21-2025**
Approved By:	**M. Magnuson**
Next Required Review Date:	**2-21-2027**

PURPOSE

The purpose of this policy is to minimize injury and accidents of Public Works employees exposed to hazardous substances under normal working conditions or during an emergency. This policy has been developed based on the requirements of the OSHA Standard 29 CFR 1910.1200 (Hazard Communication).

SCOPE

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, and 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's Public Works Department has established a list of known hazardous chemicals within the organization, and will update the list as necessary. Corresponding Safety Data Sheets (SDS) are also maintained for each chemical. The City of Crystal Lake utilizes a web based management system known as "MSDS-Online" which is available to staff members 24 hours a day/7 days a week. Employee access to the web site and training of the software can be found in the "Training" Section of this policy.

A copy of this program is available to employees.

HAZARD COMMUNICATION PROGRAM

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

1. A list of hazardous chemicals known to be present in the workplace.
2. Information on precautionary labels and other forms of warning for known hazardous chemicals in the workplace.
3. Access to Safety Data Sheets for known hazardous chemicals in the workplace.
4. Methods used to provide employees information and training.
5. Methods used to inform employees of the hazards of non-routine work.
6. Methods used when contractors are on-site and/or when contractors bring chemicals on-site.

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

LABELING

Employees have the responsibility to identify known hazardous chemicals present in their respective work areas and these chemicals must display, in English, a precautionary label stating the following: (Additional information can be found in the "Labeling Updates & Review" section of this policy).

1. Product identifier
2. Signal word(s)
3. Hazard statement(s)
4. Pictogram(s)
5. Precautionary statement(s)
6. The name and address of the manufacturer, importer, or other responsible party

In the event an improperly labeled hazardous chemical container is received from a supplier, 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.

Labels on incoming chemicals shall not be defaced in any way. Defaced or illegible labels must be immediately reported to a supervisor so that appropriate labels can be applied.

PORTABLE CONTAINERS

All portable containers of hazardous chemicals require labeling. A portable container is considered any container that is used to hold a chemical that has been transferred from its original labeled container. Portable containers of hazardous chemicals that contain chemicals transferred from a labeled container and are intended only for immediate use by the employee and remain in the constant control of the employee who performs the transfer are not required to be labeled. All other portable containers require labeling following these requirements of this policy and OSHA standards.

Employees utilizing portable containers containing hazardous chemicals are responsible for labeling the container and ensuring the label is properly completed. Employees who have questions about portable container labeling should contact their immediate supervisor.

Supervisors are responsible for ensuring that employees are properly trained in the methods of labeling hazardous chemicals, and ensuring employees follow the portable container labeling requirements.

Supervisors are responsible for ensuring employees are properly trained to label portable containers, and that the portable container labeling requirements are appropriately implemented by employees.

LABELING UPDATES & REVIEW

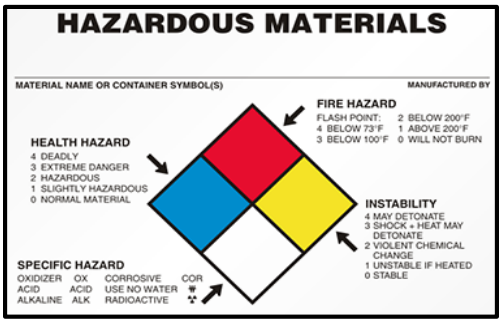
Supervisors shall be responsible for ensuring that labeling requirements are appropriately implemented by employees and shall periodically inspect hazardous chemical labels to ensure compliance with OSHA regulations. Labels shall be updated as necessary. Changes to the labeling system will be communicated to affected employees.

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

Additional information can be found at the website below:

Hazard Communication - Overview | Occupational Safety and Health Administration
https://www.osha.gov/hazcom

Labeling Examples:





SAFETY DATA SHEETS (SDS)

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

- Product Identification
- Hazard(s) identification
- Composition/information on ingredients
- First-aid measures
- Fire-fighting measures
- Accidental release measures
- Handling and storage
- Exposure controls/personal protection
- Physical and chemical properties
- Stability and reactivity
- Toxicological information
- Ecological information
- Disposal considerations
- Transport information
- Regulatory information
- Other information, including date of preparation or last revision

Each Division Supervisor is responsible for updating their Division's web based management system (MSDS-Online) to ensure all SDS for their Division are uploaded and current. A SDS should be available for every hazardous chemical listed on the inventory list.

In the event a SDS is not available, the supervisor will use the following procedures to obtain the SDS:

1. The supplier will be contacted and correspondence and communication documented as proof of effort to comply.

2. If a supplier does not satisfy the request within 30 days, a second request for a SDS should be sent to the supplier.

3. If the supplier does not satisfy the second request within 30 days, the supervisor will immediately remove the chemical from use until the SDS can be obtained.

Supervisors are responsible for reviewing incoming data sheets for new and significant health/safety information. New information will be communicated to affected employees.

If deficiencies exist or additional information is needed concerning SDS, the chemical manufacturer or supplier will be contacted to obtain necessary information.

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

MSDS-Online shall be considered the master copy of all SDS and chemical inventory.

Supervisors must approve the use of chemicals prior to use by employees. SDS must be reviewed before a chemical is used. Employees must inform their supervisor upon ordering or receiving new chemicals.

The City of Crystal Lake's Public Works Department relies upon the hazard determination and SDS supplied by the chemical manufacturer or distributor to determine the hazards of chemicals bought, used, or stored in a PW Department facility or satellite locations.

Employees who have questions about SDS should contact their supervisor.

EMPLOYEE TRAINING

Divisional Supervisors will coordinate the employee training and education program for their division.

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 medical conditions 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.

- SDS - how to read and interpret the information on both labels and SDS and how employees may obtain additional hazard information.

- Proper access and navigation of the City of Crystal Lake's web based management system known as "MSDS-Online", www.msdsonline.com.

Divisional Supervisors or their designee will periodically review the employee training program. Retraining is required when a hazard changes or when a new hazard is introduced into the workplace, but it will be the organization'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. Divisional Supervisors are responsible for scheduling and ensuring that this retraining session is conducted and initiated in a new work area.

New employees will be trained at the time of initial employment and prior to handling hazardous chemicals.

MSDS-Online Access

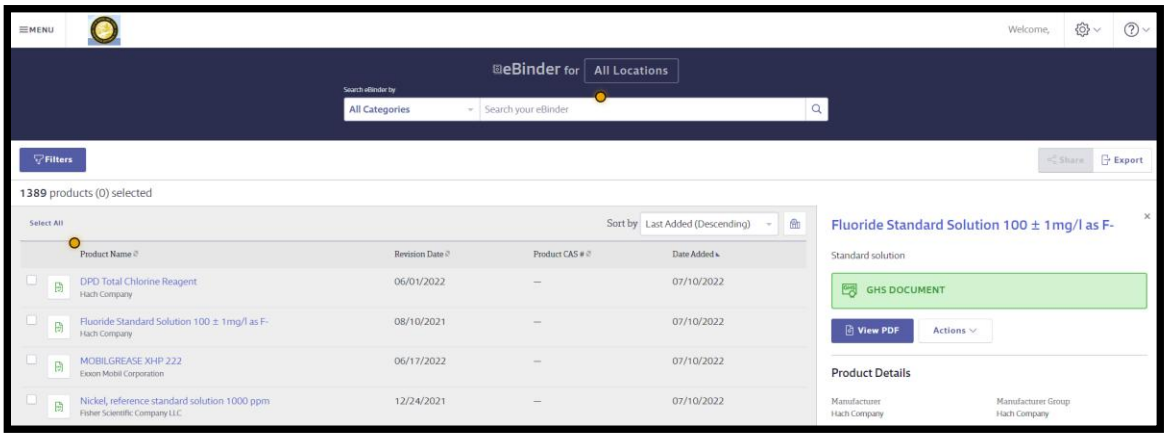
1. Log on to your desktop on City owned computer.

2. Locate the icon noted below.



3. Double click on the link to open it.

4. The screen will look like the image noted below.

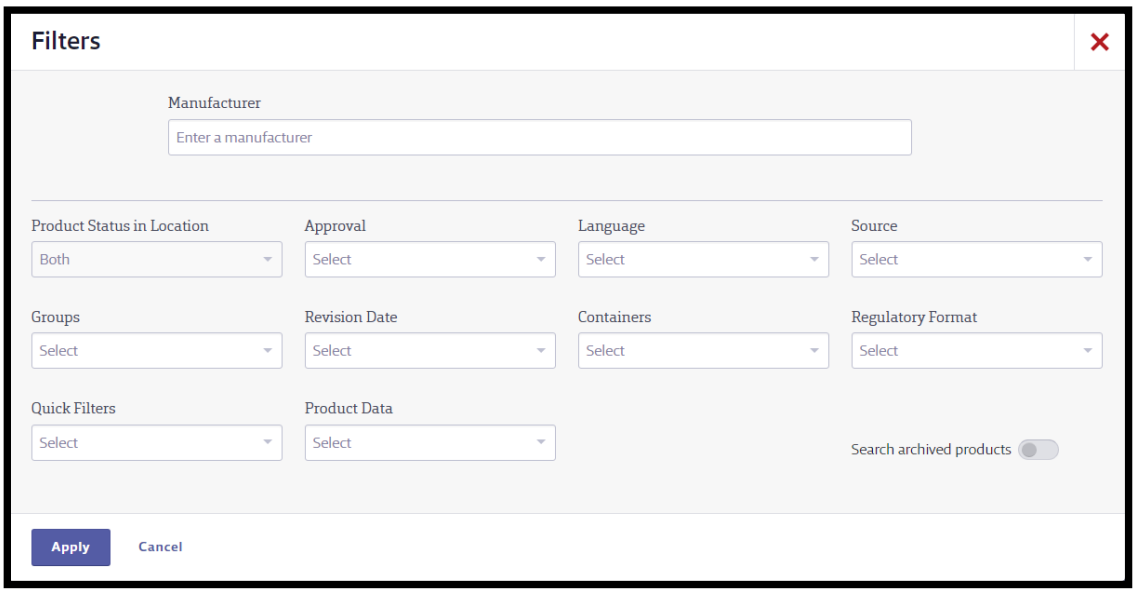


There are numerous ways to search for a product which are noted below:

- Click next to the search box and select a search parameter. Possible search parameters include product name, manufacture, and product code.

- Results can also be narrowed down by clicking the filter button in the upper left corner and applying filters including location, product status, groups, or product data.

The image below shows options for filtering results



• MSDS-Online can also be reached by telephone at 1-888-362-7416 if a chemical cannot be located. The following information should be provided:

1. Product Name
2. Manufacturer
3. Your contact information
4. Product Code (*Optional*)

NON-ROUTINE WORK

Occasionally employees will be asked to perform non-routine work during the normal course of job duties.

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

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

CONTRACTORS

The City of Crystal Lake's Public Works Department may, on occasion, enlist the services of outside contractors. In these instances, the City of Crystal Lake Public Works Department shall communicate the potential chemical exposures to the contractor working at the City of Crystal Lake Public Works Department owned site and the contractor must communicate the chemical exposures they may expose the City of Crystal Lake Public Works Department employees to during contractor directed projects. Furthermore, the City of Crystal Lake's Public Works Department and contractor shall provide each other with access to the SDS and labeling information for these chemicals.

The City of Crystal Lake's Public Works Department shall communicate to the contractor that the contractor must meet the requirements of 29 CFR 1910.1200 as a condition of the project.

HAZARDOUS CHEMICALS DEFINITION

The definition of "hazardous chemicals" as provided by OSHA is "any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, or hazard not otherwise classified."

Chemical physical hazard characteristics include substances which are:

- Explosive
- Flammable (gases, liquids, or solids)
- Aerosols
- Oxidizers (gases, liquids, or solids)
- Self-reactive
- Pyrophoric (gases, liquids, or solids)
- Self-heating
- Organic peroxides
- Corrosive to metal
- Gas under pressure
- Emits flammable gas

Chemical health hazards include substances which may cause:

1. Acute toxicity (any route of exposure)
2. Skin corrosion or irritation
3. Serious eye damage or eye irritation
4. Respiratory or skin sensitization
5. Germ cell mutagenicity
6. Carcinogenicity
7. Reproductive toxicity
8. Specific organ toxicity
9. Aspiration hazards

Further explanation can be found within the OSHA Hazard Communication Standard.

POLICY REVIEW

The City of Crystal Lake Public Works Department will review the Hazard Communication Policy on a 2-year cycle and update the policy as needed.