

Hazardous Communication Program

Number: J-5

Revision:

Revision Date: 07/01/2017

1.0 POLICY

The Town of Carolina Beach shall comply with the requirements of the North Carolina Occupational Safety and Health Hazard Communication Standard, 13 NCAC 7c.0101 (a)(99), and the Hazardous Chemicals Right to Know Act, North Carolina General Statutes, Chapter 173/218, also known as the Worker or Employee Right-to-Know laws.

2.0 PURPOSE

Each employee has the right to know about the hazardous chemicals to which he is exposed. The purpose of this policy is to explain how the Town will maintain hazardous chemical information, educate employees and comply with legal requirements about hazardous materials in the workplace.

3.0 SCOPE

This policy applies to all Town employees.

4.0 DEFINITIONS

- 4.1 **Chemical** - Any element, chemical compound or mixture of elements and/or compound.
- 4.2 **Hazardous Chemical** - Any chemical which is a physical hazard or a health hazard.
- 4.3 **Physical Hazard** - Any chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, an explosive, flammable, an organic peroxide, an oxidizer, a pyrophoric, an unstable (reactive) or water reactive.
- 4.4 **Health Hazard** - Any chemical capable of producing acute or chronic health effects in exposed personnel.
- 4.5 **Container** - Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this policy, pipes or piping systems are not considered to be containers.
- 4.6 **Portable Container** - A small container into which a chemical is transferred from a labeled container and which is intended for immediate use by the person making the transfer during the work shift in which the transfer is made.
- 4.7 **Label** - Any written, printed or graphic material affixed to containers of hazardous chemicals.
- 4.8 **Safety Data Sheet (SDS)** - A document describing a product and giving pertinent information related to the use of the product, including its physical and health hazards, the permissible exposure limit, precautions for safe handling, procedures for clean-up of spills and leaks, emergency and first aid procedures, and the name and address of who to contact to obtain emergency procedures.
- 4.9 **Workplace** - A specific geographical location containing one or more work areas.
- 4.10 **Work Area** - A defined space in a workplace where hazardous chemicals and employees are present.
- 4.11 **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.

5.0 ORGANIZATIONAL RULES

- 5.1 Departmental Responsibilities - All departments will ensure compliance with the Hazard Communication Standard as referenced in this policy. Specific responsibilities are to:
 - A. Maintain an inventory listing of all chemicals currently stored or used at each workplace and/or work area. A copy of this inventory and any updates or changes will be sent to the Safety Officer.
 - B. Ensure that each container is properly labeled, marked or tagged identifying the chemical contained therein. The label will include the identity of the chemical, hazard warnings, and the name and address of the manufacturing or responsible party.
 - C. Ensure that a current Safety Data Sheet (SDS) for each chemical listed is on file and immediately available to all personnel who have need for any information contained therein.
 - D. Ensure that all departmental personnel who may, under normal conditions of use or in a foreseeable emergency, be exposed to any chemicals listed, receive appropriate training in the Town's Hazard Communication Program and ensure appropriate training records are maintained.
 - E. Ensure that as new chemicals are brought into the workplace, the inventory is updated, containers are properly labeled and an SDS is available prior to any employee exposure.
 - F. Ensure that as new employees are brought into the workplace they are appropriately trained prior to any exposure and ensure appropriate training records are maintained.
 - G. Ensure that contractors working in a department are informed of the hazardous chemicals the contractor's employees may be exposed to while performing the work and the protective measures that should be taken.
 - H. Ensure Town personnel are informed of hazardous chemicals to which contractors may expose them.
 - I. Establish written procedures for the following:
 - 1. Emergency planning and reporting
 - 2. Safe and proper handling of hazardous chemicals, and
 - 3. Safe and proper disposal of hazardous chemicals.
 - J. Ensure that all purchased chemicals are properly labeled and accompanied by the appropriate Safety Data Sheet (SDS).
 - K. Contact the supplier and insist that they provide the required Safety Data Sheets (SDS), if not received with product shipment.
 - L. Make available to employees all the necessary safety equipment and/or personal protective equipment needed to protect employees from exposure to hazardous chemicals and/or materials in the work place.

- 5.3 Safety Officer Responsibilities - The Safety Officer will be appointment by the Town Manager and will:
 - A. Review the listings submitted by departments and identify the chemicals which are hazardous.
 - B. Assist departments in securing any Safety Data Sheets (SDS) required.
 - C. Conduct on-site visits of Town installations and facilities where hazardous chemicals are used and/or stored and assist departments in meeting specific training needs to include:

1. Procedures for keeping the inventory accurate and current
 2. Procedures for updating the SDS file
 3. Procedures for labeling, marking, tagging, and signing of areas as appropriate
 4. Review of employee training and determination of the need for chemical training for supervisors and/or employees
 5. Assisting departments to develop their training programs and procedures to document all employee training, and
 6. Make recommendations relating to safety and personal protective equipment and gear.
- 5.4 Employee Responsibilities – All employees will comply with the procedures outlined in this policy.
 1. Employees shall attend Hazardous Communication training as provided by the Town.
 2. Employees shall comply with all aspects of the Town’s Hazardous Communication Program while performing any and all tasks regulated by the program.
 3. Employees shall immediately report to their supervisor any exposure incident.
 4. Employee will utilize the appropriate personal protective gear and/or equipment necessary to prevent exposure to hazardous chemicals.

6.0 PROCEDURES

- 6.1 All affected employees must be trained in Hazard Communications before work with a chemical is performed or use of a chemical is allowed. Training will include, but not be limited to:
 - A. Employee rights and responsibilities
 - B. Employer’s responsibilities
 - C. Labeling requirements, and
 - D. SDS requirements and accessibility
- 6.2 Before delivery of any chemical is accepted, the receiver must verify that each container is properly labeled and accompanied by a SDS (one SDS is acceptable for a bulk delivery of the identical chemical).
- 6.3 Once delivery is accepted a copy of the SDS will be placed in the department’s central SDS book and a copy given to the affected work crew. The work crew supervisor will review SDS notices with employees before the chemical is used and will place the SDS copy in the work crew’s SDS book.
- 6.4 Supervisors will ensure the SDS book is accessible to each employee.
- 6.5 Supervisors and employees must read chemical labels each time before using a chemical and be familiar with any emergency procedures.
- 6.6 Supervisors will ensure daily that all containers are properly labeled and no unauthorized containers are being used (i.e., oil in a soda bottle).
- 6.7 If an employee has an overexposure to a chemical, the medical emergency procedures located on the SDS shall be followed. Then, medical treatment or evaluation shall be provided.

7.0 APPENDIX, APPENDICES

None