

CITY OF FORT BRAGG

HAZARD COMMUNICATION PROGRAM

A. PURPOSE

It is the City's policy to protect the health and safety of employees through the establishment and enforcement of this Hazard Communication Program (Program).

Application

This Program applies to all employees of the City of Fort Bragg and any contractors and their employees who may be potentially exposed to hazardous substances.

This Program applies to all products containing hazardous substances which are known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use, in the performance of their job, or in a reasonably foreseeable emergency.

B. POLICY

The Hazard Communication Program will provide information about chemical hazards and other hazardous substances and the control of such hazards to employees via container labeling, Material Safety Data Sheets (MSDS), and employee training.

Copies of this Program will be kept on file at each department and in the City Clerk's office. This written Program will be made available to employees and their designated representatives upon request. In addition, each employee will receive a copy of the written program during the employee information and training session.

1. Container Labeling

The Program requires that both original and secondary containers of hazardous substances be inspected for compliance. Original manufacturer containers will be checked upon receipt. The manufacturer's labels will be inspected for:

- a. Identity of hazardous ingredients.
- b. Appropriate hazard warning.
- c. Name and address of manufacturer.

To further ensure that employees are aware of the hazards of the materials used in their work areas, it is our policy to label all secondary containers. The supervisor in each department will ensure that all secondary containers are properly labeled with:

- a. Identity of hazardous ingredients.
- b. Appropriate hazard warnings.

Posters, signs, or other forms of warning may be used in lieu of labels if the supervisor believes them to be adequate in informing his/her coworkers.

As new information is received from the manufacturer the department supervisor will inform his/her employees.

2. **Material Safety Data Sheets (MSDS)**

MSDS for hazardous substances are the responsibility of the department. The department must request a MSDS for hazardous substances from all substance vendors and maintain the MSDS in their department.

The supervisor of each department will maintain a binder of MSDS for all hazardous substances located in his/her work area. This binder will be placed in a readily accessible location for employee review. Department supervisors are required to review their binders of MSDS at a minimum of once a year for completeness. If an MSDS is missing or incomplete a new MSDS will be requested from the manufacturer.

In the event that a MSDS is not received at the time of the first shipment, the department will endeavor to secure a MSDS from the manufacturer. The department should take additional precautions to inform employees of the product's hazardous content and applicable safety precautions.

MSDS will be reviewed for new and significant health and safety information. Any new information will be passed on to the affected employees.

MSDS are available to all employees for review at all times. If a MSDS is not available or a new hazardous substance in use does not have a MSDS, employees are to contact their supervisor immediately.

3. **Employee Information and Training**

Employees will attend an information and training session which will be conducted by their department supervisor. During these training sessions, the employee will be informed about:

- ★ An overview of the Hazard Communication Program and its requirement.
- ★ The rights and responsibilities afforded to the employee under this Program.
- ★ Any operations in their workplace where hazardous substances are present.
- ★ Location and availability of the written Hazard Communication Program.
- ★ Physical and health effects of the hazardous substance.
- ★ Methods and observation techniques used to determine the presence or release of hazardous substances in the workplace.
- ★ How to lessen or prevent exposure to these hazardous substances through the usage of control, work practices, and personal protective equipment.
- ★ Steps the City has taken to lessen or prevent exposure to these substances.
- ★ Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
- ★ How to read labels and review MSDS to obtain the appropriate information.

When new hazards are introduced, the department supervisor will review the new hazards as they are related to his/her work area and inform his/her coworkers accordingly.

In addition, it is the responsibility of the department supervisor to ensure that new employees receive adequate training before they are assigned to work with potentially hazardous substances.

4. **List of Hazardous Substances**

Each department supervisor is responsible for the maintenance of a list of hazardous substances used within his/her work area. The department supervisor is required to review and update his/her list of hazardous substances with the master list at a minimum of once a year.

5. **Non-Routine Tasks**

Prior to the employee undertaking a non-routine task the supervisor in charge will be responsible for reviewing the operation to be performed and for reviewing the appropriate MSDS of the hazardous substances associated with the task. Furthermore, the supervisor will ensure that appropriate administrative controls, engineering controls, and protective equipment are implemented and made available to the employee.

6. **Identification of Unlabeled Pipes**

Pipes that are unlabeled will be identified as to their contents by means of drawings, schematics, labels, or batch tickets attached at the valves of the piping system.

7. **Contractors**

The City's Program also covers those outside contractors who may be exposed to hazardous substances at the City's work site. To ensure that these outside contractors work safely at our work sites, it is the responsibility of the contracting department supervisor to inform them of the workplace hazards, to make a binder of MSDS available for their inspection and to familiarize them with our Hazard Communication Program.

Conversely, the contractor is required to provide a copy of the MSDS for each hazardous substance to be brought in a minimum of five (5) working days before any exposure to City employees.

The department supervisor will alert the Safety Coordinator (City Clerk) to any suspected problems with contractor compliance. The Safety Coordinator will then perform field audits to identify and correct any such problems.

8. **Hazard Determination Procedures**

The City has determined that hazard evaluations conducted by the substance manufacturer or importer represent the most reliable method of chemical hazard determination and, thus, does not intend to evaluate the hazards of purchased products.

This Program will be monitored periodically by the Safety Coordinator to ensure that the policies are carried out and that the Program is effective.