

## PURPOSE

The Village of Pleasantville is committed to the prevention of chemical exposures that may result in injury and/or illness. The purpose of this program is to make sure that all affected employees and on-site contractors understand the information concerning the dangers of all known hazardous chemicals used by Village of Pleasantville and to protect those who may come in contact with hazardous chemicals while performing their job duties.

All employees are required to follow the procedures outlined in this program. Any deviations from this program must be immediately brought to the attention of management.

## PROGRAM RESPONSIBILITIES

**Management:** The management at Village of Pleasantville understands the importance of informing employees of the chemical hazards encountered in the workplace and will regularly communicate with employees about the program.

**Program Administrator:** The program administrator is responsible for the program's implementation, management, and record-keeping requirements. The program administrator will report to management and be responsible for this program. All safety data sheets (SDS), control measures for chemical handling, personal protective equipment (PPE) requirements, and training will be coordinated under the direction of the program administrator in collaboration with management. The program administrator will monitor aspects of this program to determine if additional areas of focus are needed. The program administrator will also:

- Develop a comprehensive list of all chemicals in the workplace
- Obtain a SDS for all chemicals in the workplace and distribute applicable sheets
- Ensure initial and annual training is performed for all employees and maintain training logs
- Provide any contractors with any part(s) of this program necessary to safely complete their jobs
- Review this program annually

**Department Managers:** Department managers will:

- Be accountable for the health and safety of all employees within their department and actively support this program
- Develop a list of all chemicals used in their area and submit such to the program administrator
- Maintain said list and a SDS for all chemicals used in their area
- Attend initial and annual training on this topic
- Ensure all of their employees receive initial and annual training on this topic
- Ensure that recommended controls are implemented and/or used appropriately
- Notify the program administrator when new hazardous chemicals are purchased
- Notify the program administrator when a new employee is hired

**Employees:** Every employee is responsible for conducting themselves in accordance with this program. All employees will:

- Attend training on this topic initially upon hire and annually thereafter
- Become familiar with all aspects of this program

## SAFETY DATA SHEETS

A SDS provides detailed information on each hazardous chemical including its potentially hazardous effects, physical and chemical characteristics, and recommendations for appropriate PPE. The program administrator will maintain a SDS for every hazardous chemical at the workplace and will distribute all applicable SDS to each department head. SDS will be readily available to all employees.

## **LABELING**

The chemical manufacturer, importer, or supplier is responsible for labeling chemicals containers sent to Village of Pleasantville. Employees receiving chemical shipments are responsible for ensuring the chemical containers are properly labeled and will report any mislabeling to their department manager who will report such to the program administrator. Chemical transfers to secondary containers must also be appropriately labeled.

The procedures for proper labeling of all containers is as follows:

- Inspect incoming containers to ensure they have legible labels
- Manufacturer chemical labels should never be removed or defaced until the chemical is completely used; empty containers that are saved for reuse must have the original label removed or completely marked out; empty containers that are used for waste or chemical products must have a new label affixed per OSHA's standard
- Secondary containers must be labeled with the chemical name and hazard per OSHA's standard

The Village of Pleasantville will use labels in compliance with OSHA's standard for all secondary containers used. No containers or chemicals will be used if not properly labeled. If there is a question about the accuracy of a label contact the program administrator.

## **TRAINING**

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial and annual training on OSHA's Standard and the safe use of those hazardous chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. Training is overseen by the program administrator.

The training will emphasize these elements:

- A summary of the standard and this written program;
- Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals;
- Physical and health hazards associated with potential exposure to workplace chemicals;
- Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures;
- Hazardous chemical spill and leak procedures; and
- An explanation of the labels received on shipped containers and the workplace labeling system used by their employer; and the SDS, including their location, and the order of information and how employees can obtain and use the appropriate hazard information.

The program administrator will maintain records of employee training and advise management on training needs.

## **CONTRACTORS**

Contractors working on our property or job site are required to bring a copy of their hazard communication program, including copies of SDS for all hazardous material they are bringing. They will be supplied with a copy of this program and the location of all applicable SDS. It is the responsibility of the contractor's manager to properly train their employees on the OSHA Standard.

## **RECORD RETENTION**

All training and program review records will be retained for 10 years.

All SDS will be archived and retained indefinitely.

## SAFETY DATA SHEETS

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

**Section 1, Identification** includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

**Section 2, Hazard(s) identification** includes all hazards regarding the chemical; required label elements.

**Section 3, Composition/information on ingredients** includes information on chemical ingredients; trade secret claims.

**Section 4, First-aid measures** includes important symptoms/effects, acute, delayed; required treatment.

**Section 5, Fire-fighting measures** lists suitable extinguishing techniques, equipment; chemical hazards from fire.

**Section 6, Accidental release measures** lists emergency procedures; protective equipment; proper methods of containment and cleanup.

**Section 7, Handling and storage** lists precautions for safe handling and storage, including incompatibilities.

**Section 8, Exposure controls/personal protection** lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

**Section 9, Physical and chemical properties** lists the chemical's characteristics.

**Section 10, Stability and reactivity** lists chemical stability and possibility of hazardous reactions.

**Section 11, Toxicological information** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information\*

Section 13, Disposal considerations\*

Section 14, Transport information\*

Section 15, Regulatory information\*

**Section 16, Other information**, includes the date of preparation or last revision.

\*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

**Employers must ensure that SDSs are readily accessible to employees.**

See Appendix D of 1910.1200 for a detailed description of SDS contents.

# PICTOGRAMS

<p><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>▪ Carcinogen</li> <li>▪ Mutagenicity</li> <li>▪ Reproductive Toxicity</li> <li>▪ Respiratory Sensitizer</li> <li>▪ Target Organ Toxicity</li> <li>▪ Aspiration Toxicity</li> </ul>	<p><b>Flame</b></p>  <ul style="list-style-type: none"> <li>▪ Flammables</li> <li>▪ Pyrophorics</li> <li>▪ Self-Heating</li> <li>▪ Emits Flammable Gas</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>	<p><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>▪ Irritant (skin and eye)</li> <li>▪ Skin Sensitizer</li> <li>▪ Acute Toxicity</li> <li>▪ Narcotic Effects</li> <li>▪ Respiratory Tract Irritant</li> <li>▪ Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>▪ Gases Under Pressure</li> </ul>	<p><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>▪ Skin Corrosion/Burns</li> <li>▪ Eye Damage</li> <li>▪ Corrosive to Metals</li> </ul>	<p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>▪ Explosives</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>
<p><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>▪ Oxidizers</li> </ul>	<p><b>Environment</b></p> <p>(Non-Mandatory)</p>  <ul style="list-style-type: none"> <li>▪ Aquatic Toxicity</li> </ul>	<p><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>▪ Acute Toxicity (fatal or toxic)</li> </ul>

**SAMPLE LABEL**

**Product Identifier**

**CODE** \_\_\_\_\_

**Product Name** \_\_\_\_\_

**Supplier Identification**

**Company Name** \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Emergency Phone Number \_\_\_\_\_

**Precautionary Statements**

Keep container tightly closed. Store in cool, well ventilated place that is locked.

Keep away from heat/sparks/open flame. No smoking.

Only use non-sparking tools.

Use explosion-proof electrical equipment.

Take precautionary measure against static discharge.

Ground and bond container and receiving equipment.

Do not breathe vapors.

Wear Protective gloves.

Do not eat, drink or smoke when using this product.

Wash hands thoroughly after handling.

Dispose of in accordance with local, regional, national, international regulations as specified.

**In Case of Fire:** use dry chemical (BC) or Carbon dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.

**First Aid**

If exposed call Poison Center.

If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

**Hazard Pictograms**



**Signal Word**

**Danger**

**Hazard Statement**

**Highly flammable liquid and vapor.**

**May cause liver and kidney damage.**

**Supplemental Information**

**Directions for use**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fill weight: \_\_\_\_\_ Lot Number \_\_\_\_\_

Gross weight: \_\_\_\_\_ Fill Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

## HAZARDOUS CHEMICALS LIST

[illegible]