



Hazard Communication Program

Scope

This program describes how the Town of Shallotte will communicate all information concerning chemical hazards to employees, regarding appropriate protective measures, proper labeling of hazardous chemicals, storage, location, and maintenance of safety data sheets (SDSs), hazardous chemical list, and training requirements.

Administration

The Department Head is responsible for coordinating and monitoring all related activities to ensure compliance with both the intent and specifics of this program. This includes ensuring the list of hazardous chemicals is kept up-to-date and the most current SDSs are on hand for each hazardous chemical used. The Department Head must approve, prior to use, any new hazardous chemicals at the worksite.

Multi-Employer Work-Site

The Department Head will coordinate with contractors/vendors to ensure the procedures outlined in this program are acceptable. The staff must inform the Department Head of any hazardous chemicals used by other contractors/vendors on-site where our employees could be exposed, the labeling system being used, and any additional precautions. The Department Head may alter any procedures outlined in this program necessary to match the procedures of the contractors/vendors. Copies of our hazard communication program and SDSs are provided to the contractors/vendors to share with other employees on the worksite as necessary.

Labeling

Secondary Containers

All secondary containers containing hazardous chemicals will be labeled and prominently displayed in English and Spanish on the container. Each label will contain the following information:

- Product identifier; and
- A Pictogram from Hazard Symbols and Classes from 29 CFR 1910.1200 Appendix C, Figure C.1 – Hazard Symbols and Classes.



Shipping Containers

All containers being shipped which contain hazardous chemicals will be labeled in English with the following information:

- Product identifier;
- Signal word;
- Hazard Statement(s);
- Pictogram(s);
- Precautionary statement(s); and,
- Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.



All existing labels on incoming containers and secondary containers of hazardous chemicals shall not be removed or defaced.

Hazardous Chemical List

The Department Head is responsible for maintaining the list of all hazardous chemicals known to be present using the product identifier that is referenced on the appropriate SDS. The hazardous chemical list will be maintained and accessible during working hours, within the “Hazard Communication Binder” at each worksite and the “Master Hazard Communication Binder” at the company main office.



When a new hazardous chemical is approved and introduced into the worksite, the Department Head will update the hazardous chemical list. When the use of a hazardous chemical is discontinued, the hazardous chemical list in both binders will be updated to reflect this change and the hazardous chemical name will be moved to the “discontinued use” section within the list contained in the “Master Hazard Communication Binder.” The hazardous chemical designated as “discontinued use” will remain on the hazardous chemical list for 30 years, until such a time it will be removed from the list completely.

Safety Data Sheets

For each worksite, the Department Head will maintain the SDSs for each hazardous chemical presently used at that specific worksite. These SDSs will be maintained within a “Hazard Communication Binder.” The “Master Hazard Communication Binder” contains the SDSs for each hazardous chemical currently being used at all workplaces, while the section “discontinued use” contains all the SDSs for hazardous chemicals where the use has been discontinued. Those SDSs are to be kept for 30 years starting from the discontinued date.

When a new hazardous chemical is approved for use or introduced into the worksite, then the Department Head will immediately obtain a copy of the SDS for that hazardous chemical and place it within the “Hazard Communication Binder” for that worksite. At the end of the workday, the Department Head will supply a copy of the newly obtained SDS to the “Master Hazard Communication Binder” located in the company main office.

Training

New employees will complete an information and training program regarding hazardous chemicals, prior to their work assignment. All employees will receive additional training when new hazardous chemicals are introduced to the workplace or re-training when an employee demonstrates a lack of understanding regarding any of the elements within this program. New employees must complete similar instruction before initial exposure to any hazardous chemical in the workplace.

The lesson plan will cover the following topics in detail:

- Overview of the 29 CFR 1910.1200 standard;
- Location of the SDS, hazardous chemical list, and hazard communication program along with procedures to obtain copies;
- Overview of methods to detect the presence and release of hazardous chemicals;
- Procedures and hazards associated with non-routine tasks;
- Physical and health hazards associated with the hazardous chemicals used;
- How to read SDSs and container labels;
- Labeling procedures within the workplace; and
- All work operations where hazardous chemicals are used, including procedures for handling, and storing chemicals, and emergency responses.

At each training session a sign-in sheet will be used to document the completion of training. The sign-in sheet will contain the instructor’s name, date of training, a summary of the training, and a list of who attended including the employees’ names, printed, along with their signatures.

Access

The “Hazard Communication Binder” is located at every worksite and attached to the wall. This binder contains copies of the hazard communication program, the hazardous chemical list for the site, and SDSs for hazardous chemicals on the worksite. Employees can review any of these documents during their work shifts. The “Master Hazard Communication Binder” contains the hazard communication program, the hazardous chemical list and SDSs for all worksites, including discontinued chemicals, and is in the town’s main office.

Employees and/or designated representatives (e.g., spouse) can request a copy of the hazard communication program, the hazardous chemical list, or specific SDSs which will be provided free of cost within 15 working days.

