

# Hazard Communication Program

## **A. Company Policy**

The Village of Lake George is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by the Village of Lake George, the following hazard communication program has been established. This written program will be available in each department and on the village's website for review by any interested employee.

All departments of The Village of Lake George will participate in the hazard communication program.

## **B. Container Labeling**

Department Heads and Foreman's are responsible for container labeling procedures, reviewing, and updating. The labeling system used at the Village of Lake George is as follows:

The procedures for proper labeling of all secondary containers, and reviewing and updating label warnings are as follows:

- Full name(s) of the chemical(s), in English. Do not use abbreviations as these can be ambiguous, no drawings or formulas.
- Hazard identification such as flammable, toxic, corrosive.
- Date of transfer or preparation.
- Name of person who transferred or prepared the solution.
- If the container holds a solution or mixture, concentrations and solvents used (e.g., 1M hydrochloric acid; 40% acetonitrile / 60% water; 1 mg/ml naphthalene in hexane).
- The Foreman in each department is responsible for reviewing and updating all labels.

It is the policy of the Village of Lake George that no container will be released for use until the above procedures are followed.

## **C. Safety Data Sheets (SDS)**

The Department Head and Foreman are responsible for establishing and monitoring the Village of Lake George's SDS program. This person (s) will make sure procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. This person will make certain that any new information is passed on to affected employees.

The procedures to obtain SDSs and review incoming SDSs for new or significant health and safety information are as follows:

- SDS sheets will be obtained from the manufacturer either by being included in the shipment, by fax, email or from the manufacturer's website.

- Each time a chemical is received a new SDS she will be obtained and reviewed for any changes. If there are any changes the SDS sheet will be replaced in the SDS binder, and all employees will be notified of the changes.

Copies of SDSs for all hazardous chemicals in use will be kept in each location the chemical is stored.

SDSs will be available to all employees during each work shift. If an SDS is not available or a new chemical in use does not have an SDS, immediately contact the Department Head or Forman

#### **D. Employee Information and Training**

The Safety Officer is responsible for the employee training program. All Village employees will be trained annually on the Hazzard Communication standard and the Village's Hazzard Communication Policy.

The Safety Officer will make sure that before starting work, each new employee of the Village of Lake George will attend a health and safety orientation that includes information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard.
- Hazardous chemicals present at his or her workplaces.
- Physical and health risks of hazardous chemicals.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps the Village of Lake George has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review SDSs to obtain hazard information.
- Location of the SDS file and written hazard communication program.
- An overview of the requirements contained in the Hazard Communication Standard.

Before introducing a new chemical hazard into any department of this employer, each employee in that department will be given information and training as outlined above for the new chemical.

## **E. Hazardous non-routine tasks**

Periodically, employees are required to perform hazardous non-routine tasks. (Some examples of non-routine tasks are confined space entry, tank cleaning, and painting tanks and vessels.)

Non-routine tasks that are performed at the Village of Lake George include:

1. Cleaning of Tanks
2. Using chemical cleaners
3. Using automotive fluids
4. Treatment chemicals
5. Lab reagents

Prior to starting work on such projects, each affected employee will be given information from the SDS by the Department Head or Foreman about the hazards associated with the chemicals that he or she may encounter during these activities.

## **F. Multi-employer workplaces**

It is the responsibility of Department Head or Foreman to provide employers of any other employees at the work site with the following information:

- Copies of SDSs (or make them available at a central location) for any hazardous chemicals that the other employer(s)' employee may be exposed to while working.
- Inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.
- Provide other employers with an explanation of the labeling system that is used at the work site.

It is also the responsibility of the Department Head and Foreman to identify and obtain SDSs for the chemicals the contractor is bringing into the workplace.

## **G. List of hazardous chemicals**

. Further information on each chemical may be obtained by reviewing SDSs located in the SDS binder at each department or location the chemical is stored