

VILLAGE OF BLOOMINGDALE

HAZARD COMMUNICATION POLICY (GHS Compliant)

I. PURPOSE

This policy establishes procedures for the Village of Bloomingdale (Village) to comply with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, title 29 code of federal Regulations 1910.1200.

This policy applies to all work operations within the organization where an employee may be exposed to hazardous substances under normal working conditions or during an emergency.

II. SCOPE

Under this policy, employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of the chemicals with which they work, the United Nations' Globally Harmonized System (GHS) classification and labeling of chemicals, and safe handling procedures and measures employees can take to protect themselves from these chemicals. Employees will also be informed of the chemical hazards associated with non-routine tasks.

The Village of Bloomingdale has established a list of all known hazardous chemicals within the organization, and will update the list as necessary. Corresponding Safety Data Sheets (SDS) are also maintained for each chemical.

A copy of this policy is available to all employees on the employee website and also in hard copy at each Department.

III. HAZARDOUS CHEMICALS DEFINITION

The definition of "hazardous chemicals" as provided by OSHA is "any chemical which is a physical hazard or health hazard."

A. Chemical physical hazard characteristics include substances which are:

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| 1. Explosive | 6. Self-heating |
| 2. Flammable | 7. Organic peroxides |
| 3. Oxidizers | 8. Corrosive to metal |
| 4. Self-reactive | 9. Gas under pressure |
| 5. Pyrophoric | 10. Emits flammable gas |

B. Chemical health hazards include substances which may cause:

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| 1. Acute toxicity | 5. Germ cell mutagenicity |
| 2. Skin corrosion or irritation | 6. Carcinogenicity |
| 3. Serious eye damage or eye irritation | 7. Reproductive toxicity |
| 4. Respiratory or skin sensitization | 8. Specific organ toxicity |
| | 9. Aspiration hazards |

Further explanation can be found within the OSHA Hazard Communication Standard.

IV. HAZARD COMMUNICATION PROCEDURES

The Village's Hazard Communication Procedures include the following information:

- A. A list of hazardous chemicals known to be present in the workplace.
- B. Information on precautionary Hazard Communication Standard (HCS) Pictogram labels (*Attachment A*) and other forms of warning for known hazardous chemicals in the workplace.
- C. Safety Data Sheets (SDS) for known hazardous chemicals in workplace, (*Attach B*).
- D. Methods used to provide employee information and training.
- E. Methods used to inform employees of hazards of non-routine work.
- F. Methods used by contractors on-site and/or who bring chemicals on-site.

V. LABELING

- A. Supervisors have the responsibility to identify all known hazardous chemicals present in their respective work areas and these chemicals must display, in English, a precautionary label stating:
 - 1. Product identifier
 - 2. Signal word(s)
 - 3. Hazard statement(s)
 - 4. Pictogram(s)
 - 5. Precautionary statement(s)
 - 6. The name and address of the manufacturer, importer, or other responsible party
- B. In the event of an improperly labeled hazardous chemical container, a proper label will be requested from the supplier. Failure of a supplier to correct labeling deficiencies within 60 days may result in suspension of use of the product.
- C. No labels on incoming chemicals shall be defaced in any way. Any employee identifying defaced or illegible labels must immediately report the information to a supervisor so that appropriate labels can be applied.

VI. PORTABLE CONTAINERS

- A. A portable container is one that is used to hold a chemical that has been transferred from its original container.
- B. All portable containers of hazardous chemicals require labeling. The exception to this policy is that portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from a labeled container and are intended only for the immediate use by and remain in the constant control of the employee who performs the transfer. All other portable containers and usage will require labeling.
- C. Employees who have questions about portable container labeling should contact their immediate supervisor. The employee who uses the portable container is responsible

for placing the label on the container, and the supervisor is responsible to see that labeling is completed.

VII. LABELING UPDATES AND REVIEW

- A. The SDS Coordinators (identified in Section XII) are responsible for reviewing the labeling system periodically and updating if necessary within their respective Departments. Any changes to the labeling system will be communicated to the supervisor of each applicable Division. Supervisors are responsible for communicating the change to the affected employees.
- B. Employees who have questions about the precautionary labeling system should contact their supervisor.

VIII. SAFETY DATA SHEETS (SDS's)

- A. **Sections:** SDS's are written or printed material concerning product hazard determination, which are prepared and distributed with chemicals by chemical manufacturers and distributors. SDS's are written in English and contain 16 Sections, as defined in Attachment B
- B. **Obtain/Maintain**
 - 1. Each Supervisor is responsible for obtaining SDS's for chemicals used within their division.
 - 2. A SDS should be available for every hazardous chemical listed on the inventory list. In the event a SDS is not available, the applicable Supervisor will use the following procedures to obtain a SDS:
 - a. The supplier will be contacted and all correspondence and communication documented as proof of effort to comply.
 - b. If a supplier does not satisfy the request within 30 days, the applicable SDS Coordinator will send the second request for a SDS to the supplier.
 - c. If the supplier does not satisfy the second request within 30 days, the SDS Coordinator will remove the chemical from use until the SDS is obtained.
- C. **Review**
 - 1. The Village relies upon the hazard determination and SDS supplied by the chemical manufacturer or distributor to determine the hazards of all chemicals bought, used or stored in the facility.
 - 2. The applicable SDS Coordinator must review the SDS before a new chemical is used in each Department.
 - 3. The applicable SDS Coordinator reviews all incoming data sheets for any new and significant health/safety information, and communicates it to the appropriate supervisor to inform affected employees.
 - 4. If deficiencies exist or additional information is needed, the SDS Coordinator will contact the chemical manufacturer or supplier to obtain necessary information.

D. Availability

1. The SDS for all chemicals shall be maintained and accessible to employees during all work shifts both online and in hard copy at each Village facility.
2. To review the SDSs online, follow these instructions:
 - a. Sign into your Village account and open Outlook
 - b. Scroll down to the end of the folder list on the left side of the screen.
 - c. If "Public Folders" is not displayed at the bottom of the list, click on the folder icon in lower left corner of screen to open Public Folders.
 - d. Click on All Public Folders
 - e. Scroll Down to SDS Chemical List and open file
 - f. Open the SDS File
 - g. The online SDS files can be sorted by facility and/or by chemical.
 - h. Each chemical listed is hyperlinked to its SDS, click on the hyperlink to open the SDS.
3. A hardcopy of the SDS's for chemicals in each facility are located at:
 - a. Village Hall: In the Mailroom on the main floor.
 - b. Police Department: In Evidence Processing Area on shelf near sink, and in Report Writing Room next to the printers.
 - c. Public Works: On bookshelf in Public Works Hall (left of interior entry door leading into the main office).
 - d. Vehicles Maintenance – Break Area on the west wall.
 - e. Water Reclamation Facility - Building A (office building) on bookshelf
 - f. Pump Station #8: Pump Room
 - g. Bloomington Golf Club: Pro-Shop Desk
 - h. Golf Course Maintenance Bldg.: Grounds Superintendent's Office

IX. EMPLOYEE TRAINING

- A. Effective employee training and education is the most critical component of the Village's hazard communication procedures. Proper training ensures employee awareness of hazards in the workplace and the appropriate control measures to protect them.
- B. The training plan will emphasize these items:
 1. A summary of the OSHA Hazard Communication Standard.
 2. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area, such as visual appearance, odor, or other monitoring.
 3. A chemical's physical properties (i.e.; flash point, reactivity), methods that can be used to detect the presence or release of chemicals, and the potential for mishandling of chemicals (i.e.: potential for fire, explosion, etc.).
 4. Health hazards, including signs and symptoms associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.

5. Procedures to protect against hazards (i.e.: personal protective equipment required, work practices and methods to ensure proper use in handling of chemicals and procedures for emergency response) and work procedures to follow to ensure protection when cleaning hazardous chemical spills and leaks.
 6. The location of SDS's, how to read and interpret the information on both labels and SDS's and how employees may obtain additional hazard information.
- C. Retraining is required when a hazard changes or when a new hazard is introduced into the workplace, but it will be the organization's policy to provide training as needed to ensure the effectiveness of the program.
- D. Employees that are re-assigned or transferred to other work areas will undergo a review of specific hazard training in their new work area. Supervisors are responsible for scheduling and ensuring that this retraining session is conducted and initiated in a new work area.
- E. New employees will be trained at the time of initial employment and prior to handling hazardous chemicals.

X. NON-ROUTINE WORK

- A. Occasionally employees will be asked to perform non-routine work, which can be defined as work not normally performed by an employee during the normal course of job duties. Example of non-routine work may include but are not limited to:
1. Welding and cutting operations;
 2. Tank/container cleaning;
 3. Accident scene clean-up;
 4. Intensive maintenance activities;
 5. Using internal combustion engines in enclosed areas.
- B. The following procedures will be used when employees perform non-routine work:
1. The supervisor will determine the need for non-routine work and the hazards associated with the work.
 2. The supervisor will train the employees performing the non-routine work of the hazards associated with the work and of procedures to follow.
 3. Employees share in the responsibility by ensuring their supervisor knows that non-routine work will be performed.
 4. Employees should contact their supervisor with questions concerning non-routine work.

XI. CONTRACTORS

- A. The Village on occasion may enlist the services of an outside contractor. In these instances, Village shall communicate the potential chemical exposures to the contractor working at the Village owned site and the contractor must communicate the chemical exposures they may expose the Village employees to during contractor directed

projects. Furthermore, Village and contractor shall provide each other with access to the SDS and labeling information for these chemicals.

- B. The Village shall communicate to the contractor that the contractor must meet the requirements of 29 CFR 1910.1200 as a condition of the project.

XII. RESPONSIBILITY

A. Assistant Village Administrator:

1. To maintain and update this policy.
2. To ensure all employees receive a copy of this policy, and any substantive revisions to this policy.
3. To maintain the master file of employee training acknowledgements.
4. To ensure proper notifications are posted in Village facilities.
5. To maintain SDS both online and hard copy for the Finance and Administration Departments.

B. SDS Coordinators: Deputy Chief of Police –Administration (Police), Wastewater Facility Coordinator (Village Services), and Assistant Village Administrator (Administration & Finance) will maintain the master SDS file both online and hard copy for their respective department facilities and for all Hazardous Substances stored or used at said facilities and vehicles.

1. To review the labeling system periodically and updating if necessary; communicating any changes to the labeling system to the applicable Division supervisor, in accordance with Section VII.
2. To forward copies of updated SDS sheets to each applicable division representative.
3. To document compliance with the Hazardous Substance/Right-To-Know regulations for their Department.
4. To review all incoming SDS for new and significant health/safety information.
5. To review the SDS and approve all new/trial chemicals before use by Department employees.

C. HazCom Trainers: Designated Police Sergeant, CSO/Evidence, and the Wastewater Facility Coordinator.

1. To train all new Department Employees on the Right-To-Know and Hazardous Substance Requirements.
2. To train all existing Department Employees on any new hazard exposure in their work environment.
3. To document Department compliance with the Hazardous Substance/Right-To-Know regulations.

D. Department Directors

1. To require supervisors to comply with their assigned responsibilities.
2. To ensure that their work site's SDS are readily available to their employees during all shifts.
3. To ensure that supervisors inform outside contractors of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used.

E. Supervisors

1. To identify hazardous chemicals present in their work area.
2. To label Hazardous Substance containers in accordance with Section V.
3. To communicate any changes made (labeling/SDS) to affected employees.
4. To request a SDS every time a Hazardous Substance is purchased and forward to the applicable SDS Coordinator.
5. To perform formal facility safety inspections as part of monthly activities with particular emphasis on detecting hazardous material violations.
6. To keep their employees informed of any additions to their Division's SDS as changes happen.
7. To advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. To also inform these individuals of the location and availability of SDS's.
8. To ensure that each contractor bringing chemicals on-site provides the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

F. Employees:

1. To comply with the cautions and restrictions noted on the SDS.
2. To immediately advise their direct supervisor of an unlabeled container that he/she suspects might contain a hazardous substance.
3. All employees must inform their supervisor upon ordering or receiving new chemicals.
4. Employees who have questions about SDS's should contact their supervisor.

XIII. PROGRAM REVIEW

The Village will periodically review the Hazard Communication Program and update the program as needed.



Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

Health Hazard



- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity

Flame



- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self-Reactives
- Organic Peroxides

Exclamation Mark



- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity
- Narcotic Effects
- Respiratory Tract Irritant
- Hazardous to Ozone Layer (Non-Mandatory)

Gas Cylinder



- Gases Under Pressure

Corrosion



- Skin Corrosion/Burns
- Eye Damage
- Corrosive to Metals

Exploding Bomb



- Explosives
- Self-Reactives
- Organic Peroxides

Flame Over Circle



- Oxidizers

Environment

(Non-Mandatory)



- Aquatic Toxicity

Skull and Crossbones



- Acute Toxicity (fatal or toxic)



Hazard Communication 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.