

City of Portland

Hazard Communication Program

Purpose:

The City of Portland is committed to the prevention of incidents relating to hazardous materials that could result in injury and/or illness to its employees, or could result in property damage. Therefore, the City complies with OSHA's Hazard Communication Standard (HCS) 29 C.F.R. 1910.1200, as adopted by 12-179 C.M.R. Ch. 2 § 1, which is based on the concept that employees have a right to know and understand the identities and hazards of hazardous materials they might work with during the course of their employment. With this in mind, the City has established this written Hazard Communication Program to inform employees of this Program, the hazardous properties of chemicals they work with, safe handling procedures for those chemicals, and measures to protect themselves from those chemicals.

City Policy:

This Program applies in all work areas of the City, and applies to any chemical that is known to be present in the workplace in such a manner that workers may be exposed under either normal conditions of use or in a foreseeable emergency. Copies of this Program are available on the City's website, in hard copy in each City department, and will be made available on request.

The Worker's Comp and Safety Program Manager is the program coordinator (the "Program Coordinator"), with overall responsibility for the Program, including reviewing and updating this Program as necessary. The Program Coordinator will review this Program at least on an annual basis and update it as required.

I. HAZARDOUS CHEMICAL LIST

With the assistance of the Program Coordinator, department designees (hereinafter "Designee") will create, maintain, and update a hazardous chemical list for their area of responsibility. The list will be kept in the form attached to this policy as ATTACHMENT A, and include the product identifier that is referenced on the corresponding Safety Data Sheet ("SDS") for easy reference. These lists will be maintained in the SDS binders in each area.

A master list of all hazardous chemicals used City-wide will be created, maintained, and updated by the Program Coordinator. Designees should forward information about any new or discontinued hazardous chemical to the Program Coordinator.

II. CONTAINER LABELING

With the assistance of the Program Coordinator, Designees in each department must verify that all containers of hazardous chemicals, including secondary containers, are clearly labeled with the following information before the container is released for use in the workplace:

1. **Product Identifier** – the name or number used for a hazardous chemical that corresponds to the SDS.
2. **Signal Word** – a word that indicates relative severity of hazard and alerts the reader to a potential hazard. “Danger” is used for most severe, “Warning” is less severe.
3. **Hazard Statements** – a standardized statement assigned to a hazard class and category that describes the nature of the hazard of the chemical.
4. **Pictograms** – a symbol or graphic that conveys information about the hazards of a chemical. A list of commonly used pictograms is included as ATTACHMENT B.
5. **Precautionary Statements** – phrases that describe general preventative, response, storage or disposal precautions.
6. **Manufacturer Information** – manufacturer or importer name, address, and telephone number.

These labeling requirements can be met by 1) maintaining the label from the original manufacturer that has all of the six required elements; 2) the creation of a label with the six required elements; or 3) the creation of a label that contains the product identifier and words, pictures, or symbols that give general information with regards to the hazards of the chemical that, in conjunction with the other information available in the workplace, give employees specific information regarding those hazards. Labels must be legible and in English. This information will be made available in other languages upon request to the Program Coordinator.

The Program Coordinator will review the City’s labeling system on a yearly basis and update as required. The Safety & Training Officer will regularly audit departments’ compliance with the labeling requirements.

III. SAFETY DATA SHEETS (SDS)

Designees in the various departments will be responsible for creating and maintaining a hard copy binder of all relevant SDS's for their work area where they are accessible to employees throughout their shift. When an SDS is not readily available for a chemical, the Designee shall work with the Safety & Training Officer to obtain the SDS. If an employee discovers that an SDS is not available, he or she should immediately contact a supervisor and/or the Safety & Training Officer.

Designees should forward copies of SDS's for new chemicals to the Program Coordinator. The Safety & Training Officer, with the assistance of department Designees, will review SDS's for health and safety information, and ensure that any new information is passed on to the affected employees.

Designees should also notify the Program Coordinator of any discontinued chemicals.

The Program Coordinator is responsible for establishing and monitoring how SDS's are maintained and for maintaining the electronic database for SDS's. The Safety & Training Officer will regularly audit departments' compliance with the labeling requirements.

IV. EMPLOYEE TRAINING AND INFORMATION

The Safety & Training Officer is responsible for the employee training Program. Prior to starting work, all employees of the City of Portland will attend a safety orientation and will receive information and training on the following:

- An overview of the requirements contained in the HCS;
- Operations in their work area where hazardous chemicals are present;
- Location and availability of this Program, the list of hazardous chemicals relevant to their work area, and SDS's;
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
- Physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment (PPE);
- Steps the City of Portland has taken to lessen or prevent exposure to toxic and hazardous substances;

- Safety emergency procedures to follow if they are exposed to these chemicals;
- How to read labels on shipped containers, as well as workplace labeling systems; and
- How to access and read SDS's and how to obtain appropriate hazard information.

After attending the training class, each employee will sign a form to verify they attended the training, received our written materials and understood the City of Portland's Hazard Communication Program. A sample form of training verification is included as ATTACHMENT C.

Prior to a new chemical hazard being introduced into the workplace, each employee who might be exposed to that chemical will be given the information outlined above.

V. NON-ROUTINE TASKS

Occasionally, employees are required to perform non-routine tasks that might expose them to new hazardous chemicals. Prior to starting work on such tasks, each affected employee will be given information by their respective supervisors about hazardous chemicals to which they may be exposed during such activity. This information will include:

- Specific chemical hazards;
- Protective/safety measures the employee must take; and
- Measures the City has taken to lessen the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine tasks will vary by department.

VI. CHEMICALS IN UNLABELED PIPES

Work activities may be performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee must contact the department designee for information regarding:

- The chemicals in the pipes;
- Potential hazards; and
- Safety precautions that should be taken.

VII. CONTRACTORS

If employees of other entities, including City contractors, may be exposed to hazardous chemicals in the City's workplace, it is the responsibility of Designee to provide the person responsible for that entity's employees with a copy of this Program, including information on how to access the relevant Hazardous Chemical List, and SDS's.

Similarly, Designees shall be responsible for obtaining a SDS for any hazardous chemical brought into the workplace by another entity.

It is the responsibility of contractors and their sub-contractors to comply with both state and federal safety regulations, including but not limited to proper labeling of materials and the availability of SDS's on site. Contractors are also responsible for the training of their employees.

VIII. OTHER

If an employee has a question or has concerns regarding any chemical in their workplace, he or she should review the SDS for that chemical. If no SDS is available, or if the employee still has questions or concerns, he or she should contact a supervisor. If a supervisor is not available or if, after contacting the supervisor, there are still questions or concerns, the employee should contact the Program Coordinator.

Signed by Jon P. Jennings

5/2/18

Jon P Jennings
City Manager

Date

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ATTACHMENT B PICTOGRAMS

Health Hazards



Environmental Hazards



Physical Hazards



