



Hazard Communication Program

Revised 2/2015

Hazard Communication Program

General Policy of Community Action of Southeast Iowa

The purpose of this notice is to inform you that Community Action is complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, as revised, effective 5.25.12 by the following actions:

- Compiling a hazardous chemicals list.
- By using Safety Data Sheets (**SDS's**).
- By ensuring that containers are labeled.
- By providing you, the employee with training.

This program applies to all work operations in Community Action where you may be exposed to hazardous chemicals under normal working conditions or during a foreseeable emergency situation. A "**hazardous chemical**" means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

The Responsible Safety Officer, the Executive Assistant, is the program coordinator who has overall responsibility for the program. The Executive Assistant will review and update the program, as necessary. Copies of the written program may be obtained from the Executive Assistant at the Central Office.

Under this program, you will be informed of the following items:

- The **OSHA's** Hazard Communications Standard.
- The hazardous properties of chemicals with which you work.
- Safe handling procedures.
- Measures to take to protect yourself from these chemicals.
- Hazards associated with non-routine tasks.
- Labeling of containers of hazardous chemicals, which serves as a warning of hazards.

List of Hazardous Chemicals

The Program Director or designee will make a list of all hazardous chemicals and related work practices used in the facility and on worksites, and will update the list as necessary. Our master list of chemicals and substances identifies all chemicals **and substances used throughout our work areas. SDS's for your particular** worksite will be located in the office or classroom. The master list of chemicals and substances will be maintained by the Executive Assistant at the Central Office and is available for review.

Safety Data Sheets (SDS's)

SDS's provide you, the employee, with specific information on the chemicals you use. The Responsible Safety Officer, the Executive Assistant, will maintain a binder with a SDS on every chemical or substance used by Community Action. The SDS will be a fully completed OSHA Form 174 or equivalent. Program Directors or their designee **will maintain the appropriate SDS's for** each worksite they are responsible for. **SDS's will be made readily available to you in the office,** center or classroom during normal working hours.

Each Program Director or their designee is responsible for acquiring and updating **SDS's** for materials used by their program. They will contact the chemical manufacturer or vendor if additional research is necessary or if an SDS has not been supplied with an initial shipment. All new procurements for the company must be cleared by the Program Director or their designee. The master list of chemicals and substances is available for review from the Executive Assistant at the Central Office.

Labels and Other Forms of Warning

The Program Director or their designee will ensure that all hazardous chemicals used by their employees in the office, classroom, and center and on worksites are properly labeled and updated as necessary. Labels shall be legible, and in English, however, for non-English speaking employees, information shall be presented in their language as well. Labels should list at least the following items:

- Product identifier
- Pictogram
- Hazard Statement
- Signal Word
- Precautionary Statements
- The name and address of the supplier.

Your immediate supervisor will refer to the corresponding SDS to assist you in verifying label information. Containers shipped from the office or warehouse will be checked to make sure all containers are properly labeled. The original label must be kept on the container.

If you transfer chemicals from a labeled container to a portable container that is intended for immediate use, no labels are required on the portable container. These portable containers shall not be allowed to remain in any work or storage areas overnight without emptying or labeling to prevent another person from coming in contact with the portable container.

Non-Routine Tasks

When you are required to perform hazardous non-routine tasks (such as entering confined spaces), a special training session will be conducted to inform you regarding the hazardous chemicals to which you might be exposed and the proper precautions to take to reduce or avoid exposure.

Training

Anyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by the Program Director, or a designated representative. This training shall be performed for present workers and for new hires at the time of their initial assignment.

The training program may use classroom style training materials and/or audiovisual aids. Whenever a new chemical is introduced, additional training (informal if appropriate) will be provided. Regular safety meetings conducted every year by the Executive Assistant or a designated representative will also be used to review the information presented in the initial training. Supervisors will be trained regarding worksite hazards and appropriate protective measures so they will be able to answer questions from you and/or other employees and to provide daily monitoring of safe work practices.

The training plan will emphasize these items:

- A summary of the OSHA Standard and details of this written program, **including an explanation of the labeling system and SDS's and how** employees can obtain and use the appropriate hazard information.
- Chemical and physical properties of hazardous materials (e.g. flash point, reactivity) and methods that can be used to detect the presence or release of chemicals.
- Physical hazards of chemicals (e.g. potential for fire, explosion, etc.).
- Any operation in their work area where hazardous chemicals are present.

- Physical and health hazards, including signs and symptoms of exposure, associated with exposure to chemicals in the workplace, and any medical condition known to be aggravated by exposure to the chemical.
- Methods and observations that may be used to detect the presence or release of hazardous chemicals by use of monitoring devices, visual appearance or odor.
- Procedures and appropriate work practices to protect against hazards.
- Personal protective equipment required.
- Proper use and maintenance of personal protective equipment.
- Work practices, or methods to assure proper use and handling of chemicals.
- Procedures for emergency response.
- Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks, or other emergency procedures.
- Where the Hazard Communication Program, any applicable Lists of **Chemicals, and SDS's are located, how to read and interpret the information on both labels and SDS's, and how employees may obtain additional information.**

Other Employers

The Program Director will either meet with or have a designated agent meet with other contractors, subcontractors, or any other applicable parties on worksites to discuss the following items:

- Chemical hazards that may be encountered in the normal course of our work on the premises.
- The labeling system that is in use.
- The protective measures to be taken by our employees.
- The safe handling procedures to be used by our employees.
- The location of the **SDS's.**










In addition, each contractor bringing chemicals on-site must provide Community Action with the appropriate hazard information on these substances, the labels

used, the precautionary measures to be taken in working with these chemicals, and the location of the SDS's.

Additional Information

All employees, or their designated representatives, can obtain further information on this written program, the Hazard Communication Standard, applicable SDS's, and chemical information lists from the Responsible Safety Officer, who is the Executive Assistant at the Central Office.

Pictograms & Hazards

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