

Section 5A: Safety Management Systems

Policy #4: **Hazard Communication/Globally Harmonized System (GHS) Program**

Effective Date: **June 1, 2015**

I. Purpose

The objective of this program is to set forth policies and procedures concerning Hazard Communication which is designed to enhance the safety and well-being of the Town of Mooresville employees. Furthermore, execution of this program is designed to help the Town of Mooresville comply with the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard.

II. Scope

This policy shall apply to all Town employees who may be exposed to hazardous chemicals when working. "Exposure" or "exposed" according to OSHA standards means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact, or absorption) and includes all forms of potential (e.g., accidental or possible) exposure. Generally, those working in an office, support, administrative or similar position are not "exposed" to hazardous chemicals are exempted from this policy.

III. Assignment of Responsibility

The Town's Risk and Safety Department will be responsible for the administration and documentation of all training for the Hazard Communication Program and Globally Harmonized System (GHS).

Each Town department is responsible for maintaining the hazard communication program and must assign a Hazard Communication Officer (HCO) who will be responsible for insuring that responsible persons noted herein adhere to this program, report incidents properly, and maintain the program as outlined.

IV. Legislation

29 CFR §1910.1200

V. Policy

The following items are to be followed to ensure compliance with the OSHA Hazard Communication Standard and the safety of our employees:

- A. Hazardous Chemical List

A list of the hazardous materials and chemicals used in the course of the *Town of Mooresville's* activities will be maintained and updated by the HCO at each facility under the supervision of their department. This list is to include all substances that require a Safety Data Sheet (SDS).

A physical copy of this list will be kept in an easily identifiable "SDS" book and one electronic/scanned copy will be kept on file within the department's assigned area in the T: Drive.

For each chemical used in the workplace, an SDS sheet must be readily available on that jobsite. For crews that work at off-site locations, an SDS booklet must be provided and easily accessible by employees to reference at the off-site location.

B. Safety Data Sheets

The HCO will keep all SDSs in an organized fashion and will place them in a readily accessible location for all employees to view at will. A duplicate set of SDS information will be maintained by the HCO.

SDS books and the Hazardous Chemical List will be maintained and kept up to date by the HCO. Obsolete SDSs that are replaced by updated copies will be retained for 30 years.

The HCO will verify on a Quarterly Basis that SDSs correctly reflect chemical reformulations, improvements, or updates.

If a hazardous chemical or substance is received without a proper SDS, the receiving person will immediately notify the HCO, who will immediately contact the manufacturer or distributor of the product. If the manufacturer or distributor is unable to produce an SDS, the Hazard Communication Officer will return the product to the supplier.

Note: Material Safety Data Sheets (MSDSs) cannot be used after June 1, 2015.

C. Labeling and Pictograms

Each container of a hazardous chemical must be properly labeled with the identity of the hazardous material, the appropriate hazard warnings, pictogram(s), signal word(s), and the name and address of the manufacturer. Appropriate labels must be on all containers, regardless of size. Containers must be approved and recommended for storage and/or dispensing of the particular hazardous chemicals contained in them.

Worn and torn labels must be replaced. It is the responsibility of employees to report inappropriate labels to their supervisor. It is the responsibility of the HCO to ensure that appropriate labels are in place and that replacement labels are available.