

# HAZARD COMMUNICATION PROGRAM

CITY OF CERES  
2720 Second Street  
Ceres, CA 95307

Date Adopted: 4/19/07

10/4/2006

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PROGRAM.doc

## I. PURPOSE

The City of Ceres has developed the following Hazard Communication Program to ensure that our employees are aware of the hazards associated with chemical substances contained in products that may be used in the workplace. This program supplements the City's Injury and Illness Prevention Program (IIPP) and is the mechanism for compliance with the Cal/OSHA Hazard Communication Standard contained in the California Code of Regulations, Title 8, Section 5194 (8 CCR § 5194).

This program will be reviewed and updated in an annual basis or whenever federal and/or State regulations change.

## II. MATERIAL SAFETY DATA SHEETS

### A. *General*

A material safety data sheet (MSDS) is a document that chemical manufacturers, distributors, and importers are required to prepare and provide to chemical product users. MSDS's contain the following information:

**General product information** including product name, manufacturer's name, and the phone number to call for additional information.

**Hazardous ingredients** including common chemical or trade names and exposure limits (PEL's, TLV's, or other recommended safe exposure limits)

**Physical and chemical characteristics** including things like appearance and odor, boiling point, vapor pressure, etc.

**Fire and explosion hazard** including flash point, flammability limit, and fire-fighting procedures

**Reactivity data** including stability, incompatibility, and information for situations to avoid

**Health hazard data** including routes of exposure, signs and symptoms of exposure, and emergency and first aid procedures

**Precautions for safe handling and use** including clean-up methods, disposal methods, and handling precautions

**Control measures** including the types of personal protective equipment recommended when handling the chemical product, as well as special work and hygiene practices

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B. *Location*

An MSDS will be obtained for each chemical product used in the workplace. MSDSs will be consolidated and kept at readily accessible areas at work sites or break areas frequented by employees or in another designated location and in the area where the chemicals are used.

C. *Chemical Inventory*

A chemical inventory will be maintained for all chemicals used in the workplace. The chemical inventory will be kept with the MSDSs and will be updated when new chemicals are introduced into the workplace.

The person(s) accountable for maintaining the chemical inventory is:

***Managers/Supervisors of Operations where chemicals are used***

**III. RESPONSIBILITIES**

Overall safety program responsibilities of key personnel are presented in SECTION 3 OF THE CITY'S IIPP.

The person designated as the Hazard Communication Program Administrator is:

*Keith Howes*  
*Human Resources Manager*

A. *Hazard Communication Program Administrator*

The Administrator will update this program as appropriate and is responsible for distribution of the updated program to each of the Department Managers. He or she will also be responsible for verifying that MSDSs are maintained at each City facility and that employees have received appropriate hazard communication training.

B. *Department Managers/Supervisors*

Each Department Manager/Supervisor is responsible for ensuring that MSDSs for chemical products used in their work area(s) are maintained and are readily available for review by employees. The Department Manager/Supervisor is also responsible for ensuring that all containers are labeled appropriately and that employees receive suitable hazard communication training.

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### C. *Employees*

Each employee will verify that an MSDS is on file for each chemical used and that the chemical is listed in the chemical inventory.

## IV. LABELING

All chemical products used at City operations will be labeled in English listing the contents of hazardous substances and providing appropriate hazard warnings.

Manufacturers' labels will not be removed or defaced. If a manufacturer's label is missing or inadequate, employees are required to contact their supervisors or the administrator for a replacement label.

## V. EMPLOYEE TRAINING

Employees will receive Hazard Communication training via formal and informal training sessions. In addition, Hazard Communication will be included as part of the new-hire employee orientation.

Hazard Communication training includes an explanation of the following:

- ✓ State and federal Hazard Communication regulations;
- ✓ Rights and responsibilities of employers and employees;
- ✓ Hazards associated with classes of chemical substances, such as flammables, solvents, metals, acids and caustics, reactives, and toxics'
- ✓ How to read an MSDS;
- ✓ Safe work practices and personal protective equipment required for handling hazardous chemical products; and
- ✓ Location and availability of this written Hazard Communication program.

A record of all hazard communication training will be maintained in employees' training records.

## VI. NON-ROUTINE OPERATIONS

Before beginning new or non-routine work operations, special job-specific safety meetings will be held for all affected personnel. At this meeting, the Department Manager, supervisor, or designated representative will explain the hazards associated with the non-routine operation, safe work practices, and the required personal protective equipment.

A record of such safety meetings will be maintained in employees' training records.

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## **VII. CONTRACTOR/SUBCONTRACTOR EMPLOYEES**

City contractors or subcontractors whose employees may be exposed to hazardous chemical products while working on a City job site will be notified of the presence of such products and manufacturers' suggested protective measures. In addition, they will be provided access to the City's Hazard Communication Program and MSDSs.

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