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| HAZARD COMMUNICATION<br>PROGRAM POLICY | APPROVAL:<br><br>Mark A. Laretti, Mayor | August 20, 2024 |
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## CITY OF SHELTON HAZARD COMMUNICATION PROGRAM POLICY

### INTRODUCTION

The City of Shelton is committed to fully complying with all occupational safety and health standards and regulations. This Hazard Communication Program is established to meet the requirements of the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard, 29 CFR 1910.1200 (see Appendix A). This program provides guidelines to ensure employee safety regarding hazardous chemicals present in the workplace. The written Hazard Communication Program will be available to all employees in each municipal building at all times.

### HAZARDOUS CHEMICALS LIST

The City of Shelton maintains a list of all hazardous chemicals used on the premises. The responsibility for maintaining this list is as follows:

- Senior Custodian: Maintains the list for all municipal buildings.
- Parks Superintendent: Maintains the list of Parks employees.
- Plant Superintendent: Maintains the list for the Water Pollution Control Plant.
- Assistant Superintendent of Highways and Bridges: Maintains the list for the Highway Department.

The Master List is attached as Appendix B.

### LABELING OF HAZARDOUS CHEMICALS

Each container of hazardous chemicals must be labeled with the chemical's identity and appropriate hazard warnings. Containers received from suppliers or shipped to customers must also display the manufacturer's or responsible party's name and address.

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The following personnel are responsible for ensuring proper labeling:

Senior Custodian, Parks Superintendent, Plant Superintendent, and Assistant Superintendent of Highways and Bridges: Ensure all transferred containers have identity and hazard warning labels.

- Senior Custodian, Parks Superintendent, and Assistant Superintendent of Highways and Bridges: Ensure labels with identity, hazard warnings, and supplier information are on received/shipped containers.

**MATERIAL SAFETY DATA SHEETS (MSDS)**

An MSDS file containing a material safety data sheet for every hazardous chemical used will be kept in each municipal building and be available to employees at all times. The following personnel are responsible for maintaining the MSDS file:

- Senior Custodian, Parks Superintendent, Plant Superintendent, and Assistant Superintendent of Highways and Bridges: Ensure the MSDS file is kept up to date when new hazardous chemicals are ordered.

Employees can access the MSDS file or obtain copies of specific MSDS by contacting:

- Senior Custodian (for general municipal buildings)
- Parks Superintendent (for Parks employees)
- Plant Superintendent (for Water Pollution Control Plant employees)
- Assistant Superintendent of Highways and Bridges (for Highway Department employees)

**INFORMATION AND TRAINING**

The City of Shelton provides information and training to all employees upon initial assignment when new hazards are introduced and as part of implementing this program. The training program includes:

1. Requirements of 29 CFR 1910.1200
2. Operations where hazardous chemicals are present

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3. Location and availability of the written hazard communication program, hazardous chemicals list, and MSDS
4. Means of detecting the presence or release of hazardous chemicals
5. Physical and health hazards of the chemicals
6. Measures to protect against these hazards
7. Explanation of the labeling system and MSDS
8. Emergency procedures
9. Details of the written hazard communication program

The Senior Custodian, Parks Superintendent, Plant Superintendent, and Assistant Superintendent of Highways and Bridges are responsible for implementing and maintaining information and training programs for their respective areas.

### **CONTRACTOR WORK**

When outside contractors work at the City of Shelton, department heads must inform the contractors of any hazardous chemicals they may encounter. The procedure includes:

- 1) Provide the hazardous chemicals inventory for the work area and explain the labeling system.
- 2) Making the MSDS for identified hazardous chemicals in the work area available to the contractor.
- 3) Informing the contractor of the protective measures taken by City of Shelton employees.

### **HAZARDS OF NON-ROUTINE TASKS**

The Senior Custodian, Parks Superintendent, Plant Superintendent, or Assistant Superintendent of Highways and Bridges will inform affected employees about the hazardous chemicals involved, protective measures, and emergency routines before starting any non-routine tasks.

Currently, there are no known non-routine tasks.

9/22/2008

8/20/2024

