



Hazard Communication Program

October 2014

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NEW GHS SYMBOLS FOR HAZARDOUS MATERIALS JUNE 1, 2016

Note: This Hazard Communication Program conforms to the new Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

INTRODUCTION AND POLICY

The Hazard Communication Standard (Cal/OSHA - California Code of Regulations, Title 8, Section 5194) establishes uniform requirements to ensure that all chemicals used in California workplaces are evaluated to determine their hazards. This revised plan for the City of Palm Springs is designed to comply with the new Globally Harmonized System of Classification and Labeling of Chemicals (GHS) that becomes effective June 1, 2015. This information must be provided to employers and to their affected employees. Chemical manufacturers must perform the evaluations and convey the hazard information obtained to users by means of labels on containers and Safety Data Sheets (SDS'). Employers must educate their employees to understand the hazards associated with the hazardous materials they work with, and ensure that resources such as SDS' and container labels for the materials are maintained and accessible.

The newly implemented GHS is designed to specify and standardize criteria for the classification of health, physical and environmental hazards of chemicals worldwide; specify and standardize what information should be included on labels of hazardous chemicals as well as SDS' worldwide; and, standardize the way chemical safety information is communicated to all humans. The United States has been involved in this new system since its inception and the U.S. Department of Labor (DOL) and Federal OSHA have revised the Hazard Communication Standard to align with the newly implemented GHS. As such, the City of Palm Springs has adopted this standard effective February 2014.

The purpose of this written Hazard Communication Program is to establish guidelines and policies to ensure that all employees of the City are apprised of the chemical hazards to which they may be exposed and to provide a foundation of knowledge to permit employees to make informed decisions about these materials. The safe conduct of work with potentially hazardous chemicals is dependent upon the value the institution places on protecting health and the environment, and on the motivation and good judgment the individual chemical user exercises. Therefore, it is the responsibility of all employees to adhere to the specifics and the intent of the Hazard Communication Program in order to reduce the risk.

RESPONSIBILITY

The City of Palm Springs' program establishes responsibilities for the implementation of the Hazard Communication Program and the new Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

The Director of Facilities & Maintenance is designated as the Hazard Communication Program Coordinator and is responsible for overall program development, serves as a central repository for SDS', provides general hazard communication training, and assists users of chemicals.

Department Supervisors are responsible for ensuring that the applicable operations of the City are conducted in accordance with these provisions.

The Hazard Communication Program Coordinator may obtain assistance from Site Coordinators, Maintenance and Operations personnel, Purchasing staff or other City personnel for program maintenance. This includes the development and maintenance of an inventory of hazardous

materials as well as procurement and maintenance of an SDS file for these hazardous materials. The Coordinator will also ensure chemical containers are adequately labeled, and that employees are provided specific training for the materials they use. Training must also include details of their specific Hazard Communication Program (such as location of the SDS file and any in-house procedures). The written Hazard Communication Program and SDS file must be accessible to employees during their normal working hours.

Chemical users are responsible for maintaining familiarity with the materials they use, using them in a safe and responsible manner, and seeking supervisory support before using new materials or using materials in unusual situations.

SITE SPECIFIC HAZARD COMMUNICATION

The City program applies to all employees, contractors, consultants, visitors, and volunteers.

SDS' are maintained and accessible at individual sites.

An inventory of all hazardous chemicals used and stored by each site will be maintained and updated as necessary. A master inventory will be maintained by the Hazard Communication Program Coordinator.

The Hazard Communication Program Coordinator monitors and maintains records of employee training.

In general, each employee in the facility will be informed of the substance of the Hazard Communication Program, the hazardous properties of chemicals they work with, and measures to protect themselves from these chemicals.

LIST OF HAZARDOUS CHEMICALS

A list of hazardous chemical will be maintained and updated upon receipt or removal of hazardous chemicals from the City or site. The list of materials for each site and/or shop is attached (Appendix A). No employee may purchase or introduce a new chemical in the workplace not contained on the Hazardous Materials Inventory without the approval of their supervisor.

SAFETY DATA SHEETS (SDS)

The objective of a Safety Data Sheet (SDS) is to concisely inform employees of the hazards of the materials they work with or may be exposed to so they can protect themselves and respond to emergency situations. The SDS will consist of a fully completed OSHA Form 174 or equivalent. Each department or shop will maintain an SDS library on every substance on their list of hazardous chemicals. The Hazard Communication Program Coordinator will secure and maintain an SDS for each hazardous material used in their area.

SDS' may be accessed electronically (i.e., via computer locally or via Internet). If electronic access is used, the procedure to access those sheets will be attached and employees will be trained in the access procedure.

SDS' must be readily available and accessible to all employees during working hours and Cal/OSHA upon request

SDS' must be readily accessible to employees working in remote or field locations. Appropriate SDS' may be maintained in a binder in each vehicle, on each job site or immediately accessible by phone, fax, or computer.

SDS' must be received at the facility at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. If materials are received for which no

SDS is available in the area of use, the Hazard Communication Program Coordinator shall secure the needed SDS by contacting the chemical manufacturer.

GHS LABELS AND OTHER FORMS OF WARNING

The Hazard Communication Program Coordinator provides oversight to ensure that hazardous chemicals in their area are properly labeled. The City of Palm Springs is required to transition to the new GHS labels by June 1, 2016. Labels on incoming containers should not be defaced while they contain the indicated material. Labels on these primary containers should list the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party.

Secondary containers (those containers into which material is transferred) must be labeled with the name of the material and the manufacturer as it appears on the SDS, and an appropriate hazard warning. Placards are frequently used in laboratories on small containers and squeeze bottles as labels. Chemical users must be trained in the recognition and purpose of these placards if they are used in the area. Common immediate-use containers (those in which the hazardous substance will be under the control and used only by the person who transfers it from a labeled container and within that work shift) do not require labeling.

TRAINING AND INFORMATION

Each employee 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. The Hazardous Communication Program Coordinator or their designee conducts hazardous chemical training. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. The training will emphasize these elements:

- A summary of the standard and this written program.
- A discussion of all operations in the employee's workplace where hazardous substances are present.
- The location and availability of the written Hazard Communication Program, which will include a list of hazardous substances.

- Methods and observations that may be used to detect the presence or release of hazardous substances in the work area.
- The physical and health hazards of substances in the work area, and the measures to take to protect employees from those hazards, emphasizing appropriate work practices, emergency procedures and personal protective equipment to be used.
- An explanation of the labeling system used and the Safety Data Sheet, and how employees can obtain and use the appropriate hazard information
- The procedures for conducting non-routine tasks involving hazardous materials.
- Employees shall also be informed of their right:
 1. To personally receive information regarding hazardous materials to which they may be exposed.
 2. To receive information regarding hazardous substances to which they may be exposed and for their physician or collective bargaining agent to have access to the same information.
 3. Against discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substance Information and Training Act.

NON-ROUTINE TASKS

Periodically, employees may be required to perform hazardous non-routine tasks. Any employee contemplating a non-routine task involving possible chemical hazards (e.g., acid washing bricks, chlorine line repair) will contact their supervisor or manager prior to doing so. The supervisor will ensure that employees are informed of:

1. The specific hazards associated with the performance of these tasks.
2. Protective measures that must be used.
3. Measures the department has taken to lessen these hazards such as ventilation, personal protective equipment, or the presence of another employee.
4. Specific emergency procedures to be used in the event of an accident or injury.


















WORK IN THE CRIME LABORATORY

All work in laboratories may involve potential hazards from chemicals used and stored. All work should be coordinated with the laboratory staff to identify and minimize potential hazards in the work area. No work should be conducted that requires entering the fume hood body or moving laboratory equipment or stored chemicals without the permission of the supervisor.

APPENDIX A

New GHS Symbols for Hazardous Materials

Effective June 1, 2016

OLD		NEW		
Symbols	Description	GHS-Symbols	Description	Hazard statement examples
	E Explosive		GHS01 Exploding bomb	Explodes due to fire, shock, friction or heat; danger due to fire, blast and projectiles.
	F+ Extremely flammable F Highly flammable		GHS02 Flame	Flammable; catches fire spontaneously if exposed to air; in contact with water releases flammable gases which may ignite spontaneously.
	O Oxidizing		GHS03 Flame over circle	May cause fire or explosion; strong oxidizer.
No equivalent			GHS04 Gas cylinder	Contains gas under pressure; may explode if heated; contains refrigerated gas; may cause cryogenic burns or injury.
	C Corrosive		GHS05 Corrosion	May be corrosive to metals; causes severe skin burns and eye damage.
	T+ Very toxic T Toxic		GHS06 Skull and crossbones	Small quantities are harmful or fatal.
	Xn Harmful	No direct equivalent		
	Xi Irritant			
No equivalent			GHS07 Exclamation mark	Harmful, irritates eyes, skin or respiratory system; large quantities are fatal.
No direct equivalent			GHS08 Health hazard	Causes allergic reactions; may cause cancer, may cause genetic defects; may damage fertility or the unborn child; causes damage to organs.
	N Dangerous for the environment		GHS09 Environment	Harmful, toxic or very toxic to aquatic life with long lasting effects.

