

## **Hazard Communication/Right to Know Policy**

### **General policy statement**

This is to inform you that the Village of Ardsley is complying with the OSHA Hazard Communication Standard, Title 20 Code of Federal Regulations 1910.1200 by compiling a hazardous chemicals list, by using Material Safety Data Sheets, by ensuring that containers are labeled, and by providing you with training.

This program applies to all work operations in the Village of Ardsley where you may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The Confidential Secretary to the Village Manager, or in his/her absence the Village Manager, is the safety coordinator who will review and update the program as necessary. Copies of the written program/policy may be obtained from the Manager's Office, whose office is located at Village Hall, 507 Ashford Ave. Ardsley, New York 10502

Under this program, you will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which you work, safe handling procedures, and measures to take for protection from these chemicals. You will also be informed of the hazards associated with non-routine tasks you may be asked to perform.

### **Purpose**

This document serves as the Village of Ardsley's Hazard Communication Program. It provides detailed safety guidelines and instructions for receipt, use and storage of chemicals at this facility by employees and contractors. This document also serves to meet the requirements of the OSHA Standard 1910.1200 compliance.

### **List of Hazardous Chemicals**

In the Village of Ardsley each applicable department head will make a list of

all hazardous chemicals and related work practices used in the facility and will update the list as necessary. The applicable department head will also provide a copy of the updated list to the safety coordinator. The Village's list of chemicals identifies all of the chemicals used in its work processes. The list also identifies the corresponding MSDS for each chemical. A master list of these chemicals will be maintained and will be available at each Village facility where the chemical is located.

### **Material Safety Data Sheets (MSDS)**

The MSDS provide specific information on the chemicals in use. Each department head within an applicable department as well as the safety coordinator will maintain a binder with an MSDS for every substance on the list of hazardous chemicals. The MSDS will be a fully completed OSHA Form 174 or its equivalent. The MSDS binder will be made readily available to all employees.

The applicable department head is responsible for acquiring and updating the MSDS and making sure appropriate updates are sent to the safety coordinator. If additional research is necessary or if an MSDS has not been supplied with an initial shipment of a chemical, the applicable department head will contact the chemical manufacturer or vendor. A master list of the MSDS is available from the safety coordinator.

### **Labels and other Forms of Warning**

The applicable department head or designated employee within the department will ensure that all hazardous chemicals are properly labeled and updated as necessary. Labels will list, at least, the chemical identity of the contents, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party.

The applicable department head or designated employee within the department will refer to the corresponding MSDS for each chemical to verify that the labeling is correct.

If there are a number of stationary containers within a work area that have similar contents and hazards, signs will be posted on them to convey the hazard information. If there is stationary process equipment, regular

process sheets, batch tickets, blend tickets, and similar written materials may be substituted for container labels when they carry the same information as the labels. The written materials are available to you during work hours.

If you transfer chemicals from a labeled container to a portable container that is intended only for your immediate use, no labels are required on the portable container. Pipes and piping systems are not labeled but their contents can be described in a training session if applicable.

### **Non-Routine Tasks**

When employees are required to perform non-routine tasks, a special training session will be conducted to inform employees about the hazardous chemicals to which they might be exposed while performing the non-routine task and the proper precautions to take to avoid the risk of exposure.

### **Training**

Every 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. Whenever a new chemical is introduced, additional training will be provided. Regular safety meetings will also be used to review the information presented in the initial training. Supervisory personnel will be extensively trained regarding hazards and appropriate protective measures so that they will be available to answer questions from employees and provide daily monitoring of safe work practices. An annual training will be conducted for employee's who are routinely potentially exposed to hazardous chemicals by their job tasks.

The training program will emphasize these items:

1. Summary of the standard and this written program.
2. Chemical and physical properties of hazardous materials (for example, flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including those in unlabeled pipes).
3. Physical hazards of chemicals (potential for fire, explosion, etc.).
4. Health hazards, including signs and symptoms of exposure, associated

with exposure to chemicals and any medical condition that is known to be aggravated by exposure to the chemical.

5. Procedures to protect against hazards (personal protective equipment that is required and its proper use and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response).
6. Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
7. Where MSDS are located, how to read and interpret the information on both labels and MSDS and how employees may obtain additional hazard information.

The safety coordinator will review the Village of Ardsley employee training program and give advice regarding training and retraining needs.

Retraining is required when the hazard changes or when a new hazard is introduced into the workplace, but it will be the Village of Ardsley policy to provide training regularly in safety meetings to ensure the effectiveness of its training program. As part of the assessment of the training program, the safety coordinator will obtain input from you (the employee) regarding training that you receive and suggestions for improving it.

### **Outside Contractors**

Upon notification of their presence or potential presence in the Village of Ardsley workplace, the applicable department head will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the Village of Ardsley premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, the applicable department head will notify these individuals of the location and availability of MSDS. Each contractor bringing chemicals on site must provide the Village of Ardsley with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

### **Additional Information**

All employees may obtain further information on the Village of Ardsley's written program, the hazard communication standard, applicable MSDS and chemical information lists from the safety coordinator.

### **Record Keeping**

The Village of Ardsley is required to keep records on every workplace injury and to record any time an employee is unable to perform their full duties because of a work-related injury or illness. The Village Treasurer's Office, with assistance from applicable department heads, maintains these records. Any time an employee incurs a workplace injury, an accident form must be sent to the Village Treasurer's Office, no matter how minor the injury is.

### **Posting**

A poster describing the New York State Right-to-Know Law is displayed in all Village of Ardsley buildings along with other work-related informational posters. If you have any questions about the information found on the poster or need assistance in understanding, reading, or having the poster translated, contact the safety coordinator or the department head within your department.