

City of Seaside
SOP # 80 Hazard Communication Program

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I. PURPOSE

The purpose of this program is to ensure that City of Seaside employees have adequate training and information on the hazardous chemicals and substances used in their work assignments and that they are provided with proper personal protective equipment.

II. SCOPE

Title 8, California Code of Regulations, General Industry Safety Orders, Section 5194, requires employers to establish a written Hazard Communication Program that includes procedures for employee training, hazard identification, labeling and records maintenance. The Hazard Communication Standard (HCS) is now aligned with the Globally Harmonized System (GHS) classification and labeling of chemicals. This update to the Hazard Communication Standard (HCS) will provide a common and coherent approach to classifying chemicals and communicating hazard information on labels and safety data sheets. Once implemented, the revised standard will improve the quality and consistency of hazard information in the workplace, making it safer for workers by providing easily understandable information on appropriate handling and safe use of hazardous chemicals.

III. DEFINITIONS

A. The Hazard Communication Standard (HCS) revised in 2012, requires that the chemical manufacturer, distributor, or importer provide Safety Data Sheets (SDSs), formerly MSDSs or Material Safety Data Sheets, for each hazardous chemical to downstream users to communicate information on these hazards. The information contained in the SDS is largely the same as the MSDS, except now the SDSs are required to be presented in a consistent user-friendly, 16-section format.

Safety Data Sheets (SDS) are written or printed material concerning a hazardous chemical that includes the following information:

- Section 1. Identification
- Section 2. Hazard(s) identification
- Section 3. Composition/information on ingredients
- Section 4. First-aid measures
- Section 5. Fire-fighting measures
- Section 6. Accidental release measures
- Section 7. Handling and storage lists precautions
- Section 8. Exposure controls/personal protection
- Section 9. Physical and chemical properties
- Section 10. Stability and reactivity
- Section 11. Toxicological information
- Section 12. Ecological Information
- Section 13. Disposal considerations

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- Section 14. Transport information
 - Section 15. Regulator information; and
 - Section 16. Other information, including date of preparation or last revision
- B. Personal Protective Equipment (PPE): Anything worn in order to protect the body from workplace hazards. This includes, but is not limited to, items such as:
1. Safety goggles
 2. Blast shields
 3. Hard hats
 4. Gloves
 5. Ear plugs
 6. Aprons
 7. Work boots
- C. Hazardous class means the nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.
- D. Chemical means any substance or mixture of substances.
- E. Hazardous chemical means any chemical that is classified as a physical hazard or health hazard, or simple asphyxiant, combustible dust, pyrophoric gas, or hazard not classified.
- F. Health hazard means a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route or exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization, germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure; or aspiration hazard). The criteria for determine whether a chemical is classified as a health hazard are detailed in Appendix A to 1910.1200 - Health Hazard Criteria.
- G. Label means an appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or the outside packaging.
- H. Label elements means the specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.
- I. Pictogram means a symbol on a white background within a red diamond. There are nine pictograms under the GHS. However, only eight pictograms are required under the HCS. Workplace labels may use a black border instead of red.

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IV. RESPONSIBILITIES

- A. Department Director: Each Director of any department using hazardous substances is responsible for ensuring that the Hazard Communication Program is implemented and maintained and for designating one supervisor as the Hazard Communication Specialist (HCS).
- B. Supervisor: Each supervisor, or their designee, is responsible for the following:
1. Establishing and maintaining a hazardous substances inventory for those chemical products used in the department (Appendix A).
 2. Advising employees of the location and availability of the City's written Hazard Communication Program, including the list of hazardous substances and Safety Data Sheets (SDS).
 3. Ensuring that employees are properly trained on the health hazards of the substances in the work area, and the measures they can take to protect themselves from these hazards.
 4. Obtaining SDS for all hazardous substances.
 5. Informing employees of the location of the SDS and ensuring employees have unrestricted access to them.
 6. Ensuring the SDS coincide with the chemicals in stock.
 7. Contacting the chemical manufacturer in writing if the SDS was not provided by the vendor (Appendix D).
 8. Notifying the Human Resources Director, in writing, if the written inquiry to a chemical manufacturer for a SDS if a response has not been received from the manufacturer within 25 working days.
 9. Verifying that the most current SDS is being used for all chemicals in stock.
 10. Maintaining documentation of all employee Hazard Communication Program training (Appendix B).
 11. Ensuring that all primary and secondary chemical containers are properly labeled.
 12. Ensuring that employees are using approved Personal Protective Equipment (PPE) where required.
 13. Providing a copy of the Hazard Control Plan upon request to employees, their designated representatives, Cal/OSHA or NIOSH.
 14. Providing information and training on hazardous substances in employee work areas at the time of initial assignment and whenever a new hazard is introduced (Appendix C).
 15. Training employees in the methods and observations, which may be used to detect the presence or release of a hazardous substance in the work area. Training may

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include monitoring conducted by the City, monitoring devices, and visual appearance or odor of the substances.

16. Train employees on the proper procedures for conducting non-routine tasks (such as cleaning vessels or well pumps) and the hazards associated with chemicals in unlabeled pipes in the workplace.
- C. Human Resources Director: The Human Resources Director has the overall responsibility for the Hazard Communication Program as well as the following:
1. Ensuring that Supervisors and Department Managers are properly trained and provide assistance where needed.
 2. Monitoring compliance with the Hazard Communication Standard.
 3. Coordinating preliminary training and assisting with future training requirements.
 4. Maintaining and updating a master copy of the written Hazard Communication Program.
 5. Ensuring employee training is documented consistent with Cal/OSHA standards and available for review by regulatory agencies.
 6. Providing a copy of the Hazard Control Plan upon request to employees, their designated representatives, Cal/OSHA or NIOSH.
 7. Sending the Director of Industrial Relations a copy of the written inquiry to a chemical manufacturer for a SDS if a response has not been received from the manufacturer within 25 working days.
 8. Verifying that the most current SDS is being used for all chemicals in stock.
 9. Informing employees of their right to personally receive information regarding hazardous substances to which they may be exposed.
 10. Informing the employee that their physician or collective bargaining agent can receive information regarding hazardous chemicals to which the employee may be exposed (Appendix E).
 11. Informing the employee that he/she may not be disciplined due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substances Information and Training Act, also known as The Right to Know law.
- D. Employees: Each employee who is authorized to use hazardous chemicals or substances has a duty to follow the safe practices and procedures prescribed for such products, including the use of Personal Protective Equipment (PPE) and clothing provided.

V. HAZARDOUS SUBSTANCES INVENTORY

An inventory will be performed to identify hazardous products and chemicals at each work location. Current hazardous substance inventory forms will be maintained in each area where these materials are used or stored. Hazardous products and chemicals include many materials

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not usually thought of as being "chemical" or "hazardous". Custodial staff uses maintenance supplies such as cleaners, soaps, waxes, detergents, and sweeping compounds. Vehicle services use fuels, lubricants, antifreeze, brake and hydraulic fluids. Shops use solvents, oils, adhesives, and coolants. Graphic areas use inks, solvents, and dust-producing products. Offices use duplicator chemicals (toner), markers, correction fluid, and so on (Appendix F).

VI. SAFETY DATA SHEETS (SDS)

SDS will be obtained from manufacturers or suppliers for all products identified during the inventory as containing hazardous or toxic ingredients. Following initial program compliance, SDS will be obtained for all subsequent purchases. Products without accompanying SDS will not be accepted for use until the SDS has been received, reviewed and approved. All purchase orders will include a requirement that an SDS be provided as a condition of purchase. A current SDS binder will be maintained in each area where these materials are stored and used and SDS resources made available online are acceptable if accessible by all employees.

VII. HAZARD EVALUATION

Periodic evaluation of safety control measures for hazardous substances and chemicals will be made in each storage and use area. This evaluation will include the following:

- A. Hazard Class (flammable, toxic, corrosive, reactive, etc.)
- B. Storage compatibility
- C. Secondary Containers
- D. Labeling
- E. Protective clothing and Personal Protective Equipment (PPE) needed
- F. Emergency eyewash/shower facilities
- G. Spill cleanup supplies and equipment
- H. Fire protection measures
- I. Ventilation
- J. Static Grounding

VIII. LABELING

Cal/OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label identifying the required label elements is shown provided in (Appendix G). Supplemental information can also be provided on the label as needed.

The manufacturer or distributor of a hazardous substance is responsible for proper labeling and hazard warnings on their product containers. The City's responsibilities for labeling are:

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- A. To ensure that all products containing hazardous substances and chemicals are properly marked as to contents and hazard, consistent with applicable standards. Container labels should provide: a) product identifier and words, pictures, symbols, or a combination b) level of hazard warning statement, and c) name and address of manufacturer or distributor.
- B. Storage/process tanks and piping will be marked or tagged to indicate contents and appropriate warnings.
- C. When a substance is transferred from the original container, the secondary container will be properly labeled with either a copy of the original manufacturer's label or with generic labels, which have a block for identity and blocks for the hazard warning and must be legible, in English, and prominently displayed on the container.
- D. Manufacturer labels on incoming containers of hazardous chemicals and substances will not be removed or defaced. Torn or damaged labels will be repaired or replaced before being moved to a storage or use area.
- E. Information in other languages may be added to labels and warnings as long as the same information is also displayed in English.

IX. HAZARD COMMUNICATION TRAINING

Employees will be trained in the handling and use of hazardous substances and chemicals in the work place. Employees from other locations temporarily working at a location will be provided a hazard orientation by the area supervisor prior to any work activities. Area specific training will be developed by department managers and provided for each employee. At a minimum, training will include:

- A. Identification of all hazardous substances and chemicals in the work place covering categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical specific information must always be available through labels and safety data sheets.
- B. Selection and use of appropriate Personal Protective Equipment (PPE) when working with hazardous substances and chemicals.
- C. Labeling requirements.
- D. Hazardous leak and spill response, clean up, and disposal.
- E. Protection against exposure to hazardous substances including proper work practices.
- F. First aid measures.
- G. Location and use of SDS binder, chemical inventory list and written Hazard Communication Program.

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Employees shall also be:

- A. Trained initially on hazardous chemicals in their work area and whenever a new chemical or hazardous substance is introduced into their work area.
- B. Provided information and requirements of the Hazard Communication Standard (HCS) 2012.
- C. Trained on the methods and observations that may be used to detect the presence or release of a hazardous substance in the work area (such as visual appearance or odor of hazardous chemicals being released and any monitoring or continuous monitoring devices conducted or provided by the employer).
- D. Trained on the physical, health, simple asphyxiation, combustible dust, pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area.
- E. Trained on the measures they can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals or substances, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.
- F. Trained on the details of the hazard communication program and an explanation of the labels received on shipped containers and the workplace labeling system used by their employer, the safety data sheet including how employees can obtain and use the appropriate hazard information.

X. HAZARDOUS NON-ROUTINE TASKS

Employees may periodically be required to perform hazardous non-routine tasks. Each affected employee will be given information by their supervisor about hazards to which they may be exposed prior to starting work on such projects. This information will include:

- A. Specific hazards that may be encountered.
- B. Protective measures that must be utilized.
- C. Supervisory measures taken to minimize the hazards including use of Personal Protective Equipment (PPE), ventilation, presence of additional employees and emergency procedures.

XI. CONTRACTORS

The City may employ contractors to perform work. Contractors are required to have their own Hazard Communication Program. The Department Director or designee shall provide the contractor with documented information on any known hazardous conditions or substances to which they may be exposed. A record of this communication shall be kept.

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XII. REFERENCES

CCR Title 8 GISO Section 5194, Hazard Communication Standard (HCS) 2012

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APPENDIX A
HAZARDOUS CHEMICAL INVENTORY

<p>I. LOCATION</p> <p>Department/Division Name: _____</p> <p>Building Location: _____ Address: _____</p> <p>Contact Person: _____ Phone No: _____</p> <p>Work Area: _____ Site: _____</p>				
<p>II. PRODUCT</p> <p>Product Name: _____</p> <p>Manufacturer/Supplier: _____</p> <p>_____</p> <table><tr><td>Street</td><td>City</td><td>State</td><td>Zip</td></tr></table> <p>Is Product: Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/> Is SDS on File? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	Street	City	State	Zip
Street	City	State	Zip	
<p>III. CHEMICALS</p> <p>Read Label-List Ingredients: _____</p> <p>List any warning on Label: _____</p> <p>_____</p>				
<p>IV. CONTAINER</p> <p>Type of Container (bottle, can, barrel, bag, box, cylinder, drum, underground tank, etc.)</p> <p>_____</p> <p>Size of Container: gal/oz _____ weight _____</p>				
<p>V. WORK ACTIVITY</p> <p>Work activity and/or process where product is used (typing, copying, welding, painting, spraying, cleaning, sterilizing, etc.):</p> <p>Work Setting: Office <input type="checkbox"/> Maintenance <input type="checkbox"/> Laboratory <input type="checkbox"/> Other: _____</p>				
<p>VI. WASTE</p> <p>Note if some of product ends up as waste. If so, where is it disposed? Specify:</p> <p>_____</p> <p>Quantity of Waste (gal/lbs): _____</p> <p>Type of container holding waste (see Section IV. Container above): _____</p>				

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APPENDIX B
EMPLOYEE TRAINING CHECKLIST

This report is to be completed by the supervisor and new employee within five working days of employment or new job assignment. Additional forms are to be prepared as the employee receives safety training during the course of employment, but at least annually.

NAME: _____

Date Hired or Reassigned: _____ Department Assigned: _____

Job Title: _____

Employee Past Work Experience:

A. Has employee taken pre-employment physical? Yes _____ No _____

B. Are there any physical limitations? Yes _____ No _____

If answer to B is yes, please explain: _____

I HAVE BEEN INSTRUCTED IN THE FOLLOWING SUBJECTS THAT ARE INDICATED:

1. Safety policies and programs Yes _____ No _____
2. Safety rules, both general and specific to the job assignment Yes _____ No _____
3. Safety rule enforcement procedures Yes _____ No _____
4. Use of tools and equipment Yes _____ No _____
5. Proper work shoes and other personal protective equipment Yes _____ No _____
6. Handling of material Yes _____ No _____
7. Lifting and use of lifting equipment such as hoists and cranes Yes _____ No _____
8. How, when and where to report injuries Yes _____ No _____
9. Importance of housekeeping Yes _____ No _____
10. Special hazards of job Yes _____ No _____
11. When and where to report unsafe conditions Yes _____ No _____
12. Safe operation of vehicle Yes _____ No _____
13. Personal protective equipment: List Items _____

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14. Hazardous materials: List Items _____

15. Tools/Equipment: List _____

16. List all training not indicated above (use back of form if necessary): _____

Employee Signature: _____ Date: _____

Follow up on employee will be observed by _____

Employee has performed operation to the satisfaction of the undersigned. An observation was complete on the date indicated.

Supervisor Signature: _____ Date: _____

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APPENDIX C
HAZARD COMMUNICATION PROGRAM (HCP)
TRAINING OUTLINE BY WORK AREA/ACTIVITY

Department/Division: _____ Date: _____

Worksite: _____ Address: _____

Type of training:

- Introduction (Light use rating) - Basic materials for awareness of HCP and where to get more information.
- Overview (Medium use rating) - More in depth information about SDS, toxicology and labeling.
- Chemical/Hazard Specific (Medium/Heavy use rating) - Information specific to very hazardous or toxic chemicals.

EMPLOYEE NAME	HAZARDOUS CHEMICAL USE RATING	TRAINING INFORMATION/RESOURCES

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APPENDIX D
EXAMPLE SDS REQUEST LETTER

Chemical Company or Distributor: _____ Date _____

Street Address or P.O. Box: _____

City, State Zip Code: _____

RE: SDS FOR (Name of Product/Chemical)

Please send a copy of your Safety Data Sheet (SDS) for the above product(s). The SDS is needed in compliance with the State of California Hazard Communication Standard, Section 5194 of Title 8, California Code of Regulations.

Please send the SDS to:

_____ Department Name
_____ Street Address
_____ City, State Zip Code
_____ Attn: Supervisor

and

_____ Risk Manager
_____ Street Address
_____ City, State Zip Code

If you have any questions concerning this request, please contact:

_____ (name) at () _____ (phone).

Sincerely,

(Name of City Representative)

(Title)

cc: Risk Manager <insert appropriate title>

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APPENDIX E
HAZARDOUS CHEMICAL EXPOSURE

Department/Division: _____ Date _____

Rate each employee in their work area as "Heavy," "Medium" or "Light" in terms of daily use and potential exposure to workplace chemicals. "Heavy" = Frequent use or close proximity to chemicals more than once a week. "Medium" = Occasional use or close proximity to chemicals used on a weekly basis. "Light" = No actual uses, only occasional proximity to chemical during its use.

EMPLOYEE NAME	WORKSITE	HAZARDOUS CHEMICALS USED	RATING

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APPENDIX F
HAZARDOUS CHEMICAL INVENTORY LIST

Department/Division: _____ Date: _____

OPERATION/WORK AREA	HAZARDOUS CHEMICAL	SDS STATUS
Generator fuel/Public Works	Diesel Fuel	Complete

APPENDIX G
SAMPLE LABEL

The Basic Parts of A GHS-Compliant Label

1 → **n-Propyl Alcohol**

UN No. 1274
CAS No. 71-23-8

2 → **DANGER**

3 → Highly flammable liquid and vapor. Causes serious eye damage.
May cause drowsiness and dizziness.

4 → Keep away from heat/sparks/open flames/hot surfaces. No smoking. Avoid breathing fumes/mist/vapours/spray. Wear protective gloves/protective clothing/eye protection/face protection. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses if present. Continue rinsing.

Fill Weight: 18.65 lbs. Lot Number: B56754434
Gross Weight: 20 lbs. Fill Date: 6/21/2013
Expiration Date: 6/21/2020

See SDS for further information.

5 → Acme Chemical Company • 711 Roadrunner St. • Chicago, IL 60601 USA • www.acmechem.com • 123-444-5567

6 →

1. **Product Identifier** - Should match the product identifier on the Safety Data Sheet.
2. **Signal Word** - Either use "Danger" (severe) or "Warning" (less severe)
3. **Hazard Statements** - A phrase assigned to a hazard class that describes the nature of the product's hazards
4. **Precautionary Statements** - Describes recommended measures to minimize or prevent adverse effects resulting from exposure.
5. **Supplier Identification** - The name, address and telephone number of the manufacturer or supplier.
6. **Pictograms** - Graphical symbols intended to convey specific hazard information visually.

Sample label courtesy of Weber Packaging Solutions • www.weberpackaging.com