

City of Urbandale

Hazardous Communications Policy



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Purpose

This policy covers what occupational exposures employees may have to hazardous chemicals and measures to protect employees from those exposures while at work.

The Occupational Safety and Health Administration's (OSHA) Hazard Communication standard (29 CFR 1910-1200) is based on the simple concept that employees have both a need and a right to know what hazards they could expect from working in the City. Employees also need to know what protective measures are available to prevent chemical exposure and how to avoid adverse health effects.

Copies of this policy will be made available to all employees during their work shifts and are located:

- Online at www.urbandale.org/safety
- By contacting the Director of Risk Management/Support Services

Leadership and Accountability

The Director of Risk Management/Support Services and/or the applicable department's Safety Leadership representative will be responsible for annually evaluating this policy.

Management will update the SDS sheets when new chemicals arrive and will update chemical inventory lists at least annually.

Employees are accountable to know and follow this policy. Employees are also accountable for the proper care, maintenance, and correct use of personal protection equipment (PPE). Employees must know where the SDS sheets are kept and how to read them.

Employees should refer questions or comments about this policy to the Director of Risk Management/Support Services. Questions on SDS sheets at the following locations should be directed to:

- City Hall – Assistant Director of Engineering & Director of Risk Management/Support Services
- Fire Stations No. 41, No. 42 & No. 43 - Station Officer or Shift Commander
- Library – Assistant Library Director
- Parks and Public Works Maintenance Facilities - Assistant Director of Public Works & Assistant Director of Facilities, Parks and Recreation
- Police Station – Support Services Commander
- Recreation Office, Senior Recreation Center & Park Shelters – Assistant Director for Facilities, Parks and Recreation
- Water Utility – Distribution Manager

Identifying Hazardous Chemicals

Detailed information about the physical, health and other hazards of each chemical is included in the Safety Data Sheets (SDS). The product identifier for each chemical on the list should match and should be easily cross-referenced with the product identifier on its label and on its SDS.

Identifying Containers of Hazardous Chemicals

All hazardous chemical containers used in the workplace will have a label that easily conveys information about the hazards posed by the chemical through standardized labeling elements, including symbols, signal words and hazard statements. All hazardous chemical containers will have:

1. The original manufacturer's label that includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address and telephone number of the chemical manufacturer, importer or responsible party; OR
2. A label with the appropriate label elements noted above; OR
3. Workplace labeling that includes the product identifier and words, pictograms, symbols, or a combination that provides at least general information regarding the hazards of the chemical.

Chemical Inventory List and Safety Data Sheets

The city has an online SDS Management System that can be accessed at www.urbandale.org/SDS. All chemicals used shall have a corresponding SDS within the SDS Management System. A Department representative shall be responsible for adding and/or deleting any chemical added or removed from their department at least quarterly within the SDS Management System.

Employee Information and Training

Training will be provided so that all employees acquire the understanding, knowledge, and skills necessary for the safe performance of their duties. This includes reading and interpreting safety data sheets and understanding pictograms and signal words. The Globally Harmonized System of Classification and Labeling of Chemicals (GHS) has nine pictograms that denote the chemicals' potential hazard and are part of OSHA's Hazard Communication Standard (HCS). The nine pictograms are attached at the end of this policy for reference.

Outside Contractors

A firm or individual contracted by the City is responsible for meeting all contractual agreements and for providing a safe and healthy workplace for its employees in compliance with applicable OSHA standards. Contractors must make copies of their hazardous communications policy and all SDS for chemicals brought on site available to all employees who may ask for the information.

GHS PICTOGRAMS



FLAMMABLE



CORROSIVE



EXPLOSIVE



**COMPRESSED
GAS**



OXIDIZING



TOXIC



**HEALTH
HAZARD**



**HARMFUL/
IRRITANT**



**DANGER FOR
THE ENVIRONMENT**