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CHEMICAL HAZARD COMMUNICATION

I. INTRODUCTION

The City of Boise believes all employees should know what hazardous chemicals they are using, how those chemicals might affect their health, what precautions are necessary when working with hazardous chemicals, and what procedures to take in case of contact.

The Chemical and Hazard Communication Program was developed to provide the appropriate information to employees about chemical hazards and their control, including container labeling, material safety data sheets (SDS), and employee education.

II. SUPERVISOR RESPONSIBILITY

Supervisors or designees are expected to ensure all employees receive information on hazardous chemicals and materials that are present in their work areas, at the time of their initial assignment. Information shall also be given when a new physical or health hazard is introduced to an employee's work area, and when the supervisor has reason to believe that the employee no longer has the understanding or skill necessary to prevent exposure to themselves or others. Supervisors, Leads, etc. shall inform employees of the dangers of hazardous substances by ensuring the following:

- A. Chemical products used in the workplace are identified;
- B. All containers that hold hazardous substances are labeled; and
- C. Collecting, maintaining, and making SDS accessible along with other related information on hazardous substances.

III. SAFETY DATA SHEETS (SDS)

Safety Data Sheets (SDS) provide a summary of a chemical's characteristics and hazards. Supervisors or designee are expected to ensure that the SDS are maintained and kept up-to-date for all hazardous chemicals/materials used by their employees. The SDS shall be kept at each worksite for all employees to access. SDS information can also be found at the City's electronic safety data sheet management system, currently: www.MSDSonline.com.

Employees who purchase and receive chemicals for their department should ensure that a SDS accompanies the chemical(s). When the supplier does not provide one, the employee should request an SDS from the supplier or manufacturer. Employees shall acquire the SDS prior to use of the chemical.

IV. COMMUNICATION OF HAZARDS

A. Chemical Inventory

Each department facility shall keep a list of hazardous chemicals/materials known to be present in each of the facility's work areas. The list should be kept in a manner, such as alphabetically, where it can serve as a table of contents for binders holding hard copies of the SDS, and organized so information on a particular chemical can be easily found. Exhibit 6.01cc is an example of a document that can be used for inventorying workplace chemicals.

B. Labeling and Warnings for Containers

No container of hazardous chemicals should be released for use until the following requirements are met:

1. Containers are clearly labeled as to their contents;
2. Appropriate hazard warnings are noted; and
3. Name and address of the manufacturer is listed.

To further ensure employees are aware of the hazards of the materials they are exposed to in their jobs, all secondary containers must be labeled with either an extra copy of the original manufacturer's label, or a generic label that has space to enter the identity of the chemical and the hazard warnings.

The supervisor shall ensure that labels are legible and conspicuously displayed on the container. Departments may choose to use Hazardous Material Information System (HMIS) labels if desired. These may be found at MSDSonline.com.

When chemicals or materials are transferred from labeled containers to portable containers and are intended for IMMEDIATE USE by the employee who performs the transfer, the employee is not required to label the portable container. In this situation, the chemical must be completely used or properly disposed of during the same work shift or completion of task, and must remain in the possession of the person who made the transfer at all times.

C. On-site Contractors

Where chemicals are stored in such a manner that they are accessible or available to non-City workers, such as construction contractors working on-site, the City's project manager shall make the City's Hazard Communication Program and facility/work area specific information available to those workers. The project manager shall also ensure that while working at City facilities these workers have access to SDS, additional precautionary measures necessary to protect them, and the labeling system used at the facility/work area.

The project manager shall work with contractors working on-site to arrange for City employees to have access to the SDSs of any hazardous chemicals

City employees may be exposed to, and any additional precautionary measures necessary to protect employees while contractors are working on-site.

D. Non-Routine Tasks

Hazardous non-routine tasks are projects or situations involving the use of hazardous materials the employee does not normally encounter in their daily assignments such as an annual cleaning procedure. In this situation the project lead or supervisor is expected to inform and advise all employees working on or around the project about the particular hazards involved.

V. TRAINING INFORMATION

Risk and Safety Services will make training available, through a variety of delivery methods, on Hazard Communication that will include:

- A. An overview of the requirements contained in this regulation, employee rights protected by the regulation, and the location and availability of this written program;
- B. Instructions on how to read and review a SDS to obtain hazard information; and
- C. General precautionary information about chemicals such as handling, labeling and storage of hazardous chemicals and materials.