



## Hazard Communications Program Policy

### 1. General

The purpose of this instruction is to ensure that the Geneva Public Library is in compliance with the OSHA Hazard Communication Standard (HCS) 29 CFR 1910.1200. A copy of the HCS is available at [https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=standards&p\\_id=10099](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10099)

The Executive Director is the overall coordinator of the facility program acting as the representative of the Geneva Public Library Board of Trustees, who have overall responsibility.

In general, each employee in the facility will be apprised of the substance of the HCS, the hazardous properties of chemicals they work with, and measures to take to protect themselves from these chemicals.

An OSHA published guide for Small Entity Compliance Guide for Employers That Use Hazardous Chemicals is available at <https://www.osha.gov/Publications/OSHA3695.pdf>.

A copy of the Hazard Communications Program is available with the Disaster Recovery Manual at each Information Desk and on the Policies section of the Library's Website, [www.genevapubliclibrary.net](http://www.genevapubliclibrary.net)

### 2. List of Hazardous Chemicals

The Executive Director will maintain a list of all hazardous chemicals used in the facility, and update the list as necessary, such as when new chemical products are received. The list will be made to correspond to the Product Name on the Safety Data Sheets and the order in which they are organized. This list also serves as an index for the Safety Data Sheets and is attached to this program.

### 3. Safety Data Sheets (SDS)

The Executive Director will maintain a SDS for every substance on the list of hazardous chemicals in the Disaster Recovery Manual located at each floor's information desk as well as on the Policies section of the Library's website, [www.genevapubliclibrary.net](http://www.genevapubliclibrary.net). SDS will be organized to correspond with the chemical list so they can be located quickly. The Executive Director will ensure that each floor maintains an SDS for hazardous materials used in that area. SDS will be readily available to all employees.

The Executive Director is responsible for acquiring SDS from the manufacturer, distributor or importer and ensuring that they are updated. The Executive Director will review each SDS for accuracy and completeness and will consult with the NYS Department of Labor if additional research is necessary. Information on the standardized 16-section SDS format is provided in Safety Data Sheets section of this program. All new procurements for the facility must be cleared by the Executive Director. Whenever possible, the least hazardous substance will be procured.

SDS that meet the requirements of the HCS must be fully completed and received at the facility either prior

to, or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. It may be necessary to discontinue procurement from vendors failing to provide approved SDS in a timely manner.

#### **4. Labels and Other Forms of Warning**

The Executive Director is designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels should list at least the product identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. Labels on containers shipped after December 1, 2015 must conform to the updated label requirements, which are detailed in the attached fact sheets. The Executive Director will refer to the corresponding SDS to verify label information. Immediate use containers, small containers into which materials are drained for use on that shift by the employee drawing the material, do not require labeling. To meet the labeling requirements of HCS for other in-house containers, refer to the label supplied by the manufacturer. All labels for in-house containers will be approved by the Executive Director or a Librarian prior to their use.

The Executive Director will check on a quarterly basis to ensure that all containers in the facility are labeled and that the labels are up-to-date.

#### **5. Training**

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those hazardous chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. Hazardous chemical training is conducted by a representative from the New York State Public Employee Safety and Health Bureau or via the Executive Director utilizing training materials provided by the New York State Public Employee Safety and Health Bureau. Copies of all training materials will be kept in the Disaster Recovery Manual, available at each of the Library's three Information Desks.

The training will emphasize these elements:

- A summary of the standard and this written program;
- Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals;
- Physical and health hazards associated with potential exposure to workplace chemicals;
- Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures;
- Hazardous chemical spill and leak procedures; and
- An explanation of the labels received on shipped containers and the workplace labeling system used by their employer; and the SDS, including their location, and the order of information and how employees can obtain and use the appropriate hazard information. (Refer to Safety Data Sheet section of this program)

The NYS Department of Labor will monitor and maintain records of employee training and advise the facility manager on training needs.

#### **6. Contractor Employers**

The Executive Director will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises.

## **7. Non-Routine Tasks**

All Library Staff and Volunteers contemplating a non-routine task, e.g., boiler repair, will consult with the Executive Director and will ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures. This will be accomplished by a meeting of supervisors and the Executive Director with affected employees before such work has begun.

Adopted by the Board of Trustees on April 7, 2015

# Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

**Section 1, Identification** includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

**Section 2, Hazard(s) identification** includes all hazards regarding the chemical; required label elements.

**Section 3, Composition/information on ingredients** includes information on chemical ingredients; trade secret claims.

**Section 4, First-aid measures** includes important symptoms/effects, acute, delayed; required treatment.

**Section 5, Fire-fighting measures** lists suitable extinguishing techniques, equipment; chemical hazards from fire.

**Section 6, Accidental release measures** lists emergency procedures; protective equipment; proper methods of containment and cleanup.

**Section 7, Handling and storage** lists precautions for safe handling and storage, including incompatibilities.

**Section 8, Exposure controls/personal protection** lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

**Section 9, Physical and chemical properties** lists the chemical's characteristics.

**Section 10, Stability and reactivity** lists chemical stability and possibility of hazardous reactions.

**Section 11, Toxicological information** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information\*

Section 13, Disposal considerations\*

Section 14, Transport information\*

Section 15, Regulatory information\*

**Section 16, Other information**, includes the date of preparation or last revision.

\*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

**Employers must ensure that SDSs are readily accessible to employees.**

See Appendix D of 1910.1200 for a detailed description of SDS contents.

# Pictograms

<p><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>▪ Carcinogen</li> <li>▪ Mutagenicity</li> <li>▪ Reproductive Toxicity</li> <li>▪ Respiratory Sensitizer</li> <li>▪ Target Organ Toxicity</li> <li>▪ Aspiration Toxicity</li> </ul>	<p><b>Flame</b></p>  <ul style="list-style-type: none"> <li>▪ Flammables</li> <li>▪ Pyrophorics</li> <li>▪ Self-Heating</li> <li>▪ Emits Flammable Gas</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>	<p><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>▪ Irritant (skin and eye)</li> <li>▪ Skin Sensitizer</li> <li>▪ Acute Toxicity</li> <li>▪ Narcotic Effects</li> <li>▪ Respiratory Tract Irritant</li> <li>▪ Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>▪ Gases Under Pressure</li> </ul>	<p><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>▪ Skin Corrosion/Burns</li> <li>▪ Eye Damage</li> <li>▪ Corrosive to Metals</li> </ul>	<p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>▪ Explosives</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>
<p><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>▪ Oxidizers</li> </ul>	<p><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>▪ Aquatic Toxicity</li> </ul>	<p><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>▪ Acute Toxicity (fatal or toxic)</li> </ul>

# Sample Label

## Product Identifier

CODE \_\_\_\_\_

Product Name \_\_\_\_\_

## Supplier Identification

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Emergency Phone Number \_\_\_\_\_

## Precautionary Statements

Keep container tightly closed. Store in cool, well ventilated place that is locked.

Keep away from heat/sparks/open flame. No smoking.

Only use non-sparking tools.

Use explosion-proof electrical equipment.

Take precautionary measure against static discharge.

Ground and bond container and receiving equipment.

Do not breathe vapors.

Wear Protective gloves.

Do not eat, drink or smoke when using this product.

Wash hands thoroughly after handling.

Dispose of in accordance with local, regional, national, international regulations as specified.

**In Case of Fire:** use dry chemical (BC) or Carbon dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.

## **First Aid**

If exposed call Poison Center.

If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

## Hazard Pictograms



## Signal Word

**Danger**

## Hazard Statement

**Highly flammable liquid and vapor.**

**May cause liver and kidney damage.**

## Supplemental Information

**Directions for use**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fill weight: \_\_\_\_\_ Lot Number \_\_\_\_\_

Gross weight: \_\_\_\_\_ Fill Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

<b>Hazardous Chemicals List</b>	
<b>Product Name</b>	<b>Have SDS? (x)</b>
<b>Demco Acid Free Bonding Adhesive</b>	<b>X</b>
<b>Clorox Bleach</b>	<b>X</b>
<b>Ethylene Glycol (HVAC System Additive)</b>	<b>X</b>
<b>Krylon Fusion (Paint for Plastic)</b>	<b>X</b>
<b>Lock-Ease</b>	<b>X</b>
<b>Old Dutch Cleaner</b>	<b>X</b>
<b>Ortho Max Poison Ivy and Tough Brush</b>	<b>X</b>
<b>Sevin 5 Dust (Insecticide)</b>	<b>X</b>
<b>WD40</b>	<b>X</b>