

City of Portland

Hazard Communication Program

Purpose:

The City of Portland is committed to the prevention of incidents relating to hazardous materials that could result in injury and/or illness to its employees, or could result in property damage. Therefore, the City complies with OSHA's Hazard Communication Standard (HCS) 29 C.F.R. 1910.1200, as adopted by 12-179 C.M.R. Ch. 2 § 1, which is based on the concept that employees have a right to know and understand the identities and hazards of hazardous materials they might work with during the course of their employment. With this in mind, the City has established this written Hazard Communication Program to inform employees of this Program, the hazardous properties of chemicals they work with, safe handling procedures for those chemicals, and measures to protect themselves from those chemicals.

City Policy:

This Program applies in all work areas of the City, and applies to any chemical that is known to be present in the workplace in such a manner that workers may be exposed under either normal conditions of use or in a foreseeable emergency. Copies of this Program are available on the City's website, in hard copy in each City department, and will be made available upon request.

The Director of Occupational Health and Safety is the program coordinator (the "Program Coordinator"), with overall responsibility for the Program, including reviewing and updating this Program as necessary. The Program Coordinator will review this Program at least on an annual basis and update it as required.

I. HAZARDOUS CHEMICAL LIST

With the assistance of the Program Coordinator, department designees (hereinafter "Designee") will create, maintain, and update a hazardous chemical list for their area of responsibility. The list will be kept in the form attached to this policy as ATTACHMENT A, and include the product identifier that is referenced on the corresponding Safety Data Sheet ("SDS") for easy reference. These lists will be maintained in the SDS binders in each area.

A master list of all hazardous chemicals used City-wide will be created, maintained, and updated by the Program Coordinator.

Designees should forward information about any new or discontinued hazardous chemical to the Program Coordinator.

II. CONTAINER LABELING

With the assistance of the Program Coordinator, Designees in each department must verify that all containers of hazardous chemicals, including secondary containers, are clearly labeled with the following information before the container is released for use in the workplace:

1. **Product Identifier** – the name or number used for a hazardous chemical that corresponds to the SDS.
2. **Signal Word** – a word that indicates relative severity of hazard and alerts the reader to a potential hazard. “Danger” is used for most severe, “Warning” is less severe.
3. **Hazard Statements** – a standardized statement assigned to a hazard class and category that describes the nature of the hazard of the chemical.
4. **Pictograms** – a symbol or graphic that conveys information about the hazards of a chemical. A list of commonly used pictograms is included as ATTACHMENT B.
5. **Precautionary Statements** – phrases that describe general preventative, response, storage or disposal precautions.
6. **Manufacturer Information** – manufacturer or importer name, address, and telephone number.

These labeling requirements can be met by 1) maintaining the label from the original manufacturer that has all of the six required elements; 2) the creation of a label with the six required elements; or 3) the creation of a label that contains the product identifier and words, pictures, or symbols that give general information with regards to the hazards of the chemical that, in conjunction with the other information available in the workplace, give employees specific information regarding those hazards. Labels must be legible and in English. This information will be made available in other languages upon request to the Program Coordinator.

The Program Coordinator will review the City’s labeling system on a yearly basis and update as required. The Safety & Training Officer will regularly audit departments’ compliance with the labeling requirements.

III. SAFETY DATA SHEETS (SDS)

Designees in the various departments will be responsible for creating and maintaining a hard copy binder of all relevant SDS’s for their work area where they are accessible to employees throughout their shift. When an SDS is not readily available for a chemical, the Designee shall work with the Safety & Training Officer to obtain the SDS. If an employee discovers

that an SDS is not available, he or she should immediately contact a supervisor and/or the Safety & Training Officer.

Designees should forward copies of SDS's for new chemicals to the Program Coordinator. The Safety & Training Officer, with the assistance of department Designees, will review SDS's for health and safety information, and ensure that any new information is passed on to the affected employees.

Designees should also notify the Program Coordinator of any discontinued chemicals.

The Program Coordinator is responsible for establishing and monitoring how SDS's are maintained and for maintaining an electronic database for SDS's. The Safety & Training Officer will regularly audit departments' compliance with the labeling requirements.

IV. EMPLOYEE TRAINING AND INFORMATION

The Safety & Training Officer is responsible for the employee training program. Prior to starting work, all employees of the City of Portland will attend a safety orientation and will receive information and training on the following:

- An overview of the requirements contained in the HCS;
- Operations in their work area where hazardous chemicals are present;
- Location and availability of this Program, the list of hazardous chemicals relevant to their work area, and SDS's;
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
- Physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment (PPE);
- Steps the City of Portland has taken to lessen or prevent exposure to toxic and hazardous substances;
- Safety emergency procedures to follow if they are exposed to these chemicals;
- How to read labels on shipped containers, as well as workplace labeling systems; and

- How to access and read SDS's and how to obtain appropriate hazard information.

After attending the training class, each employee will sign a form to verify they attended the training, received our written materials and understood the City of Portland's Hazard Communication Program. A sample form of training verification is included as ATTACHMENT C.

Prior to a new chemical hazard being introduced into the workplace, each employee who might be exposed to that chemical will be given the information outlined above.

V. NON-ROUTINE TASKS

Occasionally, employees are required to perform non-routine tasks that might expose them to new hazardous chemicals. Prior to starting work on such tasks, each affected employee will be given information by their respective supervisors about hazardous chemicals to which they may be exposed during such activity. This information will include:

- Specific chemical hazards;
- Protective/safety measures the employee must take; and
- Measures the City has taken to lessen the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine tasks will vary by department.

VI. CHEMICALS IN UNLABELED PIPES

Work activities may be performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee must contact the department designee for information regarding:

- The chemicals in the pipes;
- Potential hazards; and
- Safety precautions that should be taken.

VII. CONTRACTORS

If employees of other entities, including City contractors, may be exposed to hazardous chemicals in the City's workplace, it is the responsibility of Designee to provide the person

responsible for that entity's employees with a copy of this Program, including information on how to access the relevant Hazardous Chemical List, and SDS's.

Similarly, Designees shall be responsible for obtaining a SDS for any hazardous chemical brought into the workplace by another entity.

It is the responsibility of contractors and their subcontractors to comply with both state and federal safety regulations, including but not limited to proper labeling of materials and the availability of SDS's on site. Contractors are also responsible for the training of their employees.

VIII. **OTHER**

If an employee has a question or has concerns regarding any chemical in their workplace, he or she should review the SDS for that chemical. If no SDS is available, or if the employee still has questions or concerns, he or she should contact a supervisor. If a supervisor is not available or if, after contacting the supervisor, there are still questions or concerns, the employee should contact the Safety & Training Officer or Program Coordinator.

IX. **POLICY VIOLATIONS**

Any employee who violates this policy may be subject to discipline under the City's AR-25 Disciplinary Procedures Policy, up to and including termination of employment. The prohibitions in this policy are intended to complement any conduct or performance restrictions provided in additional City and departmental policies and procedures.

Jon P Jennings
City Manager

Date

Origin Date: 2018
Revision Dates: 2.20.20

—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—

Format of SDS's as part of Global Harmonization System

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)).

ATTACHMENT B PICTOGRAMS

Health Hazards

For transport, pictograms will have the background, symbol and colors currently used in the UN Recommendations on the Transport of Dangerous Goods, Model Regulations. For other sectors, pictograms will have a black symbol on a white background with a red diamond frame. A black frame may be used for shipments within one country. Where a transport pictogram appears, the GHS pictogram for the same hazard should not appear.

Filter By: [All](#) [Environmental Hazards](#) **[Health Hazards](#)** [Physical Hazards](#) [Transportation Hazards](#)

Corrosive Hazard	Acute Toxicity Hazard	General Hazard	Health Hazard

Site Map: [Safetec Home](#)

Recent Posts: [Company to Pay \\$175,000 to Settle NESHAP Violations](#)

Follow Safetec: [Facebook](#)

Subscribe: Sign up to receive our publications. Customize your subscription!

Environmental Hazards

For transport, pictograms will have the background, symbol and colors currently used in the UN Recommendations on the Transport of Dangerous Goods, Model Regulations. For other sectors, pictograms will have a black symbol on a white background with a red diamond frame. A black frame may be used for shipments within one country. Where a transport pictogram appears, the GHS pictogram for the same hazard should not appear.

Filter By: [All](#) **[Environmental Hazards](#)** [Health Hazards](#) [Physical Hazards](#) [Transportation Hazards](#)

Environmental Hazard

Site Map: [Safetec Home](#)

Recent Posts: [Company to Pay \\$175,000 to Settle NESHAP Violations](#)

Follow Safetec: [Facebook](#)

Subscribe: Sign up to receive our publications. Customize your subscription!

Physical Hazards

The screenshot shows a web browser window displaying a gallery of GHS pictograms. The browser's address bar shows the URL [http://www.safetec.net/ghs/ghs-pictograms/#!prettyPhoto\[gallery\]/0/](http://www.safetec.net/ghs/ghs-pictograms/#!prettyPhoto[gallery]/0/). The page has a navigation menu with tabs for "All", "Environmental Hazards", "Health Hazards", "Physical Hazards", and "Transportation Hazards". The "Physical Hazards" tab is selected. Below the navigation menu, there are five pictograms in a row, each in a red diamond shape with a black icon. Below each pictogram is its corresponding hazard name: "Explosive Hazard", "Flammable Hazard", "Oxidizing Hazard", "Compressed Gas Hazard", and "Corrosive Hazard". Below these five pictograms is a sixth pictogram, a red diamond with a black exclamation mark, representing a general physical hazard. The browser's taskbar at the bottom shows the Windows Start button, several open applications including Internet Explorer, and the system clock showing 6:43 PM.

Filter By:


Explosive Hazard


Flammable Hazard


Oxidizing Hazard


Compressed Gas Hazard


Corrosive Hazard





Explosives



Flammable Gases



Non-Flammable
Non-Toxic Gases



Toxic Gases



Flammable Liquids



Flammable Solids



Spontaneous
Combustion



Water Reactive



Oxidizing Substances



Organic Peroxides



Corrosive Substances

ATTACHMENT C

SAFETY MEETING/TRAINING RECORD

Meeting Date:	Time of Day:
Location:	
Topic(s) Covered: Attach any handouts or other materials used for this meeting to the back of this form.	
Person(s) Conducting Meeting:	
Employee Signatures	
By signing this form I am certifying that I attended this meeting on the date, time, and location specified; that the meeting covered all of the topics described on this form; that I understood the material; and that I had the opportunity to ask questions to seek clarification of any and all items I did not understand.	
Print Name	Sign Name
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

FOLLOW-UP SAFETY TRAINING (Persons absent from 1st meeting)

This form should be used to document training for any / all employees that were not present at the original safety meeting or for those employees that required additional training on the topic.

Topic(s) Covered: Attach any handouts or other materials used for this meeting to the back of this form.	
Person(s) Conducting Meeting:	
Employee Signatures	
By signing this form I am certifying that I received follow-up training on the date specified below; that the training included all of the topics described on this form; that I understood the material; and that I had the opportunity to ask questions to seek clarification of any and all items I did not understand.	
Print Name	Sign Name
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Date of Training _____

Signature of Trainer _____