

Hazard Communication Program

Globally Harmonized System (GHS)

FOR

The City of Stamford

Table of Contents

Introduction.....	3
Identifying Hazardous Chemicals	3
Identifying Containers of Hazardous Chemicals.....	3
Safety Data Sheets (SDS).....	3
Training Employees about Chemical Hazards.....	5
Informing Employees who do Special Tasks.....	6
Informing Contractors and other employees about our Hazardous Chemicals.....	6
Pictogram Hazards Information Page.....	7
Signatory Page.....	11
Appendix A.....	8-10

1. INTRODUCTION

The management of the city of Stamford is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules. Under this program employee are informed of the contents of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals. These hazards may be physical or health-related. This written hazard communication plan is available at the following location for review by all employees:

Each department will have accessible Haz Com Program with SDS binder or electronic access to SDS sheets (department specific).

Main office of department at below location;

Department: _____

Address: _____

2. IDENTIFYING HAZARDOUS CHEMICALS

A list is attached to this plan that identifies all hazardous chemicals with a potential for employee exposure at this workplace. Detailed information about the physical, health, and other hazards of each chemical is included in a Safety Data Sheet (SDS); the product identifier for each chemical on the list matches and can be easily cross-referenced with the product identifier on its label and on its Safety Data Sheet.

3. IDENTIFYING CONTAINERS OF HAZARDOUS CHEMICALS

The labeling system to be used by City of Stamford (CoS) will follow the requirements in the 2012 revision of the OSHA Hazard Communication Standard to be consistent with the United Nations Globally Harmonized System (GHS) of Classification of Labeling of Chemicals. The label on the chemical is intended to convey information about the hazards posed by the chemical through standardized label elements, including symbols, signal words and hazard statements.

All hazardous chemical containers used at this workplace 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 other responsible party

2. A label with the appropriate label elements just described
3. Workplace labeling that includes the product identifier and words, pictures, symbols, or combination that provides at least general information regarding the hazards of the chemicals.

Supervisors in every department will ensure that all containers are appropriately labeled. No container will be released for use until this information is verified. Workplace labels must be legible and in English.

SCHOOL _____ Head Custodian – _____

Small quantities intended for immediate use may be placed in a container without a label, provided that the individual keeps it in their possession at all times and the product is used up during the work shift or properly disposed of at the end of the work day. However, the container should be marked with its contents.

4. KEEPING SDS (SAFETY DATA SHEETS) *PREVIOUSLY KNOWN AS MSDS*

The manufacturer or importer of a chemical is required by OSHA to develop a Safety Data Sheet (SDS) that contains specific, detailed information about the chemical's hazard using a specified format. The distributor or supplier of the chemical is required to provide this SDS to the purchaser.

SDS's are readily available to all employees during their work shifts. Employees can review SDS for all hazardous chemicals used at this workplace. All Safety Data Sheets will be stored by hard copy alphabetically in a binder that is in every department in the City. _____ (Department) has their HazCom Binder and SDS sheets on the wall - location _____ of department.

The SDS's are updated and managed by Safety Officers within the city. If a SDS is not immediately available for a hazardous chemical, employees can obtain the required information by utilizing google or calling *Matthew Stuhlman, City of Stamford Safety Officer. X4908, or Nancy Barton City of Stamford Safety Officer x5129*

5. TRAINING EMPLOYEES ABOUT CHEMICAL HAZARDS

Before they start their jobs or are exposed to new hazardous chemicals, employees must attend a hazard communication training that covers the following topics:

- An overview of the requirements in OSHA's Hazard Communication Standard.
- Hazardous chemicals present in their workplace.
- Any operations in their work area where hazardous chemicals are used.
- The location of the written hazard communication plan and where it may be reviewed.
- How to understand and use the information on labels and in Safety Data Sheets.
- Physical and health hazards of the chemicals in their work areas.
- Methods used to detect the presence or release of hazardous chemicals in the work area.
- Steps we have taken to prevent or reduce exposure to these chemicals.
- How employees can protect themselves from exposure to these hazardous chemicals through use of engineering controls/work practices and personal protective equipment.
- An explanation of any special labeling present in the workplace.
 - ☼ What are pictograms?
 - ☼ What are the signal words
 - ☼ What are the hazard statements
 - ☼ What are the precautionary statements
- Emergency procedures to follow if an employee is exposed to these chemicals

Human Resources along with the help of Safety Officers and departments are responsible to ensure that employees receive this training.

Prior to introducing a new chemical hazard into any department, the chemical must be added to the HazCom program and included in the Safety Data Sheets.

6. INFORMING EMPLOYEES WHO DO SPECIAL TASKS

Before employees perform special (non-routine) tasks that may expose them to hazardous chemicals, their supervisors will inform them about the chemicals' hazards. Their supervisors also will inform them about how to control exposure and what to do in an emergency. The employer will evaluate the hazards of these tasks and provide appropriate controls including Personal Protective Equipment all additional training as required.

Examples of special tasks that may expose employees to hazardous chemicals include the following:

-roofing company is replacing roof using a chemical that is not commonly used by custodians.

Custodians accessing roof for various reasons need to be made aware of said chemical

-abatement of mold by contracted company using new chemical (Shockwave) that is not commonly used to clean walls or items within the classroom.

-contractor of facilites using spray-paint to repair area in building or on playground










(The above are strictly examples of potential scenarios. This is not limiting to what could be considered a special task within the city of Stamford

7. INFORMING CONTRACTORS AND OTHER EMPLOYERS ABOUT OUR HAZARDOUS CHEMICALS

If employees of other employer(s) may be exposed to hazardous chemicals at our workplace (for example, employees of a construction contractor working on-site) It is the responsibility of Stamford Public School Facilities Management to provide contractors and their employees with the following information:

- The identity of the chemicals, how to review our Safety Data Sheets, and an explanation of the container labeling system. (please see pictogram and hazards on next page prior to Appendix A.)
- Safe work practices to prevent exposure.

Supervisor or custodian at each department or school (_____) will also obtain a Safety Data Sheet for any hazardous chemical a contractor brings into the workplace and post both in the custodian office in the SDS binder, as well as in the main office if this chemical will be present amongst other staff in building.

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

APPENDIX A

Product Name/Manufacturer Name	Operation/Area Used	Location of Product	Container Type
Austin Ammonia	All School	Custodial Closet	Plastic Gallon
Citro Fresh	Bathrooms	Custodial Closet	Cardboard
Glass Cleaner	All windows	Custodial Closet	Clear Plastic
SSE Carpet Spray and Spotter	All carpet in BOE	Custodial Closet	White plastic bottle
Valspar Floor Finish	All floors	Custodial Closet	Unknown
Bleach	All School	Custodial Closet	Plastic Gallon
Floor Stripper	All floors	Custodial Closet	Plastic Gallon
Industrial Drain Cleaner	Bathrooms	Custodial Closet	Plastic
Oil based dust mop treatment	On dust mops	Custodial Closet	Unknown
Rotary Rug Shampoo	All rug areas	Custodial Closet	Plastic Bottle
Ajax	bathroom	Custodial Closet	Cardboard tube
Baseboard Wax Stripper	All school areas	Custodial Closet	Plastic
#4 pH neutral	All floors	Custodial Closet	Plastic
#5 Mild Acid Bathroom L	Bathrooms	Custodial Closet	Unknown
#6 Degreaser Cleaner	Unknown	Custodial Closet	Plastic
#12 Odor Control	All school	Custodial Closet	Cardboard
Odor Digester	All school	Custodial Closet	Cardboard
Sun-brite Ammonia Cleaner	All school	Custodial Closet	Plastic Gallon
Non-Acid Bath Cleaner	bathrooms	Custodial Closet	Plastic
15.5oz Certo health care 12pk	All school	Custodial Closet	Plastic wrapper

In accordance with 29 CFR 1910.1020(d)(1)(ii)(B), this form shall be retained for 30 years after the chemical has left the premises

8. SIGNATORY PAGE

If anyone has any questions about this Hazard Communication Plan, please contact Matthew Stuhlman, Safety and Training officer for the City of Stamford, to ensure that all policies are carried out and the plan is effective. This plan will be reviewed annually for updates and/or changes. Custodial staff will be trained annually on HazCom within the building.

Matthew Stuhlman

MStuhlman@stamfordct.gov

O 203-977-4908

C 203-424-4178

WRITTEN BY: Matthew Stuhlman – Safety Officer _____ DATE: _____

APPROVED BY: Department Supervisor. _____ DATE: _____