

Greenwich High School  
Facilities and Maintenance Division



Hazard Communication Program

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## Introduction

The Town of Greenwich 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, employees are informed of the contents of the OSHA 1910.1200 Hazard Communications Standard (HazComm), the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals. These chemicals may be physical or health-related. A hard copy of the written communication plan is available at the Greenwich High School Facilities and Maintenance Division. It is also posted online on the school's website or through the link below:

<https://www.ehs.com/login>

## Responsible Employees

The following employee(s) have overall responsibility of being in compliance with the Hazard Communication Standard at this facility, including maintenance and implementation of this plan:

- Head Custodian
- Lead HVAC Repairperson and Maintenance Mechanic

This list is immediately updated whenever the Head Custodian or Lead HVAC Repairperson and Maintenance Mechanic leaves, arrives, or when the workplace obligations of currently designated employees change.

It is the duty of the Head Custodian or Lead HVAC Repairperson and Maintenance Mechanic to ensure that appropriate communication is made to inform employees of their changing role and to ensure that they are aware of this plan and its provisions.

## Identifying Hazardous Chemicals

OSHA defines a hazardous chemical as any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiate, combustible dust, pyrophoric gas, or hazard not otherwise classified. A list is attached to this plan that identifies all hazardous chemicals with a potential for employee exposure at the workplace. Detailed information about the physical, health, and other hazards of each chemical is included in a Safety Data Sheet (SDS); the product identifiers 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. The hazardous chemical list, which is accessible to all employees, has the following characteristics:

- It includes chemicals used in the course of business, any chemicals used by other departments, and chemicals that are not currently in use but are still stored on site.
- It identifies all chemicals using identifiers that align with those on their corresponding SDSs and workplace container labels.

- It includes all chemicals present, including those that are both stored and actively used.
- It is updated within 10 business days of a new chemical being brought on-site or when a chemical is moved off-site.
- It is updated to account for chemicals in the existing inventory that are newly found to be hazardous or not hazardous according to the manufacturer, distributor, or importer.

The person responsible for ensuring that the chemical inventory list is updated in a timely manner when changes occur is the Head Custodian or Lead HVAC Repairperson and Maintenance Mechanic.

## Labeling of Hazardous Chemicals

To meet the requirements of OSHA 1910.1200, the Town of Greenwich must meet certain requirements in regards to labeling containers. The Head Custodian or Lead HVAC Repairperson and Maintenance Mechanic will verify that all containers received for use, will be provided with:

1. Product Identifier
2. Signal word
3. Hazard statement(s)
4. Safety Data Sheet
5. Pictogram(s)
6. Precautionary statement(s)
7. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

The following employees are responsible for ensuring labels on shipped containers and secondary/workplace container are accurately labeled in accordance with the requirements of 1910.1200(f) of OSHA's Hazard Communication Standard, and that they are updated and replaced as needed:

- Building Operations Manager
- Head Custodian
- Lead HVAC Repair and Maintenance Mechanic

## Identifying Containers of Hazardous Chemicals

The labeling system to be used by the Town of Greenwich will follow the requirements in the 2012 revision of the OSHA Hazard Communication Standard to be consistent with the United Nations Globally Harmonized System 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 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 chemicals.

The Head Custodian or Lead HVAC Repairperson and Maintenance Mechanic 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.

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.

## Keeping Safety Data Sheets

The manufacturer or importer of a chemical is required by OSHA to develop a Safety Data Sheet that contains specific, detailed information about the chemical's hazard using a specific 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 the workplace. The SDS binder will be located in the Head Custodian or Lead HVAC Repairperson and Maintenance Mechanic's office. In accordance with OSHA requirements, we have available, a backup to our primary electronic library, helping ensure our SDS documents are accessible during foreseeable emergencies.

The Head Custodian or Lead HVAC Repairperson and Maintenance Mechanic is responsible for reviewing new or updated SDSs received with product shipments for safety and health implications and compliance with the Hazard Communication standard, including ensuring SDSs are constructed in the proper 16-section GHS-aligned format and initiating communication with personnel who have responsible for ensuring employee safety in respective areas of the business.

If an SDS is found to be missing, the Head Custodian or Lead HVAC Repairperson and Maintenance Mechanic is responsible for contacting the supplier to obtain a copy and for documenting this communication.

## Training Employees about Chemical Hazards

Employees must attend a hazard communication training before starting a new job or when they are exposed to new a hazardous chemical. The training will cover 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 Safety Data Sheets. This should include:
  - The order of information;
  - How employees can use and
- 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 of these chemicals.
- How employees can protect themselves from exposure to these hazardous chemicals through the 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 signal words.
  - What are the hazard statements.
  - What are the precautionary statements.
- Emergency procedures to follow if an employee is exposed to those chemicals.

The Head Custodian or Lead HVAC Repairperson and Maintenance Mechanic is responsible to ensure that employees receive this training. After attending the training, employees will sign a form verifying that they understand the above topics and how the topics are related to our hazard communication plan.

Prior to introducing a new chemical hazard into any department, each employee in that department will be given information and training as outlined above for the new chemical hazard.

## Informing Employees who Perform 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:

- Leak from equipment.
- Material spill from science division.

## Informing Contractors and Other Employees About Our Hazardous Chemicals

If employees of other employer(s) may be exposed to hazardous chemicals at our workplace, it is the responsibility of the Head Custodian or Lead HVAC Repairperson and Maintenance Mechanic 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.
- Safe work practices to prevent exposure.

The Head Custodian or Lead HVAC Repairperson and Maintenance Mechanic will also obtain a Safety Data Sheet for any hazardous chemical a contractor brings into the workplace.

## Plan Evaluation and Maintenance

This Written Hazard Communication Plan is evaluated annually or whenever a significant change occurs. The Head Custodian or Lead HVAC Repairperson and Maintenance Mechanic must ensure it is effective and in compliance with OSHA’s Hazard Communication Standard.

## List of Hazardous Chemicals Used by Greenwich High School Facilities and Maintenance Division

The following is a list of all known hazardous chemicals used by employees of the Greenwich High School’s Facilities and Maintenance Division. This list is dynamic and is updated as needed to account for changes to the physical inventory or changes to the definitions and classifications of chemicals present in the inventory. When a new list is generated, it replaces the preceding list and is added to the Written Plan. Further information on each noted chemical can be obtained by reviewing SDS’s located at Greenwich High School.

<b><u>Greenwich High School Facilities and Maintenance Hazardous Chemical List</u></b>	
<b><u>Manufacturer</u></b>	<b><u>Product Name</u></b>
3M	Polyurethane Construction Sealant
3M	Super 77 Spray Adhesive
ACE	Silicone Caulk
Acetylene Dissolved	
ADVA Guard 750	Lithium Bromide Solution
Aervoe	Survey Marking Paint
Aervoe	Survey Marking Paint Green
AJAX	Oxygen Bleach Cleanser Heavy-Duty Formula
Ameripolish	Midnight Black
Ammonia	Janitorial Strength Formula
Armor All	Protectant Ultra Shine
Behr	Solid Color Concrete Stain
Benjamin Moore	Ultra Spec Scuff-X Satin Finish
Benjamin Moore	Ultra Spec 500 Interior Gloss White
Benjamin Moore	Ultra Spec 500 Interior Eggshell
Biorenewables	Glass Cleaner

B'laster	High Performance Formula White Lithium Grease
B'laster	Penetrating Catalyst
B'laster	Graphite Dry Lube
Blue Magic	Pure Rubber Coating
Bonda	Body Filler
Butchers	Speedball 2000 Heavy Duty Spray Cleaner
Butchers	Bath Mate Acid-Free Disinfectant
Butchers	Head Start Carpet Prespray
Butchers	Fountainhead
Butchers	Flying Colors High Foam Carpet Shampoo
Byotrol	Polysphere
Carefree Series	Winter Rinse Neutralizer
Certo	Pink Lotion Hand Soap
Certo	Floor Neutralizer
Champion Sprayon	Wasp, Bee, & Hornet Killer
Chapco	Clear Spread Tile Adhesive
Chemspec	Professional Spot Lifter
Clear Water Industries	Formula 1030
Clorox	Germicidal Bleach
CLR Pro	Blasts Calcium, Dissolves Lime, Zaps Rust
ColorWorks	Maintenance Choice Enamel
Comet	Disinfectant Cleanser with Chlorinol
Consume	Nature's Way
CRC	Red Grease
CRC	Super Citrus
CRC	Hydro Force Super Citrus Heavy Duty Degreaser
CRC	QD Contact Cleaner
CRC	Rubberized Undercoating
Custom	Mortar Admix
DAP	DynaGrip All Purpose Interior
DAP	Concentrate Silicone Filler Sealant
DAP	Alex Plus Acrylic latex Caulking Silicone
DAP	Plaster of Paris
Devoe Coatings	Devguard 4120 All Purpose Metal & Galvanized Primer
Diversity	Virex Tb Ready-to-Use Disinfectant Cleaner
Diversity	Alpha-HP Multi-Surface Cleaner
Diversity	GP Forward SC General Purpose Cleaner
Diversity	Gum Remover
Diversity	Extraction Cleaner
Diversity	Glance NA
Diversity	Snapback Spray Buff



Diversity	BreakDown
Dow	Great Stuff Pestblock
Ductmate	Quick-Stick Duct Liner Adhesive
Dymon	Dry Fog Flying Insect Killer
Expo	White Board Care
Finish Repair	Spray Enamel Gray
First Line Technology	Hurricane Electrostatic Fogger
Flexbond	Premium Crack Prevention Thin-set Motar
Foamy iQ	Citrus Fresh Foaming Handwash
FRITZTILE	FA 1100MP Tile Adhesive
GE	Supreme 100% Silicone
GE Power & Water	Spectrus NX1101
Glidden Professional	Fortis 450 Exteriorisation
Gunk	Engine Cleaner & Degreaser Multi-Surface
Gunk	Industrial All-Purpose Degreaser
Gunk	Brake Parts Cleaner Chlorinated
Hercules	Agent D'etancheite Pour Toilet Solin
Humane Choice	General Disinfecting & Cleaning Wet Wipes
Jet-Lube	Z-Plate Zinc-Rich Galvanize Industrial Grade
Johnson Wax Professional	Shine-up Lemon Furniture Polish
Kano	Aerokroil
Kar Products	Multi-Purpose White Grease
Kar Products	Battery Cleaner & Protector
Kendall	SAE 20w-20 Motor Oil
Klean Strip	Acetone
Kool Seal	Storm Patch Wet/Dry Patching Cement
Krud Kutter	Multi-Purpose House Wash
Krylon	Tough Coat Acrylic Enamel
Krylon	Tough Coat Fluorescent Paint
Krylon	Acrylic-Quik
Krylon	Tough Coat
Krylon	Camouflage
Lawson	LPA Industrial Grade Light Penetrant
Lawson	White Lube
Lawson	Dri-Graph Dry Graphite Lubricant
Magnum	Magna Tile & Grout Restorer
Mapei	Ultrabond Eco 575
Marykate	Clear Vinyl Cleaner & Polish
McCloskey	Tungseal Wood Stain Light Oak
McCloskey	Tungseal Wood Stain Brown Mahogany
McCloskey	Heirloom Interior Wood Stain Red Oak

Merlin	Melts like Magic
Microban	Disinfectant Spray Plus
Minwax	Wood Finish Puritan Pine
Minwax	Pre-Stain Wood Conditioner
Minwax	Wood Finish Red Mahogany
Mobil	Mobil Rarus 427 Air Compressor Oil
Mobil	Vacuum Pump Oil
Mysella	S5 N SAE 15W-40
Nu-Calgon	Evap-Fresh No Rinse
Nu-Calgon	Evap Pow'r-C Evaporator Coil Cleaner
nybco	ColorTouch Spray Enamel
nybco	ColorTouch Spray Enamel Interior/Exterior
Oilzum	Multi Purpose P.P.
Penetrate	Super Penetrating Oil
Permatex	hydraulic Jack Oil
Phenoseal	Vinyl Adhesive Caulk
Platinum	Floatcoat
Polar	50/50 Prediluted Antifreeze+Coolant
Precision Color	Standard Gray Cement
Preventol	D 7 CF
Pro Seal	Clear RTV 100% Silicone Adhesive and Sealant
Pro Seal	Black RTV Silicone Instant
ProForm	Professional Formula All Purpose Joint Compound
Pure	Hard Surface
Republic Storage Systems Company Inc.	LAV-16
Rochester Midland Corporation	Super Crystallite 450
Rust-oleum	Cold Galvanizing
Rust-oleum	Multi Purpose Enamel
Rust-oleum	High Performance Enamel
Rust-oleum	Industrial Choice Reflective Finish
Rust-oleum	Precision Line Yellow
Rust-oleum	Enamel Red
Rust-oleum	Fluorescent Enamel Orange
Sakrete	Concrete Glue
Sakrete	Hydraulic Cement Leak Stopper
Sani Professional	Hands Instant Sanitizing Wipes
SC Johnson	Raid Ant & Roach Outdoor Fresh
Sherwin Williams	Protective & Marine Coatings Armorseal Tread-Plex
Sherwin Williams	DTM Acrylic Semi-Gloss Acrylic Coatings
Sherwin Williams	ProMar 200
Sherwin Williams	Bronze Text

Solution Series	Vandalism Mark & Stain Remover
Solution Series	Cal-Rinse Liquid Ice Melt Remover
Solution Series	Furniture Polish with Lemon Oil
Solution Series	Clear-Green Hand Soap
Solution Series	Chewing Gum Remover
Spartan	Dust Mop/Dust Cloth Treatment Fresh Mint Fragrance
Spartan	P-4D
Spartan	Green Solutions Industrial Cleaner
Spartan	Clean by 4D
Spartan	Xcelente
Spartan	P-4D
Spartan	Consume Nature's Way
Spartan	Tribase Multi Purpose Cleaner
Spartan	Trendsetter Sealer/Finish
Spartan	iShine
Spartan	Step Down
Sprayon	Zinc-Rich Galvanizing Compound
Stabrom	909 Biocide
Swell	Stainless Steel Cleaner
Talon	General Purpose Lubricant
Treatco	Floor & Mop Treatment
Trim-Tex	847 Spray Adhesive
Triple S	Censor Vandal Mark Remover
Valvoline	Non Detergent SAE 30 Motor Oil
Valvoline	SAE 30 Motor Oil
Viking	Pure Cleaner
Viking	PureSan Sanitizing Solution
WD-40	
Werth	Formula 66 Enzyme Digester with Instant and Residual Odor Control
X-T-M	Advanced Technology UMA Urethane Modified Acrylic Bonder White
ZAR	Oil-Based Wood Stain Dark Mahogany
Zinsser	Covers Up Stain and Sealing Ceiling Paint
Zinsser	B-I-N Shellac Base Primer Sealer Stain Killer
Zinsser	Cover Stain Oil-Base Primer