

New Lebanon School



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 New Lebanon School. 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

This list is immediately updated whenever the Head Custodian leaves, arrive, or when the workplace obligations of currently designated employees change.

It is the duty of the Head Custodian 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.

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 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

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 work, 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 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 the Head Custodian'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 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 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 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 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 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 must ensure it is effective and in compliance with OSHA's Hazard Communication Standard.

List of Hazardous Chemicals Used by Employees

The following is a list of all known hazardous chemicals used by employees of the Town of Greenwich's New Lebanon School. 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 New Lebanon School.

<u>New Lebanon School Hazardous Chemical List</u>	
<u>Manufacturer</u>	<u>Product Name</u>
3M	Stainless Steel Cleaner & Polish
Ajax	Oxygen Bleach Cleanser Heavy-Duty Formula
Benjamin Moore	Regal Classic Premium Interior 100% Acrylic Paint Flat Finish Black
Benjamin Moore	Ultra Spec HP D.T.M. Semi-Gloss Enamel Base 1
Butchers	Fountainhead 128
Butchers	Head Start
Butchers	Hot Springs
Butchers	Speedball 2000
Certo	Floor Neutralizer
CloroxPro	Pine-Sol Multi-Surface Cleaner
DAP	DryDex Dry Time Indicator Spackling
Diversity	Alpha-HP Multi-Surface Cleaner
Diversity	Crew Restroom Floor & Surface SC
Diversity	Defoamer
Diversity	Extraction Cleaner
Diversity	Extraction Rinse SC
Diversity	Glance HC
Diversity	Hot Springs
Diversity	Oxivir TB Wipes
Diversity	Speedball
Diversity	Spitfire SC
Diversity	Stride Floral HC

Diversity	Virex II 256
Endust	Stainless Steel Cleaner
Fiberlock Technologies	Shockwave Disinfectant & Cleaner
Goo Gone	Goo & Adhesive Remover
H&C	Concrete & Masonry Waterproofing Sealer
Humane Choice	General Disinfecting & Cleaning Wet Wipes
Jamestown Technologies	Molygard-135
Johnson Diversey	Bonnet Buff
Latcrete	Hydro Ban
Mannington Commercial	Infinity High Tack Pressure Sensitive Adhesive
Merlin	Melts Like Magic
Recordsol	Paint Thinner with Mineral Spirits
SC Johnson	Windex Powerized
Sherwin Williams	DTM Acrylic Coating
Sherwin Williams	Master Hide Flat Wall Paint Extra White
Sherwin Williams	ProMar 200 Interior Latex Bright Yellow
Sherwin Williams	Promat 200 Interior Latex Eg-Shell Bright Yellow
Sherwin Williams	ProMar 200 Interior Latex Flat
Sherwin Williams	ProMar 200 Interior Latex Low Sheen Eg-Shell
Sherwin Williams	ProMar 200 Interior Latex Semi-Gloss Extra White
Solution Series	Furniture Polish
Solution Series	Hand Soap
Spartan	Shineline Baseboard & Wax Build up Stripper
Viking	Pure Cleaner
Viking	Pure Sanitizer