

# **BRUNSWICK SEWER DISTRICT HAZARD COMMUNICATION PROGRAM**

Revised Edition – 2016

The following written Hazard Communication Program has been established for Brunswick Sewer District, 10 Pine Tree Rd, Brunswick, ME. All divisions and sections of the District are included within the program. The written program will be available on the District's drive for review by any interested employee.

Brunswick Sewer District will meet the requirements of this regulation as follows:

## **1. Container Labeling:**

Any employee receiving chemicals will verify that all containers received for use will be provided with:

- a. Product identifier
- b. Signal word
- c. Hazard statement(s)
- d. Pictogram(s)
- e. Precautionary statement(s); and
- f. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party

## **2. Solid Material Labeling**

Employees will verify that all solid materials were delivered with a label or received the label prior to the initial shipment, and need not be included in subsequent shipments unless information on the label changes.

Employees at each work site will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with our District's own labels which have: Product identifier, words, pictures, symbols or combination thereof, which provides at least general information regarding the hazards of the chemicals. For help with labeling contact the safety coordinator.

## **3. Safety Data Sheets (SDS)**

Copies of the SDSs for all hazardous chemicals to which employees of this District may be exposed will be available through SDS Binderworks.

SDSs will be available to all employees online. If SDSs are not immediately available or new chemicals in use do not have an SDS, please immediately contact your supervisor.

## **4. Employee Training and Information**

Prior to starting work each new employee of Brunswick Sewer District will attend a safety and health orientation and will receive information and training on the following:

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- a. An overview of the requirements contained in the Hazard Communication standard, Section 1910.1200.
- b. Chemicals present in the workplace operations.
- c. Location and availability of our written hazard communication program, including our list of hazardous chemicals, and Safety data sheets.
- d. Physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area.
- e. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- f. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- g. Steps the company has taken to lessen or prevent exposure to these chemicals.
- h. Safety emergency procedures to follow if they are exposed to these chemicals.
- i. How to read labels on shipped containers, as well as workplace labeling systems and review SDSs format and how to obtain appropriate hazard information.

After attending the training, each employee will sign a form to verify that they attended the training, received our written materials, and understood this district's policies on hazard communication.

Prior to a new hazardous chemical being introduced into any section of this company, each employee of that section will be given information as outlined above. Supervisors are responsible for ensuring that SDSs on the new chemical(s) are available.

## 5. List of Hazardous Chemicals

The following is a list of all known hazardous chemicals used by employees of Brunswick Sewer District. Further information on each noted chemical can be obtained by reviewing SDSs located online at SDS Binderworks.

<b><u>HAZARDOUS CHEMICALS</u></b>	<b><u>WORK PROCESS WHERE USED</u></b>
Sodium Hydroxide 25 & 50%	Process control, belt press room, Hut 1
Sodium Hypochlorite	Chemical Storage basement, chlorine contact tank
Argon, Compressed	Workshop
Carbon Dioxide, Compressed	Workshop
Acetylene	Workshop
Oxygen, compressed	Workshop
Calcium Oxide, (Quicklime)	Lime Silo

NOTE: The hazard communication standard only requires a list of all hazardous chemicals; however, it is felt that identifying the location and possible processes will aid the employer in carrying out the full program.

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## 6. Hazardous Non-routine Tasks

Occasionally, employees are required to perform hazardous non-routine tasks. Prior to starting work on such given projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- a. Specific chemical hazards
- b. Protective/safety measures the employee can take
- c. Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine tasks performed by employees of this company are:

TASK	HAZARDOUS CHEMICAL
_____	_____
_____	_____
_____	_____
_____	_____

## 7. Chemicals in Unlabeled Pipes

Work activities are often performed by employees in areas where chemicals are transferred through unlabeled pipes.

Prior to starting work in these areas, the employee must contact their supervisor for information regarding:

- a. The chemicals in the pipes
- b. Potential hazards
- c. Safety precautions which should be taken

## 8. Informing Contractors

It is the responsibility of the Administration to provide contractors (with employees) the following information:

- a. SDSs for hazardous chemicals to which they may be exposed while on the work site.
- b. Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.
- c. The labeling system used in the work place.

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## Format of SDS's

**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\***

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**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)).

## Pictograms

### Health Hazards



Corrosive Hazard



Acute Toxicity Hazard



General Hazard



Health Hazard

### Environmental Hazards



Environmental Hazard

### Physical Hazards

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Explosive Hazard



Flammable Hazard



Oxidizing Hazard



Compressed Gas Hazard



Corrosive Hazard



## Transportation Hazards



Explosives



Flammable Gases



Non-Flammable  
Non-Toxic Gases



Toxic Gases



Flammable Liquids



Flammable Solids



Spontaneous  
Combustion



Water Reactive



Oxidizing Substances



Organic Peroxides

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Corrosive Substances