

**HAZARD COMMUNICATION PROGRAM**  
**for**  
**CITY OF GLEN COVE**

**I. GENERAL**

The purpose of this instruction is to ensure that the City of Glen Cove is in compliance with the OSHA Hazard Communication Standard (HCS) 29 CFR 1910.1200.

The Director of Public Works is the overall coordinator of the City's program acting as the representative of the Mayor, who has overall responsibility.

In general, each employee in the City will be apprised of the substance of the Hazard Communication Standard, the hazardous properties of chemicals they work with, and measures to take to protect themselves from these chemicals.

The Department Head or a designee within each facility will be designated to provide oversight of this program as it pertains to each location.

**II. LIST OF HAZARDOUS CHEMICALS**

The Department Head or a designee will maintain a list of all hazardous chemicals used in the facility, and update the list as necessary, such as when new chemical products are received. The list will be made to correspond to the Product Name on the Safety Data Sheets and the order in which they are organized. This list also serves as an index for the Safety Data Sheets and is attached to this program.

**III. SAFETY DATA SHEETS (SDS)**

The Department Head or a designee will maintain a SDS for every substance on the list of hazardous chemicals at each City facility. SDS will be organized to correspond with the chemical list so they can be located quickly. The Department Head will ensure that each facility maintains an SDS for hazardous materials used in that area. SDS will be readily available to all employees.

The Department Head or a designee is responsible for acquiring SDS from the manufacturer, distributor or importer and ensuring that they are updated. The Department Head or a designee will review each SDS for accuracy and completeness and will consult with contracted safety professionals if additional research is necessary. Information on the standardized 16-section SDS format is provided in the attached fact sheet. All new procurements for the facility must be cleared by the Department Head or a designee. Whenever possible, the least hazardous substance will be procured.

SDS that meet the requirements of the Hazard Communication Standard must be fully completed and received at the facility either prior to, or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. It may be necessary to discontinue procurement from vendors failing to provide approved SDS in a timely manner.

#### **IV. LABELS AND OTHER FORMS OF WARNING**

The Department Head or a designee is designated to ensure that all hazardous chemicals in the facilities are properly labeled. Labels should list at least the product identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. Labels on containers shipped after December 1, 2015 must conform to the updated label requirements, which are detailed in the attached fact sheets. The Department Head or a designee will refer to the corresponding SDS to verify label information. Immediate use containers, small containers into which materials are drained for use on that shift by the employee drawing the material, do not require labeling. To meet the labeling requirements of Hazard Communication Standard for other in-house containers, refer to the label supplied by the manufacturer. All labels for in-house containers will be approved by the Department Head or a designee prior to their use.

The Department Head or a designee will check on a monthly basis to ensure that all containers in the facility are labeled and that the labels are up-to-date.

#### **V. INFORMATION**

The Department Head or a designee will provide each employee with information relating to the requirements of the Hazard Communication Standard; any operations in their work area where hazardous chemicals are present; and the location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals and safety data sheets.

#### **VI. TRAINING**

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. Hazardous chemical training is conducted by the contracted safety vendor.

The training will emphasize these elements:

- A summary of the standard and this written program;
- Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals;
- Physical and health hazards associated with potential exposure to workplace chemicals;
- Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures;
- Hazardous chemical spill and leak procedures; and
- An explanation of the labels received on shipped containers and the workplace labeling system used by their employer; and the SDS, including their location, and the order of information and how employees can obtain and use the appropriate hazard information. (Refer to attached fact sheets)

The Department Head or a designee will monitor and maintain records of employee training and advise the facility manager on training needs.

## **VII. CONTRACTOR EMPLOYERS**

The Department Head or a designee will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises.

## **VIII. NON-ROUTINE TASKS**

Any supervisors contemplating a non-routine task (e.g., boiler repair) will consult with the Department Head or designee and will ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures. This will be accomplished by a meeting of supervisors and the Department Head or designee with affected employees before such work has begun.

## **IX. ADDITIONAL INFORMATION**

Further information on this written program, the hazard communication standard, and applicable Safety Data Sheets is available at City Hall, 9 Glen Street, Glen Cove, NY 11542 (phone: 516-676-4814).

# Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

**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)).

**Employers must ensure that SDSs are readily accessible to employees.**

See Appendix D of 1910.1200 for a detailed description of SDS contents.

# Pictograms

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

# Sample Label

## Product Identifier

CODE \_\_\_\_\_

Product Name \_\_\_\_\_

## Supplier Identification

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Emergency Phone Number \_\_\_\_\_

## Precautionary Statements

Keep container tightly closed. Store in cool, well ventilated place that is locked.

Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools.

Use explosion-proof electrical equipment.

Take precautionary measure against static discharge. Ground and bond container and receiving equipment.

Do not breathe vapors.

Wear Protective gloves.

Do not eat, drink or smoke when using this product.

Wash hands thoroughly after handling.

Dispose of in accordance with local, regional, national, international regulations as specified.

**In Case of Fire:** use dry chemical (BC) or Carbon dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.

## First Aid

If exposed call Poison Center.

If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

## Hazard Pictograms



## Signal Word

Danger

## Hazard Statement

**Highly flammable liquid and vapor.**

**May cause liver and kidney damage.**

## Supplemental Information

### Directions for use

\_\_\_\_\_

\_\_\_\_\_

Fill weight: \_\_\_\_\_ Lot Number \_\_\_\_\_

Gross weight: \_\_\_\_\_ Fill Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**HAZARD COMMUNICATION PROGRAM**  
for  
**CITY HALL**

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**HAZARD COMMUNICATION PROGRAM**  
**for**  
**PUBLIC WORKS YARD – MECHANIC SHOP**

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<b>Hazardous Chemicals List</b>	
<b>Product Name</b>	<b>Have SDS?</b>
76 - MP Gear Lube 80W-90	X
76 - UNOBA EP Grease 2	X
AC Delco - Professional 800 CCA 110 RC - 78 VPG Battery	X
B'Laster - Air Tool Conditioner	X
CAM2 Promax Premium AW46 Hydraulic Oil	X
Conoco - Super ATF	X
Dupli-Color - Wheel Gloss Clear Coat (protects chrome)	X
Fox Valley - Super Stripe Traffic - Paint Power Cartridge	X
JB - 80 Spray Lubricant	X
JB - Concentrated Oil Treatment	X
JB - Radiator Stop Leak	X
Johnsens - Power Steering Fluid	X
Kano - Aerokroil - Spray oil	X
Kendall - GT-1 dexos1 Full Synthetic Motor Oil SAE 5W-30	X
Lucas Oil Products - Chain Lube	X
Master - Fade Free - DOT-3 Brake Fluid	X
Meyer - Hydraulic Fluid - Type M-1	X
Miles Lubricants - Evercool EC-1 50/50 Ethylene Glycol	X
Mobil 1 - 5W-30 Motor Oil	X
Morado - Super Cleaner (Degreaser)	X
Motor Medic - Air Brake System Anti-Freeze & Rust Guard	X
Motor Medic - Thrust Starting Fluid	X
NAPA - AW 46 Hydraulic Oil	X
NYDEF - True 32 DEF	X
Peak - Windshield Wash and Deicer	X
Shell Rotella - T3 HD SAE 15W-40 Diesel Oil	X
Valvoline - Premium Blue SAE 15W-40 Diesel Engine Oil	X
Volvo - Wet Brake Transaxle Oil - Allison C-4 WB 101	X
WD - 40 - Spray Lubricant	X
Wurth - Battery Cleaner & Leak Detector	X
Wurth - Fuel Injector & Valve Cleaner	X
Wurth - Glass Cleaner	X
Wurth - Low VOC (45%) Brake & Parts Cleaner	X
Wurth - Rost Off	X
Wurth - Rost Off Extra	X
Wurth - Throttle Body Cleaner	X
Wurth Low VOC White Lithium Grease	X
Zep - Dyna Clean - Dregreaser	X
Zep - Formula 50 R.T.U. - Cleaner	X

**HAZARD COMMUNICATION PROGRAM**  
for  
**PUBLIC WORKS YARD – BAYS**

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**HAZARD COMMUNICATION PROGRAM**  
for  
**PUBLIC WORKS YARD – SIGN SHOP**

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