

AMITYVILLE PUBLIC LIBRARY

HAZARD COMMUNICATION

I. General

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

The Custodian is the overall coordinator of the facility program acting as the representative of the Director, who has overall responsibility.

In general, each employee in the facility will be appraised of the substance of the HCS, the hazardous properties of chemicals the work with, and measures to take to protect themselves from these chemicals.

II. List of Hazardous Chemicals

The Custodian will maintain a list of all hazardous chemicals used in the facility, and update the list as necessary. The hazardous chemical list will be updated upon receipt of hazardous chemicals at the facility. The list of hazardous chemicals is maintained in the Custodian's office.

III. Material Safety Data Sheets (MSDS's)

The Custodian will maintain an MSDS library on every substance on the list of hazardous chemicals in the Amityville Public Library. The MSDS will consist of a fully completed OSHA Form 174 or equivalent. The Director's Secretary will ensure that each work area maintains an MSDS for hazardous materials used in that area. MSDS's will be readily available to all employees.

The Custodian is responsible for acquiring and updating MSDS's. the custodian will review each MSDS for accuracy and completeness and will consult with the Director if additional research is necessary. All new procurements for the facility must be cleared by the Director. Whenever possible, the least hazardous substance will be procured.

MSDS's that meet the requirements of HCS 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 procurements from vendors failing to provide approved MSDS's in a timely manner.

IV. Labels and Other Forms of Warning

The Custodian is designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings and the name and address of the manufacturer, importer or other responsible party. The Custodian will refer to the corresponding MSDS 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 HCS for other in-house containers, refer to the label supplied by the manufacturer. All labels for in-house containers will be approved by the Director prior to their use.

The Custodian 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. Training

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS 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 Custodian or vendor.

The training will emphasize these elements:

- a. A summary of the standard and this written program;
- b. Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals;
- c. Physical and health hazards associated with potential exposure to workplace chemicals;
- d. Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures;
- e. Hazardous chemical spill and leak procedures; and
- f. Where MSDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information.

The Director's Secretary will monitor and maintain records of employee training and advise the facility manager on training needs.

VI. Contractor Employers

The Custodian, upon notification from the Director, will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises.

VII. Non-Routine Tasks

The Custodian contemplating a non-routine task, e.g. boiler repair, will consult with the Director 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 OS&H manager with affected employees before such work is begun.

VIII. Additional Information

Further information on this written program, the hazard communication standard, and applicable MSDS's is available at the Amityville Public Library, 631-264-0567.

Adopted October 21, 1992
Reviewed October, 19, 2000