



Safety Rules  
Policy No. 04

Approved: 06/01/99, Revised: 2/2/07

City Manager: \_\_\_\_\_

## THE CITY OF POMONA

### SAFETY POLICIES AND PROCEDURES

### HAZARD COMMUNICATION POLICY

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#### I. PURPOSE

The purpose of the City of Pomona Hazard Communication Policy is to ensure that employees are adequately trained and informed of the hazards and methods of protection from hazardous substances that may occur in the workplace.

#### II. APPLICABILITY

This Policy applies to all City of Pomona locations where hazardous substances are present.

#### III. POLICY

It is the policy of the City of Pomona to comply with all aspects of the Cal/OSHA requirements for hazard communication specified in the Hazard Communication Standard *Title 8, Subchapter 7, Article 109, Section 5194*.

#### IV. DEFINITION OF TERMS

"*Chemical Name*" - the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name which will clearly identify the substance for the purpose of conducting a hazard evaluation.

"*Container*" - any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, tank truck, or the like that contains a hazardous substance.

"*Exposure*" - any situations arising from work operation where an employee may ingest, inhale, absorb through the eyes or skin, or otherwise come into contact with a hazardous substance.

"*Hazard Warning*" - any words, pictures, symbols, or combination thereof, appearing on a label or other appropriate form of warning which may convey the health hazards and physical hazards of a substance in a container.



**HAZARD COMMUNICATION POLICY (Continued)**

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*"Immediate Use"* - hazardous substances will be under the control of and used only by the person who transfers it from the labeled container and only within the work shift in which it is transferred.

*"Label"* - any written, printed, or graphic material displayed on or affixed to containers of hazardous substances.

*"Material Safety Data Sheet (MSDS)"* - written or printed material concerning a hazardous substance.

**V. RESPONSIBILITIES****A. Department Head shall:**

1. Ensure that the Hazard Communication Policy is implemented. The department director has the authority to delegate any or all portions of the Hazard Communication Policy to subordinates, but will be held responsible for compliance.

**B. Supervisors shall:**

1. Ensure that employees are properly informed about the hazardous substances that may be encountered in the workplace;
2. Ensure that the appropriate personal protective equipment (PPE) is available for the task, and that employees are properly trained to use this equipment; and
3. Ensure that ongoing training occurs through the use of safety awareness meetings, tailgates, etc.

**C. Employees shall:**

1. Read the MSDSs' and labels of each chemical before it is used in the workplace;
2. Use the personal protective equipment required for the task; and
3. Ensure that all containers are properly labeled with the identity of the chemical and its hazards.

**D. Safety Officer shall:**

1. Update and maintain the Hazard Communication Policy;
2. Provide assistance in training employees on hazard communication;
3. Provide interpretation of MSDSs;
4. Review chemical inventory on an annual basis;
5. Approve new chemicals prior to departmental purchase; and
6. Approve personal protective equipment prior to departmental purchase.

**VI. PROCEDURE****A. Labeling**

Any material transferred from a labeled container and not intended for the immediate use



## **HAZARD COMMUNICATION POLICY (Continued)**

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of the employee performing the transfer, shall be labeled in such a manner that the chemical and its hazards are properly identified. The identification system for labeling shall be from the: National Fire Protection Association, Hazard Material Information System, or a manufacturer's system. Employees will be advised of, and trained in, the labeling system used in the workplace. The Safety Officer will provide guidance to supervisors for selecting information to be used on labels. Management is ultimately responsible for ensuring that all containers in each section are properly labeled. All labels or other forms of hazard warning shall be legible. Employees shall not deface labels on hazardous substance containers.

### **B. Material Safety Data Sheets**

Employees working in an area where a hazardous chemical is used will be informed of the existence of the MSDS and its location, and their right to a personal copy. Copies of MSDSs for all hazardous chemicals will be kept in a central location that is accessible to all employees. If an MSDS is not available employees should immediately contact their immediate supervisor.

The Safety Officer will periodically audit the MSDS files to ensure that copies are available for all chemicals used in the workplace.

### **C. Employee Training and Information**

Information will be given to employees who may be exposed to a hazardous chemical in the workplace through training programs. Training will be conducted by the supervisor or Safety Officer upon initial assignment of a new employee and whenever a new hazard is introduced into the workplace.

At a minimum, training will include a discussion of:

1. The requirements of the Cal/OSHA Hazard Communication Standard;
2. The location of the written Hazard Communication Policy;
3. The definition of a hazardous chemical;
4. The operations within an employee's area where hazardous chemicals are present;
5. The contents of an MSDS and how to apply the information included therein to the work area situation;
6. How and where MSDSs are stored;
7. How to interpret and use labels on containers of hazardous materials and an explanation of the labeling system used within the division;
8. The potential fire, health, reactivity hazards likely to be encountered in handling or utilization of a hazardous material;
9. What to do in an emergency, release, or over-exposure to a chemical;
10. Methods employees can use to detect the presence or release of a chemical;
11. Warnings that some chemicals may pose a cancer or reproductive hazard to the employee; and



## **HAZARD COMMUNICATION POLICY (Continued)**

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12. Forbidden storage of food and water around chemicals.

Training and information sharing shall be accomplished by either formal classroom instruction or in safety tailgate meetings. All training will be documented. Training concerning new hazards will be provided within 30 days of introduction into the workplace.

Supervisors will discuss any chemical hazards associated with non-routine tasks that the employee does not normally conduct prior to the employee doing the task. This discussion will include a review of the chemical hazards, MSDS, and personal protective equipment required. The supervisor must document that this training took place prior to the employee conducting the task.

### **D. Protection Methods**

The methods that the City of Pomona has employed to protect employees from chemical exposures will include:

1. General dilution ventilation provided in the workplace to limit the accumulation of hazardous vapors and any other measures provided to reduce employee exposure to hazardous chemicals;
2. Work practice controls and proper storage/handling of chemicals;
3. The use of personal protective equipment as outlined in the Injury and Illness Prevention Policy;
4. Proper procedures to follow in the event of a chemical spill including protective equipment required and methods of containing spills and leaks;
5. Emergency first aid procedures in the event exposure to a hazardous chemical should occur;
6. Instruction on the use of eye wash stations and their locations within the division; and
7. Employee instruction on how to detect hazardous chemicals in their work area, including odors and personal monitoring devices.

### **E. Chemical Inventory**

Each division that uses hazardous chemicals will be required to maintain a chemical inventory. The inventory must be updated whenever a new chemical enters the workplace; a chemical is no longer used in the workplace; and on an annual basis. The most recent version of the chemical inventory will be kept on file by Risk Management. The *Facility Chemical Inventory* form shall be used for the purpose of maintaining an inventory. The Division Head shall be responsible for the chemical inventory.

## **VI. ACTION**

This revised Policy is effective 2/2/07.