CITY AND COUNTY OF DENVER

Hazard Communication Policy		
Occupational Safety and Health Management System No. 65.6.1 This policy was developed and shall be implemented under the authority of Executive Order No. 65 and the Risk Management Office.	January 1995 January 1, 2008	Prepared / Revised By: Risk Management – Safety Unit

1.0 Introduction

This policy has been developed to ensure employees at the City and County of Denver are provided the information needed to work safely with hazardous materials. This will be accomplished by departments / agencies creating and maintaining an inventory of all hazardous materials used in the workplace; labeling these materials with appropriate warnings; making material safety data sheets (MSDS) accessible to all employees; and educating employees in the hazards and the proper precautionary and emergency procedures related to the materials in their workplace..

2.0 Scope

City and County employees who work in areas where they are exposed to hazardous materials are required to comply with the procedures outlined in this document. Individual departments / agencies who have an existing Hazard Communication program in place may continue to use that program if it provides the same degree of worker protection.

3.0 Objectives and Definitions

In order for a material to be considered hazardous, two (2) features must be satisfied. First, the material must have harmful properties. These properties include toxicity, corrosively and flammability. Harmful properties alone do not constitute a hazard. There must also be exposure to the material. The degree of these harmful properties and the degree of exposure determine the degree of hazard.

Any material can be hazardous under the right conditions. On the other hand, a material with a high inherent ability to cause harm can be safe if exposures are adequately controlled.

Carcinogen: A material for which there is sufficient evidence that is causes cancer and is listed by (1) the National Toxilogical Program (NTP), International Agency for Research on Cancer (IARC) or the American Conference of Governmental Industrial Hygienists (ACGIH); or (2) is regulated by the Occupational Safety and Health Administration (OSHA) as a carcinogen.

Hazardous Material (Chemical): Any material (solid, liquid, gas) that contains a chemical or mixture of chemicals that is a health or physical hazard. Examples include such items as most

laboratory chemicals, paints, adhesives, epoxies, fuels, welding rods, industrial solvents and others.

Health Hazard: A hazardous material that may cause adverse acute or chronic health effects to exposed persons. This term includes chemicals that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, liver toxins, kidney toxins, neurotoxins, agents that act on the blood forming system and agents that damage the lungs, skin, eyes or mucous membranes.

Material Safety Data Sheet (MSDS): Written information supplied by the manufacture of a hazardous chemical that contains the chemical identity of the material, physical and chemical properties, physical and health hazards, protective safety measures and emergency procedures.

Non-original Containers: Containers such as squeeze bottles, glassware, bags or drums into which hazardous materials are transferred from their original containers.

Physical Hazard: A hazardous material that is combustible, explosive, flammable, pyrophoric, unstable (reactive), cryogenic, organic peroxide or an oxidizer.

Potential Exposure: Using or handling hazardous materials or accidental exposure to hazardous materials that may occur as part of a job. Potential exposures do not include handling of closed or packaged containers or incidental contact with low-hazard materials on an infrequent basis.

Threshold Limit Value (TLV): A term used to express the airborne concentration of a material to which nearly all persons can be exposed day after day without adverse effects.

4.0 General Rules

4.1. Employees must be informed on the hazardous effects, proper handling, storage, use and disposal of hazardous materials in their work area(s). This information must also be provided when any new hazardous material is introduced in their work area.

4.2. The following are specifically excluded from this policy:

A. Non-occupational uses of food, drugs and cosmetics.

B. Over-the-counter household products kept in original containers that are used in the workplace if the use and exposure are no greater than ordinary household use. However, if an employee's use of a product is greater than normal household use, then there is an increased exposure potential and the handling and use of the product must be in compliance with this policy.

4.3. Routine safety inspections that are conducted in accordance with Safety and Health Inspection Policy 65.3 will ensure that chemical hazards are properly identified, containers are properly labeled and hazardous materials are safely controlled.

4.4. A hazardous material (chemical) inventory shall be maintained for each work location that uses or stores hazardous materials.

4.5. Material Safety Data Sheets (MSDS) for hazardous materials (chemicals) must be maintained and made available to employees.

4.6. Containers, original or non-original, must be labeled with (1) the specific name of the hazardous material so that it can be traced to its corresponding MSDS; and (2) with an appropriate warning statement regarding the physical and health hazards of the material. Carcinogens and peroxide-forming chemicals must be labeled indicating the specific hazard(s).

5.0 Procedures

5.1. Hazardous Materials Inventory

A. Managers / Supervisors are responsible for maintaining a list of hazardous materials that are used and/or stored in work areas under their direction. The inventory list must include the proper hazardous material name so that the material is traceable to the Material Safety Data Sheet (MSDS). The inventory list shall also state the approximate quantity of the material present in the work area and the location in which it is stored. See Attachment One for a sample inventory list.

5.2. Material Safety Data Sheets (MSDS)

A. Managers/Supervisors must ensure that MSDSs are obtained for hazardous materials in their work area and that the MSDSs are accessible to employees.

B. Hazardous materials must not be used or stored in a work area unless a MSDS has been obtained and is readily available.

C. A MSDS must be requested whenever new chemicals are ordered from a supplier. Hazardous materials are not to be ordered or accepted unless a MSDS is available.

5.3. Training

A. All employees who work with hazardous materials or have a potential exposure to hazardous materials on the job must receive Hazard Communication training.

B. New employees must receive Hazard Communication training prior to being assigned to job duties in which there is an exposure or potential exposure to hazardous materials.

C. At a minimum, the training provided will include:

1. Information on specific types of hazardous materials present in the work area, including information on labeling and access and use of the MSDS.

2. Location of MSDSs, hazardous materials inventory and emergency safety equipment such as eyewash stations.

3. Specific methods used to detect the presence or release of a hazardous material (e.g., alarms, monitors, odors).

4. Procedures to be used in the work area and protective equipment required to safeguard workers against exposure to hazardous materials.

5. Response actions to take in the event of a spill.

6. Emergency notification procedures.

5.4. Labeling

A. All containers, original or non-original, must be properly labeled so that the contents are readily identifiable. The following information must be included on all labels:

1. Name and address of manufacturer or importer.

2. Identity of chemical.

3. Appropriate hazard warnings.

6.0 References and Additional Information

29 CFR 1910.1200 – OSHA Hazard Communication Program
Denver Fire Code, Chapters 7, 23
National Fire Protection Association (NFPA) Article 30

Attachment One

Chemical Inventory Sample

PRODUCT	COMPONENT	DEPT.	QUANITY	HEALTH EFFECT TARGET ORGAN	PPE	EMERGENCY PROCEDURES
42290X-Tend 01110	Styrene monomer, polyester resin	Paint	55 GAL	Suspect Carcinogen	Ventilation, organic solvent respirator, impermeable clothing and neoprene gloves	If contact to eyes-flush 15 minutes - seek medical immediately; Skin wash thoroughly Ingestion- Do Not induce vomiting - seek medical immediately
32083 inks 2000 series	Benzene, epoxy acrylate ester	Dept. 16	30 GAL	Carcinogenic, skin sensitizer	Ventilation, neoprene gloves that are impervious to acetates	If contact to eyes-flush 15 minutes - seek medical immediately; Skin wash thoroughly Ingestion- Do Not induce vomiting - seek medical immediately
42844 spindle lube	Phenol, acids,	Maint. & Dept. 18	330 GAL	Carcinogenic, skin and eye irritant (do not breath mist)	Ventilation, rubber gloves	If contact to eyes-flush 15 minutes - seek medical immediately; Skin wash thoroughly Ingestion- Do Not induce vomiting - seek medical immediately
42656/83H super 300 form-a-gasket	Carbon black, isopropyl alcohol, rosin,	Dept. 16	10 LBS	Carcinogenic, irritant of lungs, skin, eyes	Ventilation, rubber gloves	If contact to eyes-flush 15 minutes - seek medical immediately; Skin wash thoroughly Ingestion- Do Not induce vomiting - seek medical immediately