

SAFETY PROGRAM



*Towns of Mapleton,
Castle Hill, and Chapman*

(207) 764-3754
www.mapleton.me

Hazard Communication Program

The following written Hazard Communication Program has been established for the Towns of Mapleton, Castle Hill & Chapman (Towns). All departments of the Towns are included within the program. The written program will be available in the Town Office, 103 Pulcifer Road, Mapleton, Maine for review by any interested employee.

The Towns will meet the requirements of this regulation as follows:

1. Container Labeling:

The Town Manager 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

The Town Manager will verify that all solid materials not exempted due to their downstream use 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.

The Town Manager will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label, or with our Towns' own labels which have the requirements of the original label, or product identifier, words, pictures, symbols or combination thereof, which provide at least general information regarding the hazards of the chemicals. For help with labeling, contact the Safety Committee consisting of Scott Ashby and Jon Frederick.

Additional Guidance for Secondary Labeling:

<https://www.osha.gov/dsg/hazcom/hazcom-faq.html>

3. Safety Data Sheets (SDS)

Copies of the SDSs for all hazardous chemicals to which employees of the Towns may be exposed will be in the area where the hazardous chemicals are stored.

Town Office – cleaning gear closet
Highway Department – garage parts room
Recreation Department – pool house office

SDSs will be available to all employees in their work area for review during each work shift. If SDSs are not immediately available or new chemicals in use do not have an SDS, please immediately contact the Town Manager.

4. Employee Training and Information

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

- a. An overview of the requirements contained in the Hazard Communication standard, Section 1910.1200. This includes the labeling requirements under Global Harmonization System (GHS).
- 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 Towns have 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.

Documentation of training is on file, as evidence of training may be requested by the U.S. or State of Maine Department of Labor. Documentation includes topic, date, person conducting training and attendance roster. Employees shall sign the training roster to verify they attended the training, received our written materials, and understood the Towns' policies on hazard communication.

Prior to a new hazardous chemical being introduced into any department of the Towns, each employee of that department will be given information as outlined above. The Town Manager is responsible for ensuring that SDSs on the new chemical(s) are available.

5. List of Hazardous Chemicals

All known hazardous chemicals used by employees of the Towns are listed in the SDS binders in the locations listed in section 3.

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.

7. Informing Contractors

It is the responsibility of the Town Manager to provide contractors 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.

Format of SDS's as part of Global Harmonization System

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)).

Pictograms

Health Hazards



Corrosive Hazard



Acute Toxicity Hazard



General Hazard



Health Hazard

Environmental Hazards



Environmental Hazard

Physical Hazards



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



Corrosive Substances