

**CITY OF GRAND PRAIRIE
HUMAN RESOURCES POLICIES AND PROCEDURES**

Section D: **Risk Management**
No. 7: **Hazard Communication Program**
Revised and Approved: **9/26/18**

1.0 Purpose:

- 1.1 This policy ensures city compliance with The Texas Hazard Communication Act ("HAZCOM" or the "Act"), Chapter 502 of the Texas Health and Safety Code, as required of public employers in Texas. This Act ensures employees receive information regarding hazardous chemicals in the workplace to which they may be exposed and that the City provides required notices, training, chemical lists and labeling, Safety Data Sheets and Personal Protective Equipment (PPE) at each worksite where such chemicals are stored.

2.0 Scope:

- 2.1 All city departments, including full time, part time and seasonal employees.

3.0 Responsibility:

- 3.1 To facilitate administration and compliance with HAZCOM, the following level of responsibilities are established:
- a. Human Resources shall:
 - (1) Ensure the policy, any necessary updates, comply with the Act and remain available and published on the city's intranet site for access by employees;
 - (2) Ensure required Notices remain updated and provided to departments for posting;
 - (3) Provide initial required training upon hire and the maintenance of those records;
 - (4) Provide any required reporting to the state of injury or deaths that warrant a state report.
 - b. The Environmental Services Director, and/or designees, shall:
 - (1) file the annual community right-to-know report with the state as required by the Superfund Amendments and Reauthorization Act, and
 - (2) assist with coordination and HAZCOM program oversight.
 - (3) Be responsible for soliciting departments and updating the City-Wide Master Workplace Chemical List by December 31 annually;
 - (4) Providing a copy of the finalized list to Human Resources annually; and
 - (5) Maintaining the Workplace Chemical List for at least 30-years.
 - c. Directors shall ensure:
 - (1) that all supervisory personnel in their divisions are extensively trained regarding hazardous chemicals, requirements of this Policy and the Act, and take measures to implement processes for compliance and safe environments for their employees to minimize exposure and/or injury;
 - (2) the required notices are posted in each division/building occupied by their employees;

- (3) Workplace Chemical Lists are maintained accurately for each division and provided annually and timely to the Environmental Services' designee on the required forms based upon data provided for each SDS/MSDS of chemicals stored at their worksite(s).
- d. Supervisors at each worksite shall:
 - (1) Provide departmental training as compliant with provisions herein to each new employee;
 - (2) Maintain training records for each new employee trained;
 - (3) Maintain worksite chemical lists and their respective Safety Data Sheets (SDS) for current chemicals and those no longer at the worksite; and
 - (4) Provide all necessary and required PPE for the chemicals on the worksite based upon information provided in the Act.
- e. Employees shall:
 - (1) complete required training and comply with safety expectations relating to chemicals, exposure and labeling.

4.0 Exemptions:

- 4.1 Per Section 502.004(f), the following chemicals are exempt from the requirements of the THCA and are outside the scope of this written program:
 - a. Hazardous waste that is subject to regulation by the Texas Commission on Environmental Quality (TCEQ) and/or the U.S. Environmental Protection Agency
 - b. Tobacco or tobacco products;
 - c. Wood or wood products;
 - d. Articles formed to a specific shape or design during manufacture and that do not release or otherwise result in exposure to a hazardous chemical under normal conditions of use;
 - e. Food, drugs, cosmetics or alcoholic beverages
 - f. Consumer products or hazardous substances used in the workplace in the same manner as normal consumer use and if the use results in a duration and frequency of exposure that is not greater than exposures experience by a consumer;
 - g. Radioactive waste.

5.0 Policy:

5.1 Required Workplace Notice

- a. Human Resources Department provides the required Texas Hazard Communication Act Notice within the large compliance poster distributed and updated as annually or as needed. If your worksite/building does not have a compliance poster, contact Human Resources. Spanish versions of the specific HAZCOM Notice are available upon request.
- b. Notices should be clearly posted and unobstructed.

5.2 Safety Data Sheets and/or Material Safety Data Sheets

- a. SDS sheets are the new versions and should replace MSDS on file over time.
- b. SDS or MSDS for each hazardous chemical purchased, stored and/or used at the worksite are required to be maintained, in hard copy or electronic form, and readily

available to employees.

- c. As SDSs are received, they replace the MSDS on file.
- d. Training on both the old MSDSs and the new SDSs should continue until the worksite no longer has any of the old MSDSs on site.
- e. SDSs/MSDSs received should be reviewed by the supervisor/manager at the site check for new and significant health/safety information and pass that new information on to the employees.
- f. Hazardous chemicals received without an SDS or MSDS must not be used until a current SDS or MSDS is obtained.
- g. Missing SDSs or MSDSs must be requested from the appropriate source (e.g. chemical manufacturer, distributor, or electronic database) within 30 days from receipt of the hazardous chemical.
- h. Both active and inactive SDS/MSDS should be maintained in the worksite as the City must keep chemical lists for 30 years.

5.3 Chemical Container Labels

- a. Managers/Supervisors at each worksite must ensure that all hazardous chemical containers are properly labeled. SDS/MSDS's should be utilized to verify label information.
 - (1) Primary chemical containers should be clearly labeled to include:
 - (a) Chemical Identity as it appears on SDS/MSDS;
 - (b) Appropriate hazard warnings;
 - (c) Name and address of the manufacturer
 - (2) Secondary containers of the hazardous chemical must only include a label with (1)(a) and (b) above.
 - (3) If an alternative labeling system is used (such as the National Fire Protection Association (NFPA)), a description of that system should be provided to employees.
- b. The Environmental Services Director, or designee, will provide assistance to departments in determining correct label information Environmental Services
- c. If an employee transfers chemicals from a labeled container to a portable container that is intended only for immediate use, no labels are required on the portable container. Chemical transferred and stored in a portable container must be labeled in compliance with 6.3(2) above.

5.4 Employee Training

- a. Initial Training
 - (1) Every full time, part time or seasonal employee must complete initial training during "Onboarding" on The Hazard Communication Act since they may be exposed to or work with hazardous chemicals (even in office areas -white out, toner cartridges, etc.) during their tenure at the City.
- b. Departmental Training
 - (1) Once the employee reports to the worksite (new and/or promoted/transferred), the supervisor/manager must provide departmental training for hazardous chemicals that includes the following:
 - (a) SDS/MSDS and information included for all chemicals on site,

- (b) Location of the hazardous chemicals,
- (c) Physical and health effects of exposure to the chemicals,
- (d) Proper use, permeability, fit, functionality, maintenance and storage of PPE,
- (e) Safe handling of the hazardous chemicals,
- (f) First aid treatment for exposure to the chemicals, and
- (g) Safety instructions regarding clean-up and disposal.
- (2) Departmental training records must be maintained and include:
 - (a) Date of training
 - (b) List of those trained at that session,
 - (c) Instructors, and
 - (d) Topics covered.
 - (e) Employee signature that they received the information and understand it.

5.5 Personal Protective Equipment

- a. Appropriate safety equipment, as noted on the SDS/MSDS is to be provided to employees prior to use or exposure to any hazardous chemicals.
- b. All employees are required to use appropriate PPE when handling or using hazardous chemicals. The failure to use appropriate safety equipment may be grounds for disciplinary action, up to and including termination.

5.6 Employee Injuries or Death involving Hazardous Chemical Exposure

- a. Employees who experience harmful exposure to a hazardous chemical shall:
 - (1) seek immediate medical attention,
 - (2) notify their supervisors immediately, and
 - (3) complete a Report of Employee Injury (see "D2 - Workers Compensation and Salary Supplement Program) and submit to Human Resources no later than 24 hours of incident.
- b. The City's Human Resources Risk Advisor shall notify the Texas Department of State Health Services at the address shown in (c) below of any employee accident that involves hazardous chemical exposure or asphyxiation, **AND**:
 - (1) that is fatal to one or more employees, OR
 - (2) results in hospitalization of five or more employees.
- c. Texas Department of State Health Services
 Division of Regulatory Services Policy, Standards & Assurance Unit
 Environmental Hazards Group
 PO Box 149347, MC 1987
 Austin, TX 78714-9347

- 5.7 Employees who cause or witness an accidental release/spill of a hazardous chemical shall immediately report such release to a supervisor. Notification of the City's emergency dispatcher (911) should be made in situations where such release is a threat to human health or the environment.

5.8 Hazardous Chemical Disposal

- a. Disposal of hazardous chemicals shall be conducted in accordance with state and

federal regulations. Contact the Environmental Services Director for assistance in determining proper disposal practices.

5.9 Employee Rights

- a. An employee may not be disciplined, harassed, or discriminated against for exercising any rights under the Act, filing a complaint, responding to questions, or participating in proceedings related to the Texas Department of State Health Services or to the Act itself.
- b. Employees cannot waive their rights under the Act.

5.10 Contractors storing chemicals on City Premises

- a. Departments shall immediately notify the Environmental Services' designee of any contractor storing hazardous chemicals in the workplace.
- b. Contractors must provide chemical lists to the Environmental Services' designee in compliance with the Act and ensure City employees are restricted from access to such storage locations.
- c. Contractor chemicals must be properly labeled as required under the Act.

5.11 Workplace Chemical List

- a. Texas Hazard Communication Act requires the City to compile and maintain a workplace chemical list (WCL) of each hazardous chemical normally present in the workplace in excess of 55 gallons or 500 pounds.
- b. The weight of the chemical is determined using the aggregate amount of the chemical in the entire workplace.
 - (1) The WCL should include the following information for each hazardous chemical listed and for each workplace or work area for which it is prepared:
 - (a) The identity of the hazardous chemical as it appears on the Safety Data Sheet (SDS) and container label.
 - (b) The work area(s) in which the chemical is normally present.
 - (c) The name and signature of the person who prepared the WCL.
 - (d) The date on which the WCL was prepared.

6.0 Appendices:

- 6.1 Information Regarding Hazardous Communication, MSDS and SDS sheets, labeling of Hazardous Products, and other pertinent information from the state will be posted on the city's intranet site, Raving Fans > Human Resources