

**CITY OF SACRAMENTO REGULATORY COMPLIANCE PROGRAM**

**TOPIC: HAZARD COMMUNICATION PROGRAM**

**EFFECTIVE DATE: 03/18**

**SUPERSEDES: 12/10 and 03/03**

**SECTION: RCP #3**

**PURPOSE**

This program provides City of Sacramento employees with information about hazardous chemicals to which they may be exposed at work. This includes container labeling and other forms of warning, safety data sheets and employee training. This program meets the regulatory requirements of Title 8, California Code of Regulations 5194.

**PROCEDURES AND REQUIREMENTS**

**1. Hazardous Substance Inventory**

- a. Each department head will ensure there is an annual dated inventory of all hazardous chemicals present in his or her workplace. These chemicals will be identified by the product identifier referenced on the appropriate Safety Data Sheet (SDS). Attachment A contains a list of definitions for terms in this regulatory compliance program;
- b. The hazardous chemicals inventory is to remain current and all future products must be included at or before the time of use;
- c. In areas where there are multi-department employees or where City employees work with outside contractors, a pre-work conference will be held to discuss the hazardous chemicals to be used;
- d. An annual dated inventory shall be kept and archived to substantiate when products were in use. Current inventories will be kept with the SDS. Attachment B is an example of a chemical inventory.

**2. Labels and Other Forms of Warning**

- a. Each Department Head will ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with the following information:
  1. Product identifier;
  2. Signal word, either danger or warning;
  3. Hazard statement(s);
  4. Pictogram(s);
  5. Precautionary statement(s); and

6. Name address, and telephone number of the manufacturer, importer or other responsible party.
- b. Employees must not remove or deface any of the manufacturers labels or warnings;
- c. Secondary containers will be labeled with a label that contains either:
  1. Equivalent information to the manufacturer's label placed on the original container; or
  2. Product identifier and words, pictures, symbols, or combination, which provide at least general information regarding the hazards of chemicals. When used with other information immediately available to employees under the hazard communication program, these identifiers will provide employees with the specific information regarding the physical and health hazards of the hazardous chemicals.

### **3. Safety Data Sheets (SDS)**

- a. Each Department Head will ensure that his or her division obtains SDSs for each hazardous chemical on his or her inventory list. SDSs must be available in a central location, which is easily accessible to all employees during work hours. Remote locations which use or store hazardous chemicals should have SDSs available on site, but the main office SDS will suffice if information is immediately available by phone. Electronic access and other alternatives to maintaining paper copies of the safety data sheets are permitted if no barriers to immediate employee access in each workplace are created by such options;
- b. Employees are required to follow instructions and precautions of the SDS, unless otherwise directed in a tailgate meeting or by the Safety Office;
- c. If the SDS is not provided by the manufacturer, the Department Head shall do the following:
  1. Send a written request to the manufacturer within seven working days from the date of the employee request;
  2. Provide a copy of the written request to the employee requesting the SDS;
  3. Notify the employee within 15 days of the receipt of the SDS;
  4. Notify the Director of the State Department of Industrial Relations if a response has not been received from the manufacturer within 25 working days from the date of the request.
- d. Whenever a new or revised safety data sheet is received that contains new information indicating significant increased risks to, or measures necessary to protect, employee health as compared to those stated on previously provided ones, the information must be shared with employees within 30 days after receipt.

### **4. Employee Training**

- a. The Department Head will ensure that employees are provided with information and training on hazardous chemicals in his or her work area at the time of his or her initial assignment, whenever a process changes, and whenever a new hazard is introduced into his or her work area. The information and training will consist of the following:

1. An overview of the Cal-OSHA regulation;
  2. The requirements of this program;
  3. The operations in the work area where hazardous chemicals are present;
  4. The location and availability of this written program, the inventory of hazardous chemicals and the SDSs;
  5. The methods and observations that may be used to detect the presence or release of a hazardous chemicals in the work area;
  6. The physical and health hazards of the chemicals in the work area and the necessary protective measures that must be implemented;
  7. An explanation of the labeling system and the SDS, and how the employees can obtain and use the appropriate hazard information;
  8. How to reduce or prevent exposure to hazardous chemicals using engineering controls, work practices and or through the use of personal protective equipment;
  9. Steps the department has taken to reduce or prevent exposure; and
  10. Emergency and first aid procedures.
- b. Employees have the right:
1. To personally receive information regarding hazardous chemicals to which he or she may be exposed;
  2. For his or her physician or collective bargaining agent to receive information regarding the hazardous chemicals to which the employee may be exposed; and
  3. Not be subject to discharge or discrimination due to exercising these rights.
- c. Each Department Head will ensure that employees are initially trained in the elements of this program. The chemical hazards will be discussed in the regular periodic tailgate meetings prior to the use of the hazardous chemicals.
- d. All initial and subsequent training will be documented as required by the City's IIPP. The documentation will include a brief description of the training, date, name(s), and signature(s).

## **5. Contract Work**

- a. When it is necessary for an outside contractor to perform work at the City of Sacramento, it shall be the responsibility of the project manager to inform the contractor of the identity of any hazardous chemicals to which the contractor's employees may be exposed. The project manager will obtain a signed receipt of having provided this information at the pre-job conference. The procedure for informing the contractor will include the following:

1. Providing the hazardous chemical inventory for the area where the work is being performed to the contractor; and, advising the contractor of the labeling system;
2. Making the SDSs of the identified hazardous chemicals in a designated work area available to the contractor;
3. Making the contractor aware of the appropriate protective measures taken by employees in a designated work area; and
4. It is also the responsibility of the project manager to determine if the contractor will be using any hazardous chemicals and, if so, to take appropriate actions to ensure the protection of the City's employees.

## **6. Hazardous Non-Routine Tasks**

Prior to starting work on hazardous non-routine tasks, every affected employee will be given information by the supervisor about the hazardous chemical(s) to which he or she may be exposed. Such information will include, but not limited to, specific hazards associated with the chemical(s), protective measure (e.g. personal protective equipment, work practices, engineering controls, etc.), and emergency procedures.

## Definitions (Attachment A)

**Chemical**

Any substance, or mixture of substances.

**Classification**

Identification of relevant data regarding the hazards of a chemical to ascertain whether a chemical is hazardous and to what degree.

**Combustible Liquid**

Any liquid having a flashpoint greater than 199.4° F (93°C).

**Common Name**

Any designation or identification such as code name, code number trade name, brand name or generic name used to identify a substance other than by its chemical name.

**Container**

Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, tank truck, or the like that contains a hazardous substance. For purposes of this program, pipes or piping systems are not considered to be containers.

**Exposure or Exposed**

Any situation arising from work operation where an employee may ingest, inhale, absorb through the skin or eyes, or otherwise a hazardous substance.

**Hazard Category**

The division of criteria with each hazard class. These categories compare hazard severity within a hazard class.

**Hazard Class**

The nature of the physical or health hazards. Examples: flammable solid, carcinogen, oral acute toxicity.

**Hazard Statement**

A statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

**Hazardous Chemical**

Any chemical which is classified as a physical hazard or health hazard, simple asphyxiate, combustible dust, pyrophoric gas, or a hazard not otherwise classified.

**Health Hazard**

Any chemical in which acute or chronic health effects may occur in the exposed employees. These include substances, which are carcinogens, reproductive toxins, irritants, corrosives, and sensitizers.

**Label**

Any written, printed, or graphic material displayed on or affixed to containers of hazardous substances.

**Label Elements**

The specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.

**Mixture**

A combination or a solution composed of two or more substances in which they do not react.

**Physical Hazard**

A chemical that is classified as posing one of the following hazardous effects: explosive, flammable, oxidizer, self-reactive, pyrophoric, self-heating, organic peroxide, corrosive to metal, gas under pressure, combustible liquid, water-reactive, or in contact with water emits flammable gas.

**Pictogram**

A composition that may include a symbol plus other graphic element, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical.

**Precautionary Statement**

A phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

**Safety Data Sheet (SDS)**

Written or printed material provided by the manufacturer concerning a hazardous substance.

**Signal word**

A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal word used in the section are “danger” and “warning” is used for the less severe.

**NFPA**

The National Fire Protection Association

**Secondary Container**

Any container other than the one produced by the manufacturer.

## Example of Chemical Inventory (Attachment B)

Chemical Name	Manufacturer	Amount	Comments
33 glazing	DAP	1 X 32 fl. oz.	
3M electrical 4-way	3M Electronic Products	1 X 10.75 oz. aerosol	part no. 1605
3M scotch grip 1357	3M Ind. Tape and Spec.	1 X 32 fl. oz.	adhesive; part no. 62-1357-6530-3
acetylene (dissolved) cylinders	Sierra Airgas	4 X 125 cf cylinders	
acetylene cylinders	Sierra Airgas	4 X 7 cf; 5 X 125 cf	(916)454-9353
acrylastic 510	Davlin Coatings	1 X 5 gal.	prop 65
Aerokroil	Kano Labs.	2 X 10 oz. aerosol	(615)833-4101
airco nozzle dip	Airco	1 X 16 fl. oz.	part no. 0-108-16
allo cutting lubricant	Pathlord, Ltd.	1 X 500 g	
ammonia inhalants	Zee Medical	1 package	part no. 2601
argon cylinder	Sierra Airgas	1 X 250 cf cylinder	
argon/CO2 cylinder	Sierra Airgas	1 X 250 cf cylinder	
bacharach fyrite solution (red for CO2)	Bacharach	1 X 2 oz.	(412)963-2000
basalite concrete mix	Union Camp Corporation	3 X 80 pounds	
betco pH 7 neutral cleaner	Betco	1 X 1 gal.	
bleach (All Pure Chemical brand)	All Pure Chemical	1 X 1 gal.	
bleach (Lucky brand)	Nat'l Procurement and Logistics	1 X 1 gal.	5.25% sodium Hypochlorite
boraxo TMT	Dial	2 X 5 pounds	part no. 2561
bostik never seez	Bostik	1 X 8 oz.	(580)777-0100
bostik RTV silicone sealant	Bostik	6 X 10.3 fl. oz.	used throughout
brake kleener	Curtis Industries	1 X 19.75 oz. aerosol	part no. 83997
brazo welding/brazing flux	All-State Welding Products	1 X 1 pound	(800)638-1647
butyl rubber caulk	Sherwin-Williams	4 X 10.5 fl. oz.	
calgon c-3 refrigeration oil	Calgon	1 X 1 gal.	part no. 43031
calgon c-4 refrigeration oil	Calgon	2 X 1 gal.	part no. 43041
chemsearch gex (lubricant)	Chemsearch	1 X 14 oz. aerosol	(800)527-9921; flammable
chemsearch hy-zinc	Chemsearch	9 X 16 oz. aerosol	(800)527-9921
citrachief cleaner	Apache Enterprises	1 X 1 gal.	alkaline; (916)422-1118
CO (90.8 ppm) balance nitrogen cylinder	Sierra Airgas	1 X 250 cf cylinder	
coil rite	Stewart Hall	1 X 1 gal.	non-acid cleaner