

## Hazard Communication Program

This policy describes how the OSHA (Occupational Safety and Health Administration) Hazard Communication Standard requirements are met. Additionally, this document is to inform staff members that the North Babylon Public Library is complying with The Standard by compiling a hazardous chemical list, by using Material Safety Data Sheets, by ensuring that containers are labeled and by providing employees with training.

The Hazard Communication Program applies to all work operations in the library where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation. The Library Director has the overall responsibility of the program.

This document addresses all library facilities and is available to all employees.

All bottles, containers, cans, etc. are to be kept closed when not in use and stored appropriately.

**Labeling and other forms of warning:** A description of how criteria for labels are checked.

Labels must identify the chemical, give appropriate hazard warnings, and the manufacturer's name and address. Labels are not intended to be either the sole, or the most complete source of information regarding the nature or identity of hazardous chemicals in the workplace. They serve as an immediate warning and as a reminder of the more detailed information provided in other formats (posters, MSDS, notices, etc.).

All containers of hazardous chemicals in the library are labeled, tagged, or marked with the identity of the hazardous chemical and appropriate hazard warnings. In some cases, signs, placards, process sheets, batch tickets, blend tickets, operating procedures or other similar accessible written materials are used in lieu of affixing labels to individual containers.

A portable container is one that is filled from a labeled container by an employee who uses it immediately (during one work shift). No label is required in this case. Excess chemical in the portable container at the end of the employee's shift must be properly disposed of. Another worker cannot be handed the unlabeled container. Therefore, portable containers are rarely used.

**Material Safety Data Sheets:** A description of how the criteria for Material Safety Data Sheets will be met.

Material Safety Data Sheets (MSDS) are written or printed data sheets concerning a hazardous chemical, which is prepared and distributed with chemicals by the chemical manufacturer and/or distributor.

The library maintains MSDS for all hazardous chemicals used or handled. Copies of these MSDS are filed in a labeled binder, which is kept in the circulation office. MSDS are available to all employees and are in English. This is the heart of the regulation - readily available information. They contain:

- Chemical identification
- Hazardous ingredient data
- Physical data
- Fire and explosion data
- Health hazard data
- Reactivity data
- Spill or leak procedures
- Special protection data
- Special precautions

As new chemicals are introduced for use in the library, it is the responsibility of the primary user (usually the Head Custodian) to insure that a MSDS for the new item is included in the binder.

There are various web sites that support MSDS information. While these web sites were supplying high quality information at the writing of the policy, it should be noted that they may or may not maintain or upgrade information, or that other web sites may be better sources.

Some web sites that can be useful are:

- [msds.pdc.cornell.edu](http://msds.pdc.cornell.edu) (supported by Cornell University)
- [msdsonline.com](http://msdsonline.com) (must register to access)
- [hazard.com](http://hazard.com) (supported by the State of Vermont)
- [www.ilpi.com/msds](http://www.ilpi.com/msds) (links to other sites)
- [www.msdssearch.com](http://www.msdssearch.com)

Users should verify that all information is accurate and up-to-date.

**Employee Information and Training:** A description of how the criteria for employee information and training will be met.

All current and new employees are trained for the OSHA Hazard Communication Standard based on the requirements of the Standard itself and the chemical hazards present in the library. Employees learn about their Right-To-Know, the written Hazard Communication Program, warning labels, the availability and utilization of MSDSs, the hazards to which they may be exposed, the determination of the presence of hazards, and the means of protection available to them.

The general training program consists of viewing the Johnson Wax videotape, "Making OSHA's Hazard Communication Standard Work", printed handouts and other pertinent information from the supervisor conducting the training. Other up-to-date, equivalent or better materials may be substituted. Training is critical to effective hazard communication, however, not only must employees be trained, they must walk away with an understanding of what they are working with. The goal is to increase the employee's knowledge of the chemicals they handle, so that they handle them in a safe manner.

Hazard communication posters are displayed in the staff areas of the library. These posters identify employee's Right-to-Know and the person to contact for more information. While there are no requirements for posters, they can be an effective way to communicate several kinds of information to employees. Employees are encouraged to read these posters and notices.

Supervisors are required to provide additional employee training concerning workplace hazards when:

- Chemicals with new hazards are introduced into the library
- Process or equipment changes are made which could cause new or increased employee exposures
- Procedures and work practices are introduced or changes which could cause new or increased employee exposure
- Employees are transferred from one work area to another where different hazards may be present

A record for all employees training and retraining is kept in the employee's official personnel folder and in the library's hazard communication program files.

**List of Hazardous Chemicals:** A list of the hazardous chemicals known to be present in the library. A chemical inventory should be done on a regular basis.

General	Custodial
Black Developer	Aerosol Bathroom Cleaner
Bleach	Bleach
Black Dry Ink	Compare
Blue Dry Ink Plus	Complete for Floors
Glue Stic	Easy Bleach
Kapbond	Edmer All Purpose Cleaner
Magic Mend	Edmer Emulsion Bowl Cleaner
Minolta Bimode Toner	Edmer Extra Heavy Duty Multi Purpose Cleaner
Minolta Clear Dispersant	Edmer Furniture Polish
Minolta MT Toner	Edmer Vandalism Mark Remover
Minolta Starter Toner	Emulsion Bowl Cleaner
3M Brand Activator	Extra Point
Dry Silver Paper	Go-Jo Hand Cleaner - Original
Red 702 Magic Ink	N.R.R. 500
Typo Cleaner	795 Silicone Sealant, Gray
	Shake Down
	Spraypol
	SSS Chewing Gum and Candle Wax Remover
	Step Off
	Tee Off
	Wall Block Deodorant
	Wall Power
	Windex Glass Cleaner
	Zep Conquer
	Zep 30
	Zep 30A
	Zep 35
	Zep-X-Out

Any printed list should be considered out of date, since new materials become available daily.

**Non-Routine Tasks:** A discussion of the methods for informing employees of the hazards of non-routine tasks.

The supervisor of an employee performing a non-routine task is responsible for adequately training that employee concerning the task. The employee is responsible for ensuring that the supervisor is aware that a non-routine task will be performed.

Some non-routine tasks require special permits to be issued before work may begin or require some special procedures be followed. It is the responsibility of the employee to follow these procedures in order to insure their own safety.

**Contractor's Employees to be Informed:** The methods of informing any contractor's employees working at the library of the hazardous chemicals their employees may be exposed to while working at the library.

Upon initial entry to the premises, contracted employees or their supervisors are to be advised of our safety regulations. These regulations include the requirement that they must comply with all OSHA standards while working at the library. Contractor's employees are expected to take appropriate measures to protect themselves from any hazards present. They will be informed of any hazards to which they may be exposed in the working environment and will be notified of the availability of MSDSs for hazardous materials in the workplace.

**Contractor's Responsibility:** The methods to assure that contractors provide MSDS for all hazardous materials they may bring into the library and procedures to inform our employees concerning this information.

The contracted employees or their supervisors are to notify the library director (or designee) of any hazards to which they may expose library employees. Contractors are to provide MSDS for any hazardous materials they introduce to the library.

### **Agency Addresses**

Occupational Safety and Health Administration  
Department of Labor  
200 Constitution Avenue, NW  
Washington, DC 20210  
202-219-8148

New York Regional Hazard Communication Director  
US Department of Labor - OSHA  
201 Varick Street, Room 670  
New York, NY 10014  
212-337-2378

Long Island Area Office  
US Department of Labor - OSHA  
9990 Westbury Road  
Westbury, NY 11590  
516-334-3344

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