



Town of Bradley Hazard Communication Policy Municipal Building

Overview:

The Town of Bradley is committed to the prevention of hazardous material and chemical incidents that could result in injury and/or illness to any employee or property damage. The Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard (29 CFR 1910.1200) is based on the simple concept that employees have both a need and a "right to know" and "right to understand" the identities, hazards, and protective measures of any chemicals they work with during their employment. The following Hazard Communication Program has been established by The Town of Bradley to meet that standard.

Town Manager Responsibilities:

1. Managing and maintaining the Hazard Communication Program's components.
2. The chemical inventory in the respective areas with Safety Data Sheets.
3. Ensuring that all employees are trained regarding the chemical hazards and safe work practices they need to employ while handling, storing, and using hazardous chemicals to reduce harmful exposure.

The Employees are responsible for:



1. Understanding the chemical; they work with and hazards encountered by reading the labels and Safety Data Sheets.
2. Using safe work practices and wearing appropriate personal protective equipment while using hazardous chemicals.
3. Knowing where and how to obtain Safety Data Sheets.
4. Notify the Town Manager of torn, damaged, or illegible labels or of unlabeled containers.
5. Participate in yearly training.

Container Labeling:

All containers located in the municipal building will be clearly labeled per legal requirements:

- Product Identifier (see item marked 1)
- Pictograms (see item marked 2)
- Signal Word (see item 3)
- Hazards Statements (see item marked 4)
- Precautionary Statements (see item marked 5)
- Supplier Identification (see item marked 6)

Correct Label Example

2 	1 Sulfuric Acid	2 
	3 Danger! May be harmful if swallowed. Causes severe skin burns and eye damage. Fatal if inhaled. Harmful to aquatic life.	
	Do not breathe dust/fume/gas/mist/vapors/spray. Wear protective gloves/protective clothing/eye protection/face protection. Wear respiratory protection.	
5	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER or doctor/physician.	
	In case of fire Use water spray, alcohol-resistant foam, dry chemical or carbon dioxide.	
	See Material Safety Data Sheet for further details regarding safe use of this product.	
6	Sigma-Aldrich 3050 Spruce Street SAINT LOUIS MO 63103 USA Telephone : +18003255832	
1 Product Identifier	4 Hazard Statements	
2 Pictograms	5 Precautionary Statements	
3 Signal word, "Danger!"	6 Supplier Information	

The following chart depicts the Pictograms for use in labels, dependent on the nature of the chemical or hazard, as recently adopted internationally through the Global Harmonization System (GHS):

Pictograms:

<p style="text-align: center;">Health Hazard</p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> ▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity 	<p style="text-align: center;">Flame</p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> ▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides 	<p style="text-align: center;">Exclamation Mark</p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> ▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
<p style="text-align: center;">Gas Cylinder</p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> ▪ Gases Under Pressure 	<p style="text-align: center;">Corrosion</p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> ▪ Skin Corrosion/Burns ▪ Eye Damage ▪ Corrosive to Metals 	<p style="text-align: center;">Exploding Bomb</p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> ▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides
<p style="text-align: center;">Flame Over Circle</p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> ▪ Oxidizers 	<p style="text-align: center;">Environment (Non-Mandatory)</p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> ▪ Aquatic Toxicity 	<p style="text-align: center;">Skull and Crossbones</p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> ▪ Acute Toxicity (fatal or toxic)

Standard Procedure:

Generally, the only chemicals housed and used within the municipal building will be normal household cleaning supplies. These cleaning supplies are to be used in the workplace as prescribed on each labeled container.

This policy will be reviewed by each municipal building employee in January of each year.

Safety Data Sheets:

Safety Data Sheets (SDS) will be obtained and maintained for each hazardous chemical in the workplace. The sheets are located on the shelf near the cleaning supplies in the utility room.

If an employee recognizes that the appropriate SDS is not available, they must notify the Town Manager immediately.