



City of Newport News Hazard Communication Program

The following is based on the requirements of the OSHA Hazard Communications Standard, 29 CFR 1910.1200.

I. Purpose

To ensure that information and understanding about the dangers of all hazardous chemicals used by the City of Newport News is known and understood by all affected employees, the following hazardous information program has been established. Under this program, you will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

This program applies to all work operations in our company where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units of this company will participate in the Hazard Communication Program.

The Safety Program Administrator is responsible for reviewing and updating this program as necessary.

II. Container Labeling

Each of the City's Departments are responsible for verifying that all containers they received for use will be clearly labeled as to the product identifier, signal words, hazard statement(s), pictogram(s), and precautionary statement(s), and manufacturer information (name, address, and telephone number of the chemical manufacturer, importer, or other responsible party). Employee training on recognition and understanding of GHS pictograms (Appendix A) will be provided by a competent individual designated by the Department.

The Department will also ensure that all secondary containers are labeled with product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

III. Safety Data Sheets (SDSs)

Each of the City's Departments are responsible for establishing and monitoring their own SDS program. Procedures shall be developed to update and obtain the necessary SDSs and review incoming SDSs for new or significant health and safety information. SDSs can normally be obtained by searching online using the manufacturer's product info on the container label or contacting the manufacturer directly. The Department will see that any new information and training is communicated to affected employees. Hazardous products shall not be used until a current SDS can be obtained.

SDSs will be readily available to all employees during each work shift. If an SDS is not available, employees shall not use that product. SDSs can be made readily available to affected employees in each work area using the digital or paper format or a combination of both.

IV. Employee Training and Information

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard before working with hazardous chemicals. Hazard Communication Part I & II training is available online <https://www.webnettraining.com/lms/login> for all City employees.

In addition to the online training each new employee shall receive safety orientation from a competent individual designated by the Department that includes the following information and training:

- The hazardous chemicals present at his/her work area
- The physical and health risks of the hazardous chemicals
- Symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
- Steps the company has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals
- How to read labels and SDSs to obtain hazard information

- Location of the SDS files and Departmental Hazard Communication program

Prior to introducing a new chemical hazard into the Department, each affected employee will be given information and training as outlined above for the new chemical hazard.

V. Hazardous Non-routine Tasks

If an employees is required to perform non-routine tasks that are hazardous, examples of non-routine tasks are: confined space entry, tank cleaning, etc., each affected employee will be given information a competent person designated by the Department about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use, and steps the Department is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

VI. Informing Other Employers/Contractors

It is the responsibility of each Department to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees. Other employers and contractors will be provided with SDSs for hazardous chemicals generated by the Department's operations by either digital or paper format.

In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by the Department.

VII. List of Hazardous Chemicals

The Department shall maintain a list of all known hazardous chemicals used and/or stored by their employees. This list includes the name of the chemical, the manufacturer, the work area in which the chemical is used,

and quantity in which it is stored. Further information on each chemical may be obtained from the SDS. When new chemicals are received, this list shall be updated within 30 days.

VIII. Program Availability

A copy of this program will be made available, upon request, to employees and their representatives.

Appendix A
GHS Hazard Symbols and Classes

Flame	Flame Over Circle	Exclamation Mark	Exploding Bomb
 <p>Flammables Self Reactive Pyrophorics Self-heating Emits Flammable Gas Organic Peroxides</p>	 <p>Oxidizers</p>	 <p>Irritant Dermal Sensitizer Acute Toxicity (harmful) Narcotic Effects Respiratory Tract Irritation</p>	 <p>Explosives Self Reactive Organic Peroxides</p>
Corrosion	Gas Cylinder	Health Hazard	Skull and Crossbones
 <p>Corrosives</p>	 <p>Gases Under Pressure</p>	 <p>Carcinogen Respiratory Sensitizer Reproductive Toxicity Target Organ Toxicity Mutagenicity Aspiration Toxicity</p>	 <p>Acute Toxicity (severe) Fatal</p>
Environment (non mandatory)			
 <p>Aquatic Toxicity</p>			