



Town of Georgia Hazard Communication Policy

Approved xxx xx, 2026

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1.0 PURPOSE

The purpose of this policy is to inform the employees and visitors of Town of Georgia municipal buildings about possible hazards connected with materials in the buildings and about proper handling of materials used in municipal operations.

2.0 SCOPE

This implementation of this policy will ensure that the employees and visitors of Town of Georgia municipal buildings are aware of any potential hazards connected with any materials to which they may be exposed in the course of their work or visit. In order to accomplish this, the Town of Georgia will ensure that:

- A. A current list of all hazardous chemicals or materials being used in the municipal buildings are maintained on premises;
- B. All containers of hazardous materials stored and used at municipal buildings are appropriately labeled;

- C. All Town employees are trained to recognize and interpret labels, warnings, and signs that are attached to containers; and
- D. All Town employees are trained to understand the content of the safety data sheets (SDS) provided for each hazardous substance and recognize possible risks to health and the potential for physical harm.

3.0 LISTING OF HAZARDOUS CHEMICALS

All Town of Georgia municipal buildings will maintain a list of all hazardous chemicals used on-site.

Each Department Head will ensure that safety data sheets are requested and obtained from the supplier of any new product ordered by the Town of Georgia. The Public Works Director will maintain a master listing of all hazardous materials and SDS for all materials.

4.0 CONTAINER LABELING

Materials received at all Town of Georgia municipal buildings must have intact, legible labels. These labels must include the following:

- A. The name of the hazardous substance(s) in the container;
- B. A hazard warning; and
- C. The name and address of the manufacturer or other party responsible.

Secondary containers, or products moved from original containers to different containers, must be labeled in the same manner as listed above.

No secondary containers may be utilized without the approval of the Public Works Director.

5.0 SAFETY DATA SHEETS (SDS)

Formerly known as Material Safety Data Sheets (MSDS), Safety Data Sheets (SDS) for each hazardous chemical are compiled and retained along with the written program. A list of all hazardous chemicals will be maintained, along with a copy of the written program and the SDS. The SDS will be organized in a logical manner to aid in finding individual SDS.

- A. The Public Works Director and the Town Administrator are responsible for establishing and monitoring the SDS program.
- B. The Public Works Director and the Town Administrator will ensure procedures are developed to obtain the necessary SDS and will review incoming SDS for new or significant health and safety information.

- C. Copies of SDS for all hazardous chemicals to which employees or visitors are exposed or are potentially exposed will be kept in binders and located at each Town of Georgia municipal building.
- D. Town employees will not bring outside chemicals into municipal buildings for office use, to include hand sanitizers or lotions, unless kept apart for personal use only and not made available to other employees or for public use.
- E. SDS will be readily available to all employees during hours the municipal buildings are open. If an SDS is not available, the Public Works Director and/or Town Administrator should be contacted to obtain the sheet or otherwise make the information.

6.0 TRAINING

The Town Administrator (or other designee appointed by the Selectboard or Town Administrator) will ensure that all employees at Town of Georgia municipal buildings where hazardous materials are kept or used receive training on the handling of hazardous materials.

The training program will include the following:

- A. The location and availability of the SDS and files.
- B. Methods and procedures that the employee may use to detect the presence or accidental release or spill of hazardous materials in the work area, including proper clean up.
- C. Precautions and measures employees can take to protect themselves from the hazardous materials and include emergency procedures.
- F. Periodically, the Town Administrator or authorized designee may provide additional refresher training to ensure that employees retain adequate knowledge regarding the hazards of chemicals in the workplace, as well as how they can protect themselves.
- G. Training must be conducted for all employees when any new chemical or hazardous material enters the work site. This training must occur before the chemical or hazardous material is used by any employee.
- H. After each training session, the trainer will certify a roster of all participants. Included with the roster will be a list of all hazardous materials included in the training.

7.0 HEALTH, SAFETY AND EMERGENCY PROCEDURES

The following information will be available in the Town Offices for local health and jurisdictional authorities, if requested or required:

- A. A list of all hazardous materials used on authority sites.
- B. The location of stored hazardous materials of 55 gallons (500 pounds) or more, and special procedures for spill control and/or clean-up for specific hazardous substances if necessary.
- C. Unusual health and environmental hazards (both air and water) that may result from the release of specific quantities of hazardous substances.

8.0 PURCHASE OF HAZARDOUS CHEMICALS

The Public Works Director oversees the ordering of all cleaning products and hazardous chemicals. Each municipal department will coordinate the ordering of cleaning products and hazardous materials with the Public Works Director directly.

9.0 POLICY REVIEW

The Town of Georgia Selectboard will review the Town of Georgia Hazard Communication Policy on an annual basis at the yearly reorganization meeting and will update it as required.

Adopted by the Selectboard on [DATE], 2026.

Kellie Bosenberg, Chair

Brian Dunsmore, Vice Chair

Tammy Hardy, Selectboard Member

Judith Nasca, Selectboard Member

Carl Rosenquist, Selectboard Member