



GEORGIA

VERMONT

Town of Georgia Hazard Communication

1 PURPOSE

1.1 To ensure that information about the dangers of hazardous chemicals used by Town of Georgia are known by all affected employees, the following written program has been established. In all cases, we rely on hazard determinations completed by product manufacturers. The intent of this program is to fully comply with the requirements of VOSHA 1910.1200.

All work units of the municipality will participate in hazard communication program. This written program will be available at the Town Office for review by any interested employee. Employees and/or their union representatives may also request copies of Safety Data Sheets.

2 CONTAINER LABEL

- 2.1 All Department Heads will verify that all incoming containers received for use will be clearly labeled as to the contents, list the appropriate hazard warning (to include target organs and potential health effects), and list the name and address of the manufacturer. During the period of time through which manufacturers transition to the new globally harmonized system (GHS) of labeling, we will make note of products that have labels with the new symbols and warnings and advise employees of these (see training section).
- 2.2 Department Heads in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels that have the identity and appropriate hazard warning. Secondary containers used by a single person during a single shift are exempt from labeling requirements as long as the product is used up, returned to its original container, and under the control of the user.
- 2.3 The Department Head will review and verify the company labeling procedures every 6 months and will update the labels required.

3 SAFETY DATA SHEETS (SDSs)

- 3.1 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 are compiled and retained along with the written program. A list of all hazardous chemicals in each facility 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.
- 3.2 The Department Heads are responsible for establishing and monitoring the SDS program. They/they will make sure procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. They/they will see that any new hazard or related information is passed on to affected employees. The procedure below will follow when an SDS is not received at the time of initial shipment:

Copies of SDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in _____

SDSs will be readily available to all employees during each work shift. If an SDS is not available, The Department Head should be contacted to obtain the sheet or otherwise make the information readily available.
- 3.3 When revised/updated SDSs are received, the following procedure will be followed to replace old SDSs: All outdated SDSs or old MSDS will be retained for at least 30 years.

4 EMPLOYEE TRAINING AND INFORMATION

- 4.1 The Town Administer is responsible for ensuring that each employee receives Hazard Communication information and training. Them/They will ensure that all program elements specified below are carried out. Prior to starting work where there is exposure to hazardous chemicals, each new employee will attend a health and safety training that includes the following:
- An overview of the requirements contained in the Hazard Communication Standard.
 - The hazardous chemicals present at their work area
 - The physical and health risk 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 municipality has taken to reduce or prevent exposure to hazardous chemicals.
 - Procedures to follow if employees are overexposed to hazardous chemicals
 - Procedures to follow in the event of a spill, including limits on employee responses if appropriate.
 - How to read labels, the GHS hazard symbols, and SDSs to obtain hazard information.
 - Location of SDS compilation and written hazard communication program.
- 4.2 Periodically, supervisors and/or department heads 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.
- 4.2.1 Prior to introducing a new chemical hazard into any section of our workplace, each employee in that section will be given information and training as outlined above for the chemical hazard. The training format will be as follows:
- 4.2.2

5 LIST OF HAZARDOUS CHEMICALS

- 5.10 Periodically, an inventory of all hazardous chemicals in the workplace is completed. The following is a list of all known hazardous chemical used by our employees. Include here, or attach as separate sheet(s), the chemical list developed during the inventory. Arrange this list so that you are able to cross-reference it with your SDS file and the labels on your containers.

Insert template when made:::::

5.10.1

