

Westchester County

Department of Parks, Recreation & Conservation

HAZARD COMMUNICATION and RIGHT TO KNOW PROGRAM

Facility _____

I. General

The purpose of this instruction is to ensure that ALL Parks Department facilities are in compliance with the OSHA Hazard Communication Standard (HCS) 29CFR 1910.1200. The following procedures pertain to the facility identified above.

The Facility Manager is the overall coordinator of the facility program acting as representative of the Director of Operations who has overall responsibility.

In general, each employee in the facility will be apprised of the substance of the HCS, the hazardous properties of chemicals they work with, and measures to take to protect themselves from these chemicals.

II. List of Hazardous Chemicals

The Facility Manager will maintain a list of all hazardous chemicals used in the facility, and update the list as necessary. The facility and overall Department hazardous chemical list will be updated upon receipt of hazardous chemicals at the facility. The Department-wide list of hazardous chemicals is maintained at the main office at 450 Saw Mill River Rd, Ardsley in the office of the Director of Operations

III. Material Safety Data Sheets (MSDS's)

The Facility Manager will maintain an MSDS library on every substance on the list of hazardous chemicals at your facility. The MSDS will consist of a fully completed OSHA Form 174 or equivalent. The Facility Manager will ensure that each work area maintains an MSDS for hazardous materials used in that area. MSDS's will be readily available to all employees.

The Facility Manager is responsible for acquiring and updating MSDS's. The Facility Manager will review each MSDS for accuracy and completeness and will consult with the Director of Operations if additional research is necessary. All new procurements for the facility must be cleared by the respective Division Director. Whenever possible, the least hazardous substance will be procured.

MSDS's that meet the requirements of HCS must be fully completed and received at the facility either prior to, or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. It may be necessary to discontinue procurements from vendors failing to provide approved MSDS's in a timely manner.

IV. Labels and other Forms of Warning

The Facility Manager is designated to ensure that all hazardous chemicals in the park are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party. Facility Manager will refer to the corresponding MSDS to verify label information. Immediate use containers, small containers into which materials are drained for use on that shift by the employee drawing the material, do not require labeling. To meet the labeling requirements of HCS for other in-house containers, refer to the label supplied by the manufacturer. All labels for in-house containers will be approved by Facility Manager prior to their use.

Facility Managers will check on a monthly basis to ensure that all containers in the facility are labeled and that the labels are up to date.

V. Training

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those hazardous chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. Hazardous chemical training is conducted by the Facility Manager, under the guidance of the Director of Operations.

The training will emphasize these elements:

- A summary of the standard and this written program;
- Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals;
- Physical and health hazards associated with potential exposure to workplace chemicals;
- Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures;

- Hazardous chemical spill and leak procedures; and
- Where MSDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information.

The Director of Operations will monitor and maintain records of employee training and advise the Facility Manager on training needs.

VI. Contractor Employers

Facility Managers will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises.

VII. Non-Routine Tasks

Maintenance or other supervisors contemplating a non-routine task, e.g. boiler repair, will consult with the local OS&H Manager or designee and will ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures.

VIII. Additional Information

Further information on this written program, the hazard communication standard, and applicable MSDS's, is available from the Director of Parks, 450 Saw Mill River Rd, Ardsley PH: (914) 231-4558

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