

Town of Tiburon

Hazard Communication Program

November 2020

Table of Contents

List of Hazardous Substances 3
Safety Data Sheets (SDSs)..... 3
Labels and Other Forms of Warning..... 4
Hazardous Non-Routine Tasks 5
Labeled/Unlabeled Pipes (if applicable)..... 5
Informing Contractors..... 5

To enhance our employees' health and safety, the Town of Tiburon has developed, implemented, and maintains a hazard communication program as required by the Hazard Communication Regulation, California Code of Regulations, Title 8 (8 CCR), Section 5194. The hazard communication manager, the Superintendent of Public Works or their designee, has full authority and responsibility for implementing and maintaining this program. The Town provides information about the hazardous substances in our workplace, the associated hazards, and the control of these hazards through a comprehensive hazard communication program that includes the elements listed below.

List of Hazardous Substances

The Superintendent of Public Works, or their designee, will prepare and keep current an inventory list of all known hazardous substances present in the workplace. Specific information on each noted hazardous substance can be obtained by reviewing the Safety Data Sheets (see Attachment A, "Hazardous Substance Inventory List").

Safety Data Sheets (SDSs)

The Superintendent of Public Works, or their designee, is responsible for obtaining the SDSs, reviewing them for completeness, and maintaining the data sheet system for the Town. In the review of incoming data sheets, if new and significant health/safety information becomes available, this new information is passed on **immediately** to the affected employees by additional training sessions, posting of memos, and other means of communication.

Legible SDS copies for all hazardous substances to which employees of this organization may be exposed are kept in at Town Hall, the Corporation Yard, and the Police Station. SDSs are readily available for review to all employees in their work area and during each work shift. If SDSs are missing or new hazardous substances in use do not have SDSs or if an SDS is obviously incomplete, please contact the Superintendent of Public Works, and a new SDS will be requested from the manufacturer. If the Town is unable to obtain the SDS from the vendor within 25 calendar days of the request, the Town will either call our local Cal/OSHA compliance office or write to:

Division of Occupational Safety and Health
Deputy Chief of Health and Engineering Services
P. O. Box 420603
San Francisco, CA 94142-0603

If anyone has a specific question or needs additional information on an SDS, please call the Cal/OSHA Consultation Service at 1-800-963-9424 or HESIS of the Occupational Health Branch at 510-622-4317.

If we use alternatives other than paper SDSs - computer or microfiche machines with printers or telefax machines - we will make sure employees have ready access to and know how to operate these devices for retrieval and printing of legible hard copies. Our backup system in the event of failure of the primary SDS retrieval system will require employees to request paper SDSs by telephone. An SDS hard copy will be provided to the requester as soon as possible after the telephone request is made.

Labels and Other Forms of Warning

Before hazardous substance containers are released to the work area, it is the policy of our organization that the Superintendent of Public Works will verify all primary and secondary containers are labeled as follows:

<i>Label Information</i>	<i>Primary Container</i>	<i>Secondary Container</i>
Identity of the hazardous substance(s)	✓	✓
Applicable hazard warnings	✓	✓
Name and address of the manufacturer	✓	

To address exposures to Proposition 65 chemicals, the Superintendent of Public Works will provide clear and reasonable warnings to individuals prior to exposure by means of posting signs conspicuously, labeling consumer products, and training employees.

If applicable, the Superintendent of Public Works will arrange for labels, signs, and other warnings to be printed in other languages.

Employee information and training

Employees are to attend a health and safety training session set up by the Director of Administrative Services, or their designee, prior to starting work. This training session will provide information on the following:

- The requirements of the hazard communication regulation, including the employees' rights under the regulation
- The location and availability of the written hazard communication program
- Any operation in their work area, including non-routine tasks, where hazardous substances or Proposition 65 carcinogens/reproductive toxins are present and exposures are likely to occur
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area
- Protective practices the organization has taken to minimize or prevent exposure to these substances
- How to read labels and review SDSs to obtain hazard information
- Physical and health effects of the hazardous substances
- Symptoms of overexposure
- Measures employees need to put into practice to reduce or prevent exposure to these hazardous substances by engineering controls, work practices, and use of personal protective equipment
- Emergency and first aid procedures to follow if employees are exposed to hazardous substances
- The location and interpretation, if needed, of warning signs or placards to communicate that a chemical known to cause cancer or reproductive toxicity is used in the workplace

Employees will receive additional training when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another employer's work site.

Hazardous Non-Routine Tasks

Periodically, our employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, affected employees will be given information by their supervisor on hazards to which they may be exposed during such an activity.

This information will cover:

- Specific hazards
- Measures the organization has taken to reduce the risk of these hazards, such as providing ventilation, ensuring the presence of another employee, providing a respiratory protection program, and establishing emergency procedures
- Required protective/safety measures

Labeled/Unlabeled Pipes (if applicable)

Aboveground pipes transporting hazardous substances (gases, vapors, liquids, semi-liquids, or plastics) are identified in accordance with 8 CCR, Section 3321, "Identification of Piping." Other aboveground pipes that do not contain hazardous substances but may have associated hazards if disturbed or cut (e.g., steam lines, oxygen lines) are addressed as follows:

Before employees enter the area and initiate work, the Superintendent of Public Works will inform them of:

- The location of the pipe or piping system or other known safety hazard
- The substance in the pipe
- Potential hazards
- Safety precautions

Informing Contractors

To ensure outside contractors work safely in Town facilities and to protect Town employees from chemicals used by outside contractors, the Superintendent of Public Works is responsible for giving and receiving the following information from contractors:

- Hazardous substances, including Proposition 65 chemicals, to which they may be exposed while on the job site as well as substances they will be bringing into the workplace. (To this end, we will provide contractors with information on our labeling system and access to SDSs.)
- Precautions and protective measures the employees may take to minimize the possibility of exposure

If anyone has questions about this plan, please contact the Superintendent of Public Works.

Our plan will be maintained by the Superintendent of Public Works to ensure the policies are carried out and the plan is effective.

(Signature of Owner or Management Representative)

Attachment B

Hazard Communication Employee Training Program Sample

ORGANIZATION: Town of Tiburon DATE: November 2020

DEPARTMENT: NAME

We have developed a training program to increase employee awareness of hazardous substances in our workplace and to motivate employees to protect themselves. The training program is based on the types of hazardous substances used at the work site and the associated hazards.

Overview of Hazard Communication Regulation

The hazard communication regulation is intended to ensure both employers and employees understand the dangers associated with hazardous substances in the workplace. The following information is a review of the specific requirements of a hazard communication program, including container labeling, SDSs, and training.

Written Hazard Communication Program

We have a written program that outlines how we provide information on and control your exposure to hazardous substances. This plan is available to you during our training or during your work shift from your supervisory or at on the Town's website.

Hazardous Substances Used in Our Workplace

In our organization we use a variety of chemical products. Most of these products contain one or more hazardous substances. Let's review the hazardous substance inventory list in your work area. For specific hazard information on each brand of material, review the SDSs and, if applicable, the Proposition 65 list of chemicals.

Reading Labels, Warnings, and SDSs

Labels - A product label on both the original and secondary containers should be read before working with the material. Each label has two important pieces of information:

1. Identity of the hazardous substance
2. Hazard warnings

The label on the original container also gives the name and address of the manufacturer.

The label should act as a visual reminder of the information we have presented in this training session and of the detailed information on the SDS.

Proposition 65 warnings. These are provided to you prior to exposure in the form of labels, placards, employee training, and the like so you know certain chemicals in your workplace are known to the state to cause cancer, birth defects, or other reproductive harm.

It is essential to your safety that you read the hazard warning and use the hazardous substances only within the prescribed guidelines. Questions concerning any of the warning message(s) should be directed to your supervisor or foreman.

SDSs - Manufacturers and importers are responsible for providing us with adequate information for using the hazardous substances safely. We use SDSs as the primary source for informing you about the hazards of the substances in our facilities. SDSs are kept at Town Hall, the Police Station, and the Corporation Yard and are readily available to you in every shift.

You will be trained on the specific hazards of the substances in **your** work area. You will also be trained on how to read the information in the SDSs. The information includes:

1. Chemical and physical properties of hazardous substances, such as vapor pressure or specific gravity
2. Physical hazards of the chemicals, such as flammability or reactivity
3. Health hazards of the hazardous substances, such as signs and symptoms of exposure
4. Routes of entry
5. Protective measures, such as work practices, engineering controls, and use of personal protective equipment
6. Methods to detect the release of a hazardous substance in the work area
7. Emergency and first aid procedures

You can read the California hazard communication regulation for additional information on any specific program element.

Attachment C

SDS Request Letter Sample

Date: **DATE**

Chemical Organization or Distributor: **NAME**

RE: SDS for PRODUCT(S)

Please send me an up-to-date copy of your Safety Data Sheet (SDS) for the above product(s). The SDS is needed for compliance with the State of California Hazard Communication Regulation, Title 8, *California Code of Regulations*, Section 5194.

Please send the SDS to:

Superintendent of Public Works
Town of Tiburon
1505 Tiburon Boulevard
Tiburon, CA 94920

If this product does not require an SDS, please notify us in writing.

If you have any questions regarding our request, please contact the Superintendent of Public Works at (415)435-7373.

Sincerely,

ENTITY REPRESENTATIVE