

City of Urbandale

Hazardous Communications Policy

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Purpose

The City of Urbandale is committed to the prevention of hazardous material and chemical incidents that could result in injury and/or illness. This policy covers what occupational exposures employees may have to hazardous chemicals and how employees will be protected from those exposures while at work.

The Occupational Safety and Health Administration's (OSHA) Hazard Communication standard (29 CFR 1910-1200) is based on the simple concept that employees have both a need and a right to know what hazards they could expect from working at the City. Employees also need to know what protective measures are available to prevent chemical exposures and how to avoid adverse health effects.

Copies of this policy will be made available to all employees during their work shifts and is located:

- Online at www.Urbandale.org/413/Employee-Intranet
- Alternately, it can be found by contacting the Director of Risk Management/Support Services.

Leadership and Accountability

The Director of Risk Management/Support Services or the Safety Leadership representative will be responsible for annually evaluating this policy.

Management will update the SDS sheets when new chemicals arrive and will update chemical inventory lists at least annually.

Employees are accountable to know and to follow this policy. Employees are also accountable for the proper care, maintenance, and correct use of personal protection equipment. Employees must know where the SDS sheets are kept and how to read them.

Employees should refer questions or comments about this policy to:

- Citywide – Director of Risk Management/Support Services
- Community Development – Director of Community Development
- Engineering & Public Works – Engineering & Public Works Director
- Fire – Station Officer or Shift Commander
- Library – Assistant Library Director
- Police – Support Services Commander
- Water Utility – Distribution Manager

Identifying Hazardous Chemicals

Detailed information about the physical, health and other hazards of each chemical is included in the Safety Data Sheets (SDS), formerly known as the Material Safety Data Sheets (MSDS). The product identifier for each chemical on the list should match and should be easily cross-referenced with the product identifier on its label and on its SDS.

Identifying Containers of Hazardous Chemicals

All hazardous chemical containers used in the workplace will have a label that easily conveys information about the hazards posed by the chemical through standardized labeling elements, including symbols, signal words and hazard statements. All hazardous chemical containers will have:

1. The original manufacturer's label that includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address and telephone number of the chemical manufacturer, importer or responsible party; OR
2. A label with the appropriate label elements noted above; OR
3. Workplace labeling that includes the product identifier and words, pictograms, symbols or a combination that provides at least general information regarding the hazards of the chemical.

Chemical Inventory List and Safety Data Sheets

The City has an online SDS Management System that, which can be assessed at <https://otis.osmanager4.com/cityofurbandale/rtk/Urbandale>. All chemicals used by the City shall have a corresponding SDS within the SDS Management System. A Department representative shall be responsible for adding and/or deleting any chemical added or removed from their department at least quarterly within the SDS Management System.

Employee Information and Training

The City shall provide training so that all employees acquire the understanding, knowledge and skills necessary for the safe performance of their duties. This includes reading and interpreting safety data sheets and understanding pictograms and signal words. The Globally Harmonized System of Classification and Labeling of Chemicals (GHS) has nine pictograms that denote the chemicals potential hazard and are part of OSHA's Hazard Communication Standard (HCS). The nine pictograms are attached at the end of this policy for reference.

Outside Contractors

A firm or individual contracted by the City is responsible for meeting all contractual agreements and for providing a safe and healthy workplace for its employees in compliance with applicable OSHA standards. Contractors must make copies of their hazardous communications policy and all SDS for chemicals brought on site available to all employees who may ask for the information.

GHS PICTOGRAMS



FLAMMABLE



CORROSIVE



EXPLOSIVE



**COMPRESSED
GAS**



OXIDIZING



TOXIC



**HEALTH
HAZARD**



**HARMFUL/
IRRITANT**



**DANGER FOR
THE ENVIRONMENT**