



CITY OF KINSTON

Personnel Policy

Subject: Hazard Communication Policy	Section: General Provisions		Review Responsibility: Director of Human Resources		
	Policy #:: 2	Effective Date: 5/30/2016	Rev. #: 2	Revision Date: 6/1/2016	Page: 1 of 3
	Supersedes: 3/05/1990	Prepared By: Gloria Blake <i>Gloria M. Blake</i>	Approved By: Tony Sears <i>Tony Sears</i>		

1.0 Purpose

To establish and communicate a Hazard Communication Policy that shall comply with the requirements of the North Carolina Occupational Safety and Health Act (OSHA) standard by evaluating the hazards of chemicals found in the workplace and to inform employees of the hazards they may be exposed to under normal working conditions or in an emergency situation.

2.0 Departments Affected

All City employees in all departments

3.0 Policy

The hazards of chemicals used by the City of Kinston shall be evaluated, all containers shall be properly labeled, and safety data sheets made available to employees. Employees shall be provided training on hazardous chemicals in the work area at the time of their initial assignment and whenever a new chemical is introduced.

4.0 Definitions

- 4.1 Chemical- any element, compound or mixture of elements and/or compounds.
- 4.2 Container- any item that may hold a chemical.
- 4.3 Exposure- to subject an employee to hazardous chemicals in the course of employment through any route of entry (inhalation, ingestion, skin contact, or absorption) and includes potential accidental or possible exposure.
- 4.4 Flammable- can be listed as aerosol, gas, liquid or solid. Fire, when ignited, burns vigorously and persistently as to create a serious hazard.
- 4.5 Flashpoint- minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite.
- 4.6 Emergency- any potential occurrence such as equipment failure, rupture of containers, or failure of control equipment which results in an uncontrolled release of a hazardous chemical into the workplace.
- 4.7 Hazard Communication Manual- a manual prepared by the Public Services Safety Officer, containing written Hazard Communication Policy, an inventory of

Subject: Hazard Communication Policy	Policy No.: 2	Rev. #: 2	Revision Date: 5/30/2016	Effective Date: 6/1/2016	Page: 2 of 3
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hazardous chemicals and safety data sheets. Copies shall be placed in the Fire department, Employee Health Clinic, and the Purchasing Division. Each department will have Safety Data Sheets pertaining to their department within the manual.

- 4.8 Hazard Warning- words, pictures, symbols, or combination appearing on a label or other appropriate form convey the hazard of the chemical within the container.
- 4.9 Safety Data Sheets-written material containing the hazard/health implications of the chemical.

5.0 Procedures

- 5.1 All hazardous chemicals shall be identified by the superintendent or supervisor and the Safety Officer (or safety person). Each hazardous chemical used by the department/division shall have the safety data sheet placed in the Hazard Communication manual.
- 5.2 Each chemical will be labeled, tagged, or marked with the identity of the hazardous chemical and appropriate hazard warning.
- 5.3 No existing labels will be removed or defaced from incoming containers. All containers not properly marked will be labeled. If substance is unknown, a sample shall be taken to the City chemist with Fire personnel present to be identified. Appropriate label will be placed on container after identification.
- 5.4 Portable containers must be labeled and is for immediate use of the employee performing the transfer. Portable containers shall meet all requirements of federal and state regulations.
- 5.5 Supervisors shall inform employees of the hazardous chemicals in their work area and any new chemicals introduced. Each employee shall sign Appendix B stating the information has been explained. Signs will be posted where hazardous chemicals are used, identification of each chemical shall be clearly marked, and the Hazardous Communication manual made available to every employee.
- 5.6 All employees using or having chemicals in their work area, shall be trained on the use of each chemical and the Safety data Sheets.
- 5.7 Training documentation must be kept on file with the Supervisor or Safety Officer.
- 5.8 Personal Protective Equipment will be made available to all employees, training on use, and requirements shall be noted on each employee.
- 5.9 The Supervisor shall update or appoint an individual to update the Hazard Communication Manual. The Safety Officer shall inspect each department/division's manual for accuracy.
- 5.10 Chemicals ordered for departments shall include a request for a Safety Data Sheet. The Purchasing Manager shall receive the Safety Data Sheet and disperse a copy to the departments who maintain a manual.
- 5.11 Any chemical shipped without a Safety Data Sheet shall not be accepted or used. The vendor will have 30 days to submit a Safety Data Sheet.

Subject: Hazard Communication Policy	Policy No.: 2	Rev. #: 2	Revision Date: 5/30/2016	Effective Date: 6/1/2016	Page: 3 of 3
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- 5.12 Any department or division having specific storage areas shall place proper signage and notify employees, Fire personnel, and others who may be in the area of the potential hazards of the stored chemicals.
- 5.13 Prior to disposal of empty hazardous chemical containers, the supervisor shall notify the Safety Officer for proper disposal information. If information is not available, notification to the Emergency Management Coordinator for Lenoir County shall ensue for instructions.
- 5.14 Each department where hazardous chemicals are used or stored shall have a master list located in the Hazardous Communication Manual for the prospective department.
- 5.15 Any piping that is unlabeled shall be noted in the Hazardous Communication Manual in each prospective department as to the hazardous chemical being stored, if applicable.
- 5.16 When outside contractors are used, it is the responsibility of the Safety Officer to advise the contractor of any hazardous chemicals to which their employees may be exposed and the appropriate protective measures to be taken. Conversely, it will be the same persons' responsibility to determine if the contractor will be using any hazardous chemicals during the work that would expose City employees. Appropriate training and protective measures must be taken in order to protect all employees. Prior to any work being performed by an outside contractor involving hazardous chemicals, the Safety Officer is to be advised.

1.0 Appendix

- 1.1 Chemical Information Checklist- Appendix A
- 1.2 Hazardous Communication Safety Data Sheet- Appendix B