

Kennebunkport Fire Department

TOWN OF KENNEBUNKPORT

HAZARD COMMUNICATION PROGRAM

I. Policy -- 29 CFR 1910.1200(e)

The Town of Kennebunkport has established this Hazard Communication Program in order to comply with 29 CFR 1910.1200, OSHA's Hazard Communication Standard, and to provide a safe and healthy workplace.

All work units are included under this program. The written program will be available for review by any employee during work hours. It is located the Public Works Building, Sewer Plant, Cape Porpoise Pier, Recreation Office, all Fire Stations, Police/Communications Building, Public Health Department and the Town Office.

Applicable department heads referenced in this program are defined as: Highway Superintendent, Fire Chief, Town Mechanic, Recreation Director, Head Nurse, Police Chief Sewer Superintendent, Cape Porpoise Pier Manager, Town Manager,

All department heads will review and update the program at least annually and whenever necessary to include new hazardous materials or procedures.

The written program will be made available to employees, their designated representatives, the Assistant Secretary for Labor for OSHA, the director of the National Institute for Occupational Safety and Health (NIOSH), and the Bureau of Labor Standards.

II. Container labeling-- 29 CFR 1910.1200(e)

All department heads will verify that all containers of hazardous substances are properly labeled.

All department heads will review the labeling system and update as needed.

All department heads will answer questions or provide help on labeling.

Description of labeling system used: Original labeling and containers.

Description of written alternatives to labeling of in-plant containers (if used): Original labeling and containers.

Original containers received for use will be labeled to indicate, at a minimum:

- The identity of the contents. The identity must match the MSDS,
- Appropriate hazard warnings, including routes of entry and target organs if known, and
- The name and address of the manufacturer, importer, or responsible party.

Secondary containers will be labeled with, at a minimum:

- A copy of the original manufacturer's label or
- Generic label with identity and hazard warnings.

III. List of Hazardous Chemicals -- 29 CFR 1910.1200(e)(1)(i)

All department heads are responsible for preparing and updating the list of all chemicals in our workplace that are potentially hazardous.

The following is a list of all known toxic and hazardous substances used by employees of this company:

- See attached lists for each applicable department.

The updated list of hazardous chemicals will be sent to the Bureau of Labor Standards, 82 State House Station, Augusta, Maine 04333, by July 1 of each year, or as required by the Maine Chemical Substance Identification Law.

IV. Material Safety Data Sheets (MSDS) -- 29 CFR 1910.1200(g)

All department heads are responsible for obtaining and maintaining the MSDSs.

All department heads will review incoming MSDSs to make sure they contain all required information, and for changes in health and safety information. He/she will make sure any new information is passed on to the affected employees.

When toxic or hazardous substances are received without the MSDS, all applicable department heads: All applicable department heads will send a letter to the supplier requesting the MSDS, with a copy to file.

Employees are not permitted to use any chemicals for which the company does not have the MSDS.

MSDSs will be accessible to all employees during each work shift when they are in their work areas. Copies of MSDSs will be kept in the following location(s): Public Works Building, Sewer Plant, Cape Porpoise Pier, Recreation Office and work shed, all Fire Stations, Police/Communications Building, Public Health Department and the Town Office.

V. Employee Information and Training — 29 CFR 1910.1200(h)

All department heads, are responsible for the employee training program. She/he will ensure that all elements specified below are carried out.

All department heads are responsible for providing yearly update training, as required by the Maine Chemical Substance Identification Law. Prior to starting work, each new employee of this company will attend a health and safety orientation and will receive information on the following:

- An overview of the requirements contained in the OSHA Hazard Communication Standard, 29 CFR 1910.1200.
- Chemicals present in their workplace operations.
- Location and availability of our written hazard communication program.
- Physical and health effects of the toxic or hazardous substances.
- Methods and observation techniques used to determine the presence or release of toxic and hazardous substances in the work area~
- How to use toxic and hazardous substances in the safest possible manner, including safe work practices, personal protective equipment and emergency procedures.

- Steps the company has taken to lessen or prevent exposure to toxic and hazardous substances.
- How to read labels and review MSDSs to obtain correct hazard information.
- Location of MSDSs.

VI. Hazards of Non-routine Tasks-- 29 CFR 1910.1200(e)(1)(ii)

Periodically, employees may be required to perform non-routine tasks that involved the use of hazardous chemicals

All department heads will provide information about hazardous chemicals to which employees may be exposed during non-routine tasks prior to employees starting such tasks.

This information will include:

- Specific hazards involved.
- Protective measures the employee should take.
- Measures the company has taken to lessen the hazard, including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine hazardous tasks at this company:

TASK HAZARDOUS SUBSTANCE PROTECTIVE MEASURES: None Known.

VII. Informing Contractors -- 29 CFR 1910.1200(e)(2)

All department heads will provide contractors with employees at our worksite the following information:

- Toxic and hazardous substances to which the contractor's employees may be exposed while at the worksite.
- Precautions the employees can take to lessen the possibility of exposure.
- Location of MSDS (must be accessible at the worksite).

All department heads will contact each contractor before work is started in our company to gather and disseminate any information concerning chemical hazards that the contractor is bringing into our workplace. He/she is responsible for ensuring that any employees of our company who are exposed to these hazards are properly trained and protected.

This policy was adopted on August 23, 2001 by the Board of Selectmen.