

City of Hendersonville, NC
Hazard Communication
In compliance with 29 CFR 1910.1200

I. Purpose

This program will describe how the City of Hendersonville intends to protect the safety and health of our employees who are exposed to hazardous chemicals in the workplace.

II. Objective

The objective of the Hazard Communication Program is to prevent occupational injuries and illnesses related to chemical exposure by educating employees about workplace chemical hazards.

III. Scope

The HR Coordinator has been assigned the title of Hazard Communication Program Monitor and is responsible for monitoring all related activities to ensure compliance with both the intent and specifics of this program.

Each supervisor will be held responsible for strict adherence to these policies and will closely monitor all activities involving hazardous chemicals.

Each employee will carefully follow established work practices and promptly report observed or potential problems to supervision.

There is no job with the City as vital or urgent as to justify the risk of employee overexposure to a hazardous chemical. Ask, when in doubt. Proceed with a job only after being satisfied that it is safe for you to do so.

IV. Hazardous Chemicals

A list of all hazardous chemicals for each workplace has been made and is readily available, upon request, to any employee, working on any shift. Employees will be trained on where this list is located.

A Safety Data Sheet (SDS) for each hazardous chemical on the list referenced above is on file. The SDS are accessible during each work shift for any employee to review. If you have further questions about the SDS program, contact your supervisor.

The Department Head or his/her designee is responsible to ensure that the list of hazardous chemicals is kept current and that a current SDS for each hazardous chemical used is on hand. A chemical that is not shown on the current list will not be ordered without prior coordination with Department Head or his/her designee.

All containers of hazardous chemicals will be conspicuously labeled with the identity of the chemical, the same as on the applicable SDS, and the appropriate hazard warnings. This pertains to all secondary containers as well. If the chemical is a known or suspected cancer-causing agent (carcinogen), or if it is known to affect a specific organ of the body, this information will also be placed on the container label. The person having supervisory responsibility for the storage or use of each hazardous chemical will ensure that such labels are not defaced and that they remain legible at all times.

The Department Head or his/her designee is responsible for anticipating, as much as possible, the hazards that would be present for non-routine tasks, such as chemical spill or container rupture. Clean-up procedures and proper personal protective equipment shall be considered and adequate training for such tasks shall be addressed.

When an outside contractor will be used, it will be the responsibility of Department Head or his designee 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 person's responsibility to determine if the contractor will be using any hazardous chemicals during their work that would expose City of Hendersonville employees. Appropriate training and protective measures must be taken in order to protect City employees and property. Prior to any work being performed by an outside contractor involving hazardous chemicals, the Department Head or his/her designee is to be advised.

No chemicals may be brought in by employees to the work site.

In year in March, all chemical inventories and SDS books will be reviewed for changes. The SDS for any chemical no longer used will be kept for 30 years either on site or in the HR Coordinator's office.

V. Storage

All chemicals shall be stored in accordance with the storage requirements listed on the labeling/SDS.

All flammable cabinets will have an inventory of chemicals stored there on the outside of the cabinet. No cardboard/boxes will be inside the cabinet.

VI. Training

All employees that have the potential to be exposed to any hazardous chemicals will complete an information and training program which includes at least the subjects listed below. New employees must complete similar instruction before initial exposure to any hazardous chemical in the workplace.

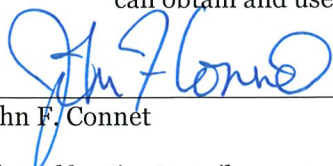
Adequate training of all employees exposed to hazardous chemicals will be given by their supervisor, assisted as needed by the Hazard Communication Program Monitor.

Employee information for this program will include:

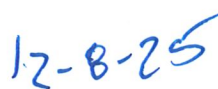
- (1) The purpose and need for such a program, including the basic concept that gives every employee the right to know about hazardous chemicals with which they work.
- (2) The location and availability of the written Hazard Communication Program, plus the list of hazardous chemicals and their corresponding SDSs.
- (3) The identity upon request, of any chemical to which the employee is exposed. In the case of a trade secret chemical, the name shown on the SDS will be provided.

Employee training shall include at least the following:

- (1) Methods and observations used to detect the presence or release of a hazardous chemical in the work area such as monitoring devices, appearance, or odor.
- (2) The physical and health hazards associated with each chemical, as specified in the SDS.
- (3) Action that employees can take to protect their own safety and health, including specific procedures that have been established for normal work practices, emergency procedures, and policies on the use of personal protective equipment.
- (4) Details of the Hazard Communication Program, including an explanation of the labeling system used on in-house containers of hazardous chemicals. Also, details of how employees can obtain and use information contained in the SDS.



John F. Connet



Date of Approval

Adopted by City Council 01.07.2004

Revised by the Safety Committee 01.05.2016

Reviewed by Hazard Communication Program Monitor 03.10.2017, 09.14.2018, 10.30.2019,

Revised on Hazard Communication Program Monitor 03.18.2020
Revised Hazard Communication Policy 3.29.2022, 1_18_2024, 12_2_2025

