



Administrative Instruction No. 45 City of Bowling Green Hazard Communication Procedure

Policy Statement

It is the policy of the City of Bowling Green, Ohio to actively provide for the well being of its employees by willingly adhering to the requirements of the Ohio Public Employment Risk Reduction Program (PERRP), which has accepted the requirements established in the OSHA Hazard Communication Standard 1910.1200.

- 1a. The Personnel Director is designated as the Safety Coordinator and is authorized by The Mayor to direct the safety activities for each department operating within the municipality of Bowling Green. The Director of each department or his/her designee shall be responsible for implementing and maintaining State of Ohio Safety Standards and other safety activities as required by law. Employees working for the City of Bowling Green are responsible for practicing and maintaining a safe working environment as described in this procedure.
- 1b. The department and division heads or their designees are responsible for obtaining Material Safety Data Sheets (MSDS) for products used within their respective divisions. They are also responsible for periodically checking MSDS's to ensure the City has the latest revision, reviewing the Chemical Inventory List, and appropriately discarding hazardous materials no longer used within the departments/divisions. Auditing of the MSDS books will be conducted on a periodic basis, but must be done not less than once per year.
- 1c. It is the decision of the Municipal Administrator that any department operating within the municipality of Bowling Green shall utilize the Fire Division, Police Division and/or Wood County Hospital as Emergency Responders.
- 1d. The superintendent of each division or his/her designee shall be responsible for contacting the Bowling Green Fire Division (ph. #9-1-1) in the event of an emergency beyond the scope and limitations of the division. This shall include, but not necessarily be limited to, water, air or land contamination or fire, medical or weather related emergencies. All corrective actions will be at the discretion of the emergency responders.

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Material Safety Data Sheets (MSDSs)

2a. The following departments, divisions, and facilities shall comply with the Hazard Communication Standard, as described in this program.

Department	MSDS Book Location	Latest Review
Personnel Department	Personnel Department, Top of File Cabinets	8/23/03
Municipal Court	Clerk's Office – Island Cabinet	8/18/03
Fire Division	In a 3-ring binder in the Main Office on Court Street	9/2003
Police Division	Dispatch Room	2/2004
Water Pollution Control Division	Operator's Room – On right hand side of entrance to room	2/2004
Water Distribution and Wastewater Collection Division	Main Facility on Maple Street Book rack on all by doorway to main restroom	9/2003
Water Supply	Main Building – Outside the plant control room	8/2003
Electric	Main Facility – Hallway by Supt. Office	11/2003
Public Works	Main Facility – outside of Supt. Office	8/2003 (But continually update as new ones arrive)
Planning Department	Secretary's Area on Shelf	2/2/2004
Finance Department	Bulletin Board in Main Office Area - 304 N. Church Street	
Engineering Division	Secretary's Area – Credenza Behind Desk	
Utilities Business Office	Behind UBO Supervisor's Desk on Cabinet	2/05/04
Information Technology Division	Has No MSDS	N/A
Income Tax	Tax Commissioner's Office	
Utilities Director's Office	In the Assist. Util. Director's Office - 304 N. Church Street	2/04/04
Grants Office	Secretary's Office 304 N. Church Street	2/04/04
Mayor's/Administrator's Office	Do Not Have Any	N/A
Parks & Recreation Department	Rotary Nature Center	8/2003
Parks & Recreation Department	Main Pool House	8/2003
Parks & Recreation Department	City Park Maintenance Building	8/2003
Parks & Recreation Department	Nature Center Maintenance Building	8/2003
Parks & Recreation Department	Carter Park Hub Building (Softball Diamonds)	8/2003
Parks & Recreation Department	Simpson Building Maintenance Room	2/2004
City Administrative Services Building	Boiler Room – Cleaning Supplies – 304 N. Church – Lower level of building	8/2003

- 2b. Each division superintendent or his/her designee shall be responsible for keeping and maintaining Material Safety Data Sheets (MSDS) for materials used by employees within his/her respective department or division. The MSDS's shall be gathered and organized in such a manner as to make accessing the information readily available and convenient to employees at all times while employees are working.
- 2c. No new product will be accepted into any of the City department, division, or facility without an MSDS on file or accompanied with the material.
- 2d. **Materials Safety Data Sheets (MSDS) shall not be discarded at any time.** When a material is no longer used in the department or division, the MSDS shall be pulled from the MSDS Book and archived indefinitely within the department, division, or facility.

3. **List of Hazardous Chemicals**

- 3a. A Chemical Inventory List of known hazardous chemicals used by each department or division shall be located in every MSDS Book.

4. **Hazard Determination**

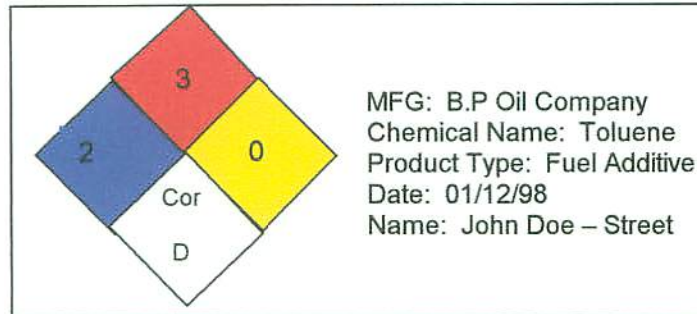
- 4a. The division superintendent or his/her designee shall be responsible for reviewing the chemical manufacturer's Material Safety Data Sheets (MSDS) to determine whether personal protective equipment (PPE) may be required for employees to perform their duties safely. The Superintendent or his/her designee shall then provide that information to employees.
- 4b. The division superintendent shall make sure that employees review the MSDS of any new material prior to the employees starting to work with the material or product.

5. **Container Labeling**

- 5a. Department and division heads shall be responsible for ensuring that all containers will have the original manufacturer product use information and warning label attached.
- 5b. Each department and division will use either the HMIS (Hazardous Materials Identification System) Labeling System or the NFPA (National Fire Protection Agency) for all secondary containers in order to inform employees of the health, flammability, reactivity or other specific hazards of a chemical.
- 5c. Secondary containers are to be used on a limited basis and shall have affixed to each container a label which states the name of the chemical, manufacturer's name, appropriate hazard warning, the date the label was made, and the initials of who made the label. The responsibility of ensuring that this is done will be that of the Superintendent or his/her designee.

- 5d. The NFPA Diamond is separated by four (4) different colors representing the following levels and identification hazards:

Example of a
NFPA Label
for Toulene



Blue - Health

- 4 - Deadly
- 3 - Extreme Danger
- 2 - Hazardous
- 1 - Slightly Hazardous
- 0 - Normal Material

Yellow - Reactivity

- 4 - May detonate
- 3 - Shock & heat may detonate
- 2 - Violent chemical change
- 1 - Unstable if heated
- 0 - Stable

Personal Protection Equipment (PPE)

- A - Glasses and Shoes
- B - Glasses, Shoes and Gloves
- C - Glasses, Shoes, Gloves and Apron
- D - Face Shield, Gloves, Shoes and Apron
- E - Respirators, Glasses, Shoes and Gloves

Red - Flammability (Flash Point)

- 4 - Below 73 Degree F
- 3 - Below 100 degree F
- 2 - Above 100 degree F
(not exceeding 200 degree F)
- 1 - Above 200 degrees F
- 0 - Will not burn

White - Specific Hazard

- ACID - Acid
- ALK - Alkali
- COR - Corrosive
- OXY - Oxidizer
- P - Polymerization
- Radioactive
- W - Use No Water

6. Employee Training and Information

- 6a. All current employees will attend an annual Hazard Communication Safety Training Session during which the following shall be discussed.
- An overview of the requirements contained in the Hazard Communication Standard.
 - Location and availability of the written Hazard Communication Procedure.
 - Understand what an MSD is, review HMIS and NFPA labeling system.
 - Physical and health effects of hazardous chemicals.
 - Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
 - How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
 - Precautions the municipality has taken to lessen or prevent exposure to hazardous chemicals.
 - Emergency procedures to follow if they are exposed to these chemicals.

- 6b. New, transferred, or seasonal employees within all departments and divisions shall be informed about the Hazard Communication Standard by the department or division head or his/her designee. This training must be documented, and a copy of the documentation must be provided to the Personnel Department.
- 6c. Superintendents or designees shall be responsible for providing specific on-site training as to the hazardous chemicals that may be present in their respective division or work area. This information shall be repeated for each new or transferred employee.

7. Non-routine Tasks

- 7a. Periodically, employees will be required to perform non-routine tasks. For example, employees working for a specific department/division should be aware of all job functions normally performed within that division. On occasion, however, employees may be required to assist other divisions. In this instance, which is considered a non-routine task, the transferring employee shall be made aware of any hazardous chemicals he/she may be exposed to by the superintendent or his/her designee of the division into which the transferring employees will be working in. This information shall include the specific chemical hazards, safety measures the employee must take, and the measures the department/division has taken to reduce the hazards, which includes ventilation, respirators, presence of other employees, and emergency procedures to follow.

8. Pipes

- 8a. Although pipes are not considered a container, all pipes containing a hazardous chemical shall have a system of identification.

9. Informing Contractors

- 9a. Superintendents or their designees are responsible for providing information regarding hazardous chemicals to non-employee contractors working for the City. The information must include information about the hazards they may be exposed to while performing their work. They must also be informed where MSDS's are located, emergency procedures to follow, phone numbers to use, and any precautions the Contractors should take to lessen the possibility of exposure to the hazard(s).
- 9b. Contractors working on City property, either in conjunction with or independently from any of the Divisions, must provide their MSDS's to the Municipal Administrator so that all affected City employees can be informed and/or trained about the hazards they may encounter while working with the contractor.

10. Chemical Spill

- 10a. Appropriate absorbent material shall be kept readily accessible wherever hazardous materials are stored, for example, baking soda for acids, and floor-dry for oils and gasoline. In the event of a hazardous spill, employees are to contain as much of the spill as possible using temporary dikes and/or absorbent material. Employees are required to notify their supervisor so that a determination can be made as to whether emergency responders should be notified. However, if it is an obvious emergency, then employees are to immediately call 9-1-1. Employees are to monitor the spill until trained emergency responders arrive, unless doing so would endanger their lives or the lives of others.
- 10b. Superintendents or their designees are to evaluate the probability of the hazardous spill reaching storm drains, sanitary sewers, or other routes that would allow it to enter the waterways. They are also to check into the possibility of land and air contamination. They should then relay this information to the appropriate emergency responders.

10c. If a chemical spill is likely to reach a storm drain or enter the City waterways contact the:
OEPA (1-800-282-9378) as well as the Coast Guard and provide the following information:

1. Time of spill/release or when first observed
2. Location of spill/release
3. Material released
4. Probable source, volume and duration
5. Weather conditions
6. Personnel on scene
7. Actions initiated
8. Person to contact on scene

10d. If a chemical spill/release is likely to involve the waterlines or sanitary sewers, then employees are to contact the Emergency Responders (9-1-1) and provide as much information as possible regarding the spill/release. The Municipal Administrator must also be immediately notified.

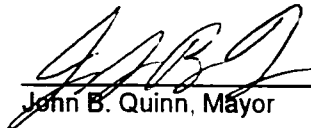
10e. Spills or releases of a hazardous nature shall be documented and filed with the Municipal Administrator in the City Administrative Services Building.

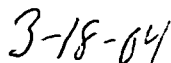
11. Medical Attention

11a. The Personnel Director, working with the Division Superintendents, shall be responsible for ensuring that each employee reviews MSDSs and uses the personal protection equipment (PPE) recommended by the chemical manufacturer when using hazardous materials.

11b. Employees are to call the emergency responders in the event of a medical emergency. This includes any reaction suspected of causing an injury or illness through ingestion, inhalation, injection or absorption.

11c. Division superintendents must pull all suspected manufacturer's MSDSs and provide the information to the emergency responders upon their arrival at the scene.


John B. Quinn, Mayor


Date