

WRITTEN HAZARD COMMUNICATION PROGRAM

GENERAL INFORMATION

In order to comply with OSHA 1910.1200, Hazard Communication Standard, the following written Hazard Communication Program has been established for Town of Weston, Vermont.

The written program will be available at Town Garage for review by any interested employee.

1. Container Labeling

Almon Crandall, Road Foreman shall verify that all in-coming containers received for use are clearly labeled to indicate:

- The identity of the contents. (The identity must match the corresponding MSDS.)
- Appropriate hazard warnings. (Including routes of entry and target organs.)
- The name and address of the manufacturer, importer, or responsible party.

The supervisor of each area will ensure that all secondary containers (those containers other than the original) will be labeled with:

- The identity of the contents. (The identity must match the corresponding MSDS.)
- Appropriate hazard warning (including routes of entry and target organs).

2. Material Safety Data Sheets (MSDS)

The Road Foreman will be responsible for obtaining and maintaining material safety data sheets for the company.

It is the policy for this company that when toxic or hazardous substances are received without an MSDS or the appropriate MSDS is not on file at Weston, Vermont Town Garage that the chemical will not accepted until such information is available.

The Road Foreman will review incoming data sheets for new and significant health/safety information. He will see that any

new information is passed on to the affected employees. If a MSDS is incomplete, a new MSDS will be requested from the manufacturer/supplier by the Road Foreman. MSDSs are available to each employee during his work shift. To obtain a copy of the MSDS Explain how employee can obtain MSDSs.

3. Employee Training and Information

The Road Foreman is responsible for the employee training program. The Road Foreman will ensure that all elements specified below are carried out.

Prior to starting work each new employee of the Town of Weston, Vermont will attend a health and safety orientation and will receive information and training on the following:

- An overview of the requirements contained in the OSHA Hazard Communication Standard, 1910.1200;
- Any operations in their work area where hazardous chemicals are present;
- Location and availability of our written hazard program;
- Physical and health hazards of the chemicals in their work area;
- Methods and observation techniques used to determine the presence or release of toxic and hazardous substances in the work area;
- measures employees can take to protect themselves from hazards in their workplace, including specific procedures the employer has implemented to prevent exposure to hazardous chemicals such as appropriate work practices, emergency procedures, and personal protective equipment;
- Explanation of the labeling system and what the label information means; and
- Explanation of MSDSs and how employees can use this information to protect themselves.

After attending the training class, each employee will be given a quiz to verify that they attended and understand the training, received our written materials, and understand this company's policies on Hazard Communication. (This is an optional item which we recommend for the employer to use to track the employee training and ensure that employees have understood the material.)

Prior to a new chemical hazard being introduced into any section of this company, each employee of that section will be given information as outlined above.

4. List of Hazardous Chemicals

The following is a list of all known toxic and hazardous substances used at the Town of Weston, Vermont, and Town Garage. Further information on each noted substance can be obtained by reviewing the appropriate Material Safety Data Sheets.

Toxic/Hazardous

<u>Identity of Chemical Substances</u>	<u>Work Area and Process</u>
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5. Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- Specific hazards;
- Protective/safety measures the employee can take; and
- Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Non-routine tasks performed by the employees of this company are:

Task

Toxic and Hazardous Substances

If employees do not understand any aspect of the above information, they should not perform the task. The supervisor should be contacted for additional training.

6. Hazardous Substances in Unlabeled Pipes (if applicable)

To ensure that our employees who work on unlabeled pipes have been informed as to the hazardous substances contained within, the following policy has been established. Prior to starting work on unlabeled pipes our employees are to contact their supervisor for the following information:

- The hazardous substance in the pipe.
- Potential hazards.
- Safety precautions which shall be taken.

7. Informing Contractors

It is the responsibility of the Road Foreman to provide contractors the following information:

- Notify contractors of the toxic and hazardous substances to which they may be exposed while on the job site and how the appropriate MSDS can be obtained,
- Precautionary measures that need to be taken to protect contracted employees during the workplace's normal operating conditions and in foreseeable emergencies,
- Explanation of labeling systems used by Town of Weston, Vermont, Town Garage.

The Road Foreman will be responsible for contacting each contractor before work is started in the town to gather and disseminate any information concerning chemical hazards that the contractor is bringing to our workplace.

If anyone has questions or does not understand this plan, contact the Road Foreman. The Town of Weston, Vermont hazard communication program will be monitored by the Road Foreman to ensure that the policies are carried out and the plan is effective.

Dennis J. Benson
Signature of Selectboard Chairman)

12, 11, 12
(Date)