
385-Hazardous Chemicals Communication

1. Purpose

The William Shore Metropolitan Park District (District) is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by the District, the following hazardous chemical communication program has been established.

2. Container Labeling

The Aquatics Manager, or his/her designee, is responsible for container labeling procedures, reviewing, and updating. The labeling system used is as follows:

The procedures for proper labeling of all containers, and reviewing and updating label warnings are as follows:

- a. Keep hazardous materials in their original labeled containers when possible. Manufacturers' labels will include:
 - i. The identity of the hazardous materials in the product.
 - ii. Information and warnings about the hazards posed by the materials.
- b. If hazardous materials are transferred to other containers:
 - i. Make sure the container is appropriate for the material (flammable materials may only be stored in approved containers).
 - ii. Label the container with the name of the material and information about the health, fire, and reactivity hazards. "NFPA" labels are used. These are available in the pool office and all staff will be trained in this procedure.

Notify your supervisor if you find a container that has no label or if the label is not legible

No containers should be released for use until the above procedures are followed.

3. Material Safety Data Sheets (MSDS)

The Aquatics Manager is responsible to establish and monitor the District's MSDS program. This person will make sure procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. This person will see that any new information is passed on to affected employees.

The procedures to obtain MSDSs and review incoming MSDSs for new or significant health and safety information are as follows: Anyone buying or introducing a new chemical is responsible for:

- a. Obtaining a MSDS.
- b. Reviewing the hazards posed by the chemical and recommending safe handling procedures.
- c. Advising the appropriate employees of the hazards.
- d. The District will regularly include these updates at the in-service trainings.

- e. Older MSDS will be reviewed annually by the Aquatics Manager to see if they are a chemical still being used and if there have been any significant changes in the MSDS. This updating process will take the form of a review of products still in use and communication with the current supplier asking that they send updated MSDS's as they come available.

The Active MSDS Master List for all current hazardous chemicals in use will be kept in the Pool Mechanical Room. MSDSs will be available to all employees during each work shift. If an MSDS is not available or a new chemical in use does not have an MSDS, immediately contact the Aquatics Manager.

Previous or discontinued hazardous chemical MSDS's as well as active one's will be stored at the Pool Office and will be maintained for a period of 30 years.

4. Employee Information and Training

The Aquatics Manager is responsible for the employee-training program. The procedures for how employees will be informed and trained are as follows:

Training for new employees must include:

- a. The requirements in the WISHA hazard communication standard.
- b. Hazardous chemicals present in the workplace.
- c. Physical and health risks of the hazardous chemicals.
- d. Symptoms of overexposure.
- e. How to determine the presence or release of hazardous chemicals.
- f. How to reduce exposure to hazardous chemicals through controls, work practices, or personal protective equipment.
- g. Steps taken to reduce or control exposure to hazardous chemicals.
- h. Procedures to follow for overexposure to hazardous chemicals.
- i. How to read labels and MSDS.
- j. Location of the MSDS collection and hazard communication program.
- k. Labeling procedures.

Training is required when new chemical hazards are introduced. This training must include (c) through (h) above. Training will be done by reviewing this policy and reviewing our MSDS sheets. Staff will have access to labels by contacting the Aquatics Manager. Staff will be able to access the MSDS's any time needed by entering the Pool Mechanical Room. In the case where a non-routine job is being performed using hazardous chemicals, a planning meeting will be held prior to this work between the Aquatics Manager and those doing the work. During an emergency, staff will contact 911 and then the Aquatics Manager to initiate spill procedures.

The Aquatics Manager will make sure that before starting work, each new employee of the District will have a health and safety orientation as part of the Employee Orientation that includes information and training on the following:

- 1) An overview of the requirements contained in the Hazardous Chemicals Communication Program.

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- 2) Hazardous chemicals present at his or her workplaces.
- 3) Physical and health risks of the hazardous chemicals.
- 4) How to determine the presence or release of hazardous chemicals in his or her work area.
- 5) How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- 6) Procedures to follow if employees are overexposed to hazardous chemicals.
- 7) How to read labels and review MSDSs to obtain hazard information.
- 8) Location of the MSDS file and written hazard communication program.

5. Hazardous non-routine tasks

The District does not perform hazardous non-routine tasks. We do not enter vessels to apply coatings and do not have a respiratory program. All work of this nature is contracted out. All other tasks are routine.

6. Multi-employer workplaces

It is the responsibility of Aquatics Manager to provide employers of any other employees at the work site with the following information:

- Copies of MSDSs (or make them available at a central location) for any hazardous chemicals that the other employer(s)' employee may be exposed to while working.
- Inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.
- Provide other employers with an explanation of the labeling system that is used at the work site.

It is also the responsibility of Aquatics Manager or his/her designee, to identify and obtain MSDSs for the chemicals the contractor is bringing into the workplace.

7. List of hazardous chemicals

We have a list of all known hazardous chemicals used by our employees and if a detailed informational sheet is needed please contact the Aquatics Manager. Further information on each chemical may be obtained by reviewing MSDS's located in the Pump Room.