

Town of Butternuts

Hazard Communication Program for Highway Department Policy

Adopted as amended, April 12, 2023

I. General:

The purpose of this program is to ensure that the Town of Butternuts, New York, is in compliance with the OSHA Hazard Communication Standard 29CFR1910.12. The coordinator of the program will be the highway superintendent of the Town of Butternuts. In general, each employee in the highway department will be apprised of this hazard communication program, the hazardous, the hazardous properties of chemicals they work with, and measures to take to protect themselves from these chemicals.

II. List of Hazardous Chemicals:

The highway superintendent will maintain a list of all hazardous chemicals used in the facility and update the list as necessary. The hazardous chemical list will be updated upon receipt of hazardous chemicals at the highway department. The list of hazardous chemicals is maintained at the Town of Butternuts Highway Garage office.

III. Material Safety Data Sheets (MSDS):

The highway superintendent will maintain an MSDS library, including every substance on the list of hazardous chemicals in the workplace. All MSDS sheets will be available to all employees.

The highway superintendent is responsible for acquiring and updating the MSDSs. All new materials in the facility must be cleared by the highway superintendent and whenever possible, the least hazardous substance will be procured.

MSDSs must be fully completed and received at the facility before or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor.

IV. Labels and other Forms of Warning:

The highway superintendent is designated to ensure that all the hazardous chemicals in the facility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party.

Immediate use containers, small containers into which materials are drawn for use on the shift by the employee drawing the materials, do not require labeling.

V. Training:

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication program and the safe use of those hazardous chemicals.

Additional training will be provided for employees whenever a new hazard is introduced into their work areas. Hazardous chemical training is the responsibility of the highway superintendent.

The training will emphasize:

- A summary of the standard and this written program;
- Hazardous chemical properties, including visual appearance and odor and methods that can be used to detect the presence or release of hazardous materials;
- Physical and health hazards associated with potential exposure to workplace chemicals;
- Procedures to protect against hazards (personal protective equipment, work practices and emergency procedures);
- Where MSDSs are located, how to understand their content, and how employees may obtain and use appropriate hazard information.

VI. Contractor Employers:

The highway superintendent will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises. Contractors will be asked about potential chemical hazards which may occur from the materials that they may use in the workplace.

VII. Non-Routine Tasks:

Personnel performing a non-routine task will consult with the highway superintendent and will ensure that employees are informed of any chemical hazards associated with the performance of these tasks and appropriate protective measures.

VIII. Further Information:

Further information on the Hazard Communication Standard, State Right-to-Know Law, and applicable MSDSs will be available from:

- The United States Department of Labor – Occupational Safety and Health Administration: www.osha.gov
- New York State Department of Labor: www.labor.ny.gov
- Town of Butternuts Highway Superintendent

Note: This document was templated from: www.townoflafayette.com/local-laws.html

(hazard communication program)