



CITY OF KETTERING

**HAZARD COMMUNICATION
PROGRAM**

CITY OF KETTERING
Safety & Health Program

Responsibility for Safety

All City employees are responsible for safety. However, we all have different roles in assuring that the City of Kettering is a safe place to work.

The City Manager:

- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

Responsibilities of All Employees

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

Responsibilities of Supervisors

As a supervisor, you are responsible for being sure work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Enforcing safety regulations and City safety policy.
- Taking care of hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

Responsibilities of Department Directors

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety officer (may be Director or others) to run departmental safety operation and participate on safety committee.

CITY OF KETTERING
Safety & Health Program
Hazard Communication Program
OSHA - 29 CFR 1910.1200

Program Content

1. Purpose
2. Written Program Changes/Revisions
3. Policy
4. Procedure

CITY OF KETTERING
Safety & Health Program
Hazard Communication Program
OSHA - 29 CFR 1910.1200

1. **Purpose**

The purpose of this policy is to actively provide for the well being of the City of Kettering employees by adhering to the requirements of the Federal Hazard Communication Standard (zg: C.F.R. 1910.1200) and other applicable city, state, and federal requirements.

2. **Written Program Changes/Revisions**

This program will be reviewed and evaluated:

- On an annual basis.
- When changes occur to 29 CFR 1910.1200, that prompt revision of this document.
- When facility operational changes occur that require a revision of this document.
- When there is an accident or close-call.

3. **Policy**

A. **Hazardous Material Criteria**

The City of Kettering has established the following criteria to assist employees with identifying materials that are considered to be “Hazardous.” Material that is chemical or biological in nature and meets one or more of the following criteria is considered to be “Hazardous”. Any material that has any potential adverse health effect or in anyway can be hazardous and is properly used; such as, but not inclusive:

1. Material that requires the use of special handling precautions, such as protective garments (gloves, aprons, goggles, and shields).
2. Material with maximum exposure limits and monitoring requirements.
3. Material that contains .1 percent or more of a carcinogenic agent.

Materials that are not considered “Hazardous” include:

1. Products available to the general public used as a consumer product, and are stored in the same quantity, as a typical consumer would maintain.
2. Any drugs regulated by the U.S. Food and Drug Administration in the non-manufacturing sector.

B. Material Safety Data Sheets

1. Copies of Material Safety Data Sheets (MSDS) for all hazardous materials will be kept in yellow MSDS binders and must be visible and accessible to employees on each work shift.
2. Manufacturers/Distributors will be notified by the purchasing manager to attach appropriate MSDS to the packing slips of each hazardous chemical shipped to the City of Kettering.
3. Each department will maintain a department MSDS database. Each department is responsible for maintaining revised and new product MSDS and sending a duplicate copy to the Safety Officer for the update of the master file. The Safety Officer will conduct inventories on department chemicals and MSDS when requested by the Department Director.
4. The City of Kettering master file containing MSDS by departments will be kept at Fire Dispatch Center. The master file will be available for use 24 hours, seven days a week.
5. Each department is responsible for creating and maintaining a chemical inventory listing. Whenever revisions to this list are necessary, a Chemical Inventory Addition/Deletion form should be completed and forwarded to the Safety Officer.

C. Container Labeling

1. When the department receives a shipment, the person accepting this shipment will check containers for manufacturer hazardous warning. The person receiving the product will notify his/her supervisor of any new or unusual chemicals containing a hazard warning and will not release the chemical until a MSDS is received.
2. Departments will place the 704 National Fire Protection Association (NFPA) labels on chemical containers with numerical hazard ratings for health flammability, reactivity, and other special information as specified in the National Fire Rating System Reference Guide.

D. Chemicals in Unlabeled Pipes

1. Before beginning welding or construction in an area containing unlabeled pipes, the Facilities Department must be contacted to identify the pipe contents, potential hazards and necessary safety precautions to be taken.

E. Employee Education

1. During the Department orientation about exposure prevention to hazardous chemicals, each new employee should be informed and trained on all hazardous material they may come in contact with, and the procedure to follow if exposure occurs. Documentation of this training must be kept with the employee's records. It is the responsibility of the employee's immediate supervisor to assess the employee's knowledge of hazardous materials. Lack of knowledge will prompt an individual review or further training.

2. Training on handling specific hazardous materials will be incorporated into department staff meetings as needed.

F. Informing Contractors

1. Any department that is working with outside contractors will provide them with information on hazardous chemicals they may be exposed to while at the job site, chemical exposure prevention measures, and the City of Kettering Hazardous Communication Policy.
2. Before bringing a hazardous material into the City of Kettering, all contractors will be required to provide appropriate material safety data sheets to city departments with whom they are working.

G. Informing City Departments

1. When requesting assistance from any other City Department, such as Facilities, Streets, Parks, etc. for haz-mat type incidents, you must provide information on the hazardous material and provide personal protective equipment.

4. **Procedure**

A. Handling Hazardous Waste

1. Hazardous wastes will be segregated from other wastes at the point of origin and placed into an approved container.
2. The approved container will be labeled with the identified hazardous waste and placed in the department's designated holding area. The department is responsible for any hazardous waste generated in the department and will make arrangements for its removal.
3. Each department will insure that documents for wastes that are transported off site are completed and kept on file for 3 years.
4. The agent who the City of Kettering uses to haul hazardous material is responsible for maintaining valid permits relevant to transporting and proper disposing of hazardous waste.

B. Hazardous Material Spill Management

In the event of a hazardous material spill, take the following action:

1. Immediately contact the Fire Department Haz-Mat unit through 911.
2. Secure the area
 - a. Set up a perimeter (create hot zone)
 - b. Deny entry
 - c. Evacuate all personnel to a safe area; consider the need for decontamination
 - d. Keep all exposed personnel in one area for evaluation
 - e. Do not allow contaminated personnel to spread hazardous material

3. Contain the spill when dealing with situations that may be considered hazardous material emergencies, such as a gas leak from a building's boiler, mechanical room or a 55-gallon haz-mat spill/leak. Take the following precautions:

- a. Do not come in contact with the material

LIQUIDS

- 1) Prevent hazardous material from entering drains
- 2) Use Socks-Booms; another material to prevent spread of puddles

SOLIDS

- 1) Cover with cloth or plastic sheeting to prevent airborne contamination

GASES

- 1) Evacuate building using fire exit plan
- 2) Shut off valves if possible

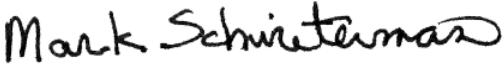
C. Kettering Fire Department Operations at Hazardous Material Incidents

1. The following are the steps that the Hazardous Material team will follow to mitigate the Hazardous Material scene:
 - a. Establish control zones and manage the scene.
 - b. Confirm the identity of the material involved in the release.
 - c. Perform a hazard and risk analysis. Perform a "survival scan" and rescue all victims we are capable of rescuing.
 - d. Evaluate the need for personal protective equipment.
 - e. Control, contain and confine the product, either defensive or offensive techniques.
 - f. Decontaminate all personnel and equipment as needed.
 - g. Terminate the incident by turning it over to another public agency or a qualified contractor.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Hazard Communication Program to the Department Directors.

Approved:

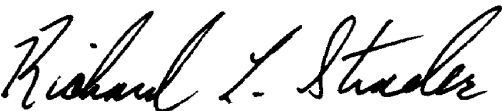
2/9/07
Date



Mark W. Schwieterman
City Manager

Issued:

2/9/07
Date



Richard L. Strader
Director of Human Resources

- *Formulated 9/00; revised 10/01; revised 10/02; revised 2/04;
revised 2/05; reviewed 1/06; reviewed 1/07; reviewed 1/08.*