

Hazard Communications Program Policy

1. General

The purpose of this policy is to ensure that the Geneva Public Library (“the Library”) is in compliance with the [OSHA Hazard Communication Standard \(HCS\) 29 CFR 1910.1200](#).

The Executive Director is the overall coordinator of the facility program acting as the representative of the Board of Trustees (“the Board”), who have overall responsibility. This policy will refer to the Executive Director, the Custodian, or their designee as “the Coordinator.”

Each employee in the facility will have access to information on the HCS, the safety data sheets for the hazardous properties of chemicals they work with, and the measures to take to protect themselves from these chemicals. A paper copy of the Hazard Communications Program, along with the Disaster Recovery Manual, is available at each Information Desk. It is also available digitally on a networked folder on all staff computers.

An OSHA-published guide, Small Entity Compliance Guide for Employers That Use Hazardous Chemicals, is available [here](#).

2. List of Hazardous Chemicals

The Coordinator will maintain a list of all hazardous chemicals used in the facility, and update the list as necessary, such as when new chemical products are received. The list will be made to correspond to the Product Name on the Safety Data Sheet (SDS) and the order in which they are organized. This list also serves as an index for the SDSs and is attached to this policy.

3. Safety Data Sheets (SDS)

The Coordinator will maintain an SDS for every substance on the list of hazardous chemicals in the Disaster Recovery Manual located at each floor’s Information Desk. SDSs will be organized to correspond with the chemical list so they can be located

quickly. The Coordinator will ensure that each floor maintains an SDS for hazardous materials used in that area. SDSs will be readily available to all employees.

The Coordinator is responsible for acquiring SDSs from the manufacturer, distributor, or importer and ensuring that they are updated. The Coordinator will review each SDS for accuracy and completeness and will consult with the NYS Department of Labor if additional research is necessary. Information on the standardized 16-section SDS format is available under Appendix A. All new procurements for the facility must be cleared by the Director. Whenever possible, the least hazardous substance will be procured.

SDSs that meet the requirements of the HCS must be fully completed and received at the facility either prior to, or at the time of, receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. It may be necessary to discontinue procurement from vendors failing to provide approved SDSs in a timely manner.

4. Labels and Other Forms of Warning

The Coordinator is designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels should list at least the product identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party. Labels on containers shipped after December 1, 2015, must conform to the updated label requirements, which are detailed in the attached fact sheets. The Coordinator will refer to the corresponding SDS to verify label information. Immediate use containers, small containers into which materials are drained for use on that shift by the employee using the material, do not require labeling. To meet the labeling requirements of HCS for other in-house containers, refer to the label supplied by the manufacturer. All labels for in-house containers will be approved by the Coordinator prior to their use.

The Coordinator will check to ensure that all containers in the facility are labeled and that the labels are up-to-date.

5. Training

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS 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 conducted by a representative from the New York State Public Employee Safety and Health Bureau or via the

Coordinator utilizing training materials provided by the New York State Public Employee Safety and Health Bureau. Copies of all training materials will be available to staff via a shared network drive.

The training will emphasize these elements:

- A summary of the standard and this written policy;
- Hazardous chemical properties including visual appearance and odor, and methods that can be used to detect the presence or release of hazardous chemicals;
- Physical and health hazards associated with potential exposure to workplace chemicals;
- Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures;
- Hazardous chemical spill and leak procedures; and
- An explanation of the labels received on shipped containers and the workplace labeling system used by their employer; and the SDS, including their location, and the order of information and how employees can obtain and use the appropriate hazard information. (Refer to Appendix A of this policy)

The NYS Department of Labor will monitor and maintain records of employee training and advise the facility manager on training needs.

6. Contractor Employers

The Coordinator will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises.

7. Non-Routine Tasks

All Library employees and volunteers contemplating a non-routine task, e.g., boiler repair, will consult with the Director, who will ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures. This will be accomplished by a meeting of supervisors and the Director with affected employees before such work has begun.

Adopted by the Board of Trustees: April 7, 2015

Amended by the Board of Trustees: 3/7/2019, 7/29/2020, 3/30/2022, 3/29/2023, 3/27/2024

Reviewed by the Policy Review Committee: 3/11/2024

Appendix A

Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information (non-mandatory)* provides information to evaluate the environmental impact of the chemical(s) if it were released to the environment

Section 13, Disposal considerations (non-mandatory)* provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices. To minimize exposure, this section should also refer the reader to Section 8 (Exposure Controls/Personal Protection) of the SDS

Section 14, Transport information (non-mandatory)* provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea










Section 15, Regulatory information (non-mandatory)* identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the SDS

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 (29 CFR 1910.1200(g)(2)).

Employers must ensure that SDSs are readily accessible to employees. See [Appendix D of 1910.1200](#) for a detailed description of SDS contents.

Appendix B Pictograms

<p style="text-align: center;">Health Hazard</p>  <ul style="list-style-type: none"> ▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity 	<p style="text-align: center;">Flame</p>  <ul style="list-style-type: none"> ▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides 	<p style="text-align: center;">Exclamation Mark</p>  <ul style="list-style-type: none"> ▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
<p style="text-align: center;">Gas Cylinder</p>  <ul style="list-style-type: none"> ▪ Gasses Under Pressure 	<p style="text-align: center;">Corrosion</p>  <ul style="list-style-type: none"> ▪ Skin Corrosion/Burns ▪ Eye Damage ▪ Corrosive to Metals 	<p style="text-align: center;">Exploding Bomb</p>  <ul style="list-style-type: none"> ▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides
<p style="text-align: center;">Flame Over Circle</p>  <ul style="list-style-type: none"> ▪ Oxidizers 	<p style="text-align: center;">Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> ▪ Aquatic Toxicity 	<p style="text-align: center;">Skull and Crossbones</p>  <ul style="list-style-type: none"> ▪ Acute Toxicity (fatal or toxic)

Appendix C Sample Label

Product Identifier

CODE _____

Product Name _____

Supplier Identification

Company Name _____

Street Address _____

City _____ State _____

Postal Code _____ Country _____

Emergency Phone Number _____

Precautionary Statements

Keep container tightly closed. Store in a cool, well ventilated place that is locked.

Keep away from heat/sparks/open flame. No smoking.

Only use non-sparking tools.

Use explosion-proof electrical equipment.

Take precautionary measures against static discharge.

Ground and bond container and receiving equipment.

Do not breathe vapors.

Wear Protective gloves.

Do not eat, drink or smoke when using this product.

Wash hands thoroughly after handling.

Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO₂) fire extinguisher to extinguish.

First Aid

If exposed, call Poison Center.

If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

Hazard Pictograms



Signal Word

Danger

Hazard Statement

Highly flammable liquid and vapor.

May cause liver and kidney damage.

Supplemental Information

Directions for use

Fill weight: _____ Lot Number _____

Gross weight: _____ Fill Date: _____

Expiration Date: _____

**Appendix D
Hazardous Chemicals List**

Product Name	Have SDS? (x)
Demco Acid Free Bonding Adhesive	X
Clorox Bleach	X
Ethylene Glycol (HVAC System Additive)	X
Krylon Fusion (Paint for Plastic)	X
Lock-Ease	X
Old Dutch Cleaner	X
Ortho Max Poison Ivy and Tough Brush	X
Sevin 5 Dust (Insecticide)	X
WD40	X
Diversey Disinfectant Cleaner	X