

ORDINANCE NO. 10

AN ORDINANCE REGARDING COMMUNICATION TO ALL COMPANY PERSONNEL OF THE HAZARDOUS MATERIALS OF ORDINANCE #9 AND HOW TO PROTECT THEMSELVES AND OTHERS FROM THESE HAZARDOUS MATERIALS.

HAZARD COMMUNICATION PROGRAM
FOR BENTON COUNTY, IOWA

PURPOSE:

To communicate Benton County Iowa's Hazard Communication Program to all company personnel.

OBJECTIVES:

1. To safeguard our employee's health by providing a management guide for compliance.
2. To provide our employees with the necessary information concerning health and physical hazards of the chemical materials used in our operations.
3. To comply with OSHA Title 29, 1910.1200: Hazard Communication.
4. To include flexibility within the compliance program so that changes can be made to comply with possible state and local "Right to Know" laws.

SCOPE:

This compliance program will provide the means for the transmission of information to inform employees of the chemical products to which they are exposed. It will be accomplished by the following:

- A. Listing of all chemical products used on the property.
 - B. Appropriate labels on containers of all chemical products used.
 - C. Material Safety Data Sheets (MSDS) will be available for all chemical products on the property.
 - D. Employees will be trained to recognize and interpret labels, warnings, color coding, signs, etc. that are affixed to containers, so that they can properly protect themselves against potential hazards.
 - E. Employees will be trained to understand the elements of the MSDSs and to recognize possible risks to health and physical harm so that they can properly protect themselves against potential hazards.
 - F. This written Hazard Communication Program will be available upon request to employees, their designated representative(s) and to local officials who have proper authority.
- I. LISTING OF CHEMICAL PRODUCTS
- A. We will maintain a list of all the chemicals used on the property. This list should be updated yearly, or more often as chemicals are added or deleted, and a copy of this list shall be kept in each department.

- B. Provide a system for the purchasing within each department to obtain Material Safety Data Sheets from all suppliers of chemicals.

II. LABELS/SIGNS

- A. All chemicals/hazardous materials received must have proper labels. These labels must include:
 - 1. Identity of chemical products or substances in the containers.
 - 2. Hazard warnings.
 - 3. Name and address of the manufacturer or other responsible party.
- B. The department doing the purchasing should note when material is received, which does not comply with proper labeling so they can contact the supplier to correct as soon as is possible.
- C. All containers having chemicals must be labeled. Laboratory bottles, solvent cans, safety containers and dispensers will be included. Labels on containers smaller than one gallon (3.7 liters) will be provided that are consistent with these standards. The only exception to this rule is that a dispensing container used by one person who fills the container from a bulk source and empties this dispensing container on his same shift, does not need labeling.
- D. The original labels must not be removed from the containers. Illegible labels must be replaced with spare labels or labels with similar warnings as on the original. In cases where we substitute a different chemical or mixture into a container, we must re-label the container to accurately reflect the hazards of the identity of the contents of the container.
- E. SIGNS:
 - 1. In storage areas where similar chemical products are stored, we will post signs or placards to identify the material and transmit the required hazard information to employees.
 - 2. If any materials are to be transferred from a storage tank or container through a pipe line, labels with the required information will be affixed to the line at the discharge point (valve).

III. TRAINING

- A. All employees who normally use, handle or transport chemicals will be trained in the hazard of that chemical. Training must be conducted annually. In the case when new chemicals are brought into the work area between annual training, employees must receive training at the time of the introduction of the chemical in the work area. The Training Program must include:
 - 1. The requirements of the Hazard Communication Program.
 - 2. The operations of the work area where chemical products are present.
 - 3. The location and availability of the Material Safety Data Sheets(MSDS).
 - 4. How to interpret and understand the MSDS data and warning labels.
 - 5. Methods and observations that the employee may use to detect the presence or accidental release or spill of hazardous materials in the work area.
 - 6. The measure(s) that employees can take to protect themselves from these hazards (i.e. work practices, personal protective equipment, emergency procedures), as well as first aid/medical procedures.
- B. When a new employee is assigned or transferred to a department in which hazardous materials are used, his orientation must include all of the above training elements, as well as all other specific safety and health training required.

C. CONTRACTORS, VENDORS & SERVICE PERSONNEL:

Contractors, vendors and service personnel, who have employees assigned to work on our plant premises in areas where potential exposure to hazardous chemicals exists, must be informed of such. They should be informed of chemicals, availability of MSDS and suggested appropriate protective measures. It is suggested that this be done at the start of a project when other safety, security and fire protection procedures are discussed and reviewed.

IV. RESPONSIBILITY

- A. The official in charge of each department of Benton County, Iowa will be held accountable for enforcing the established work rules for employees to ensure chemicals are being handled and used properly to eliminate or reduce exposures.
- B. Every employee will accept responsibility for safety performing his or her work in line with established work practices and precautions outlined on hazardous material labels.

THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE AND PUBLICATION AS PROVIDED BY LAW.

PASSED AND APPROVED THIS 24th day of February, 1987.

BENTON COUNTY BOARD OF SUPERVISORS

Edwin J. Brecto
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ATTEST:

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