

## **HAZARD COMMUNICATION PLAN**

### **Purpose**

The purpose of this program is to ensure information regarding the dangers of all hazardous chemicals used by the YMCA of Central New York is known by all staff, the following hazardous information program has been established. Under this program, employees will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which employees work, safe handling procedures and measures to take to protect themselves from such chemicals.

This program is intended to fulfill the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard 29 CFR 1910.1200 and OSHA Globally Harmonized System of Classification and Labeling of Chemicals, OSHA HCS 2012. It outlines how the Y will inventory chemicals stored and used, obtain and use safety data sheets, maintain labels on chemical substances, and train employees about the hazards of chemicals they are likely to encounter on the job. This program will include and address the following criteria in order to satisfy the minimum requirements of the OSHA HCS 2012.

- List of all hazardous chemicals known to be present in the workplace or individual work areas
- Methods used to ensure that all containers, including pipes and

Preparation of this program indicates our continued commitment to safety among our employees in all of our locations.

- All facilities are expected to follow this program and maintain its work areas in accordance with these standards.
- It is an employee's right to ask for and receive a copy of this document upon request.
- Using this information is part of our shared commitment to a safe and healthy workplace.

This program applies to all YMCA of Central New York employees who may be exposed to hazardous chemicals, and all Y owned facilities and operations would participate in the Hazard Communications Program. When work is performed on a non-owned or operated site, the operator's program shall take precedence.

This Hazard Communication Plan is available for review by all Y employees at the following locations.

- In all Branch Emergency Response Plans
- An electronic version is available on Paycor.

### **Responsibilities**

Members of the Risk Management/Compliance & Safety Committee, Human Resources Director, Branch Facility Directors, Vice Presidents of Operations, Associate/Executive Directors, Associate Associate/Executive Directors, and Program Directors will act as the Hazard Communication Program Coordinators at their branch and within their departments, with overall responsibility for the program and will ensure that all program elements are carried out; including reviewing and updating this plan as necessary. Their responsibilities include the following.

- Reviewing the potential hazards and safe use of chemicals
- Maintaining a list of all hazardous chemicals and a master file of SDSs

- Ensuring that all containers are labeled, tagged or marked properly
- Provide new-hires and annual training for employees
- Maintaining training records
- Monitoring the air concentrations of hazardous chemicals in the work environment
- Properly selecting and caring for personal protective equipment
- Directing the cleanup and disposal operations of a spill
- Identifying hazardous chemicals used in non-routine tasks and assessing their risks
- Informing outside contractors who are performing work on YMCA property about potential hazards
- Reviewing the effectiveness of the hazard communication program and making sure that the program satisfies the requirements of all applicable federal, state or local hazard communication requirements
- Contacting chemical manufacturers and/or distributors to obtain SDS sheets and secondary labels for hazardous chemicals used or stored in the workplace
- Reviewing incoming hazardous chemicals to verify correct labeling
- Holding hazardous chemicals in the receiving area until receipt of the SDS for the product

Employees are responsible for following the requirements of the Hazard Communications Program.

- Identifying hazards before starting a job
- Reading container labels and SDS sheets
- Notifying a supervisor of torn, damaged or illegible labels or of unlabeled containers
- Using controls and/or personal protective equipment provided by the YMCA to minimize exposure
- Following YMCA instructions and warnings pertaining to chemical handling and usage
- Properly caring for personal protective equipment, including proper use, routine care and cleaning, storage and replacement
- Knowing and understanding the consequences associated with not following YMCA policies concerning the safe handling and use of chemicals
- Participating in and taking all mandatory trainings

## **Definitions**

**Chemical** - any element, chemical compound or mixture of elements and/or compounds.

**Container** – any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. (Pipes or piping systems, engines, fuel tanks, or other vehicle operating systems, are not considered to be "containers.")

**Designated Representative** - any individual or organization to whom an employee gives written authorization to exercise such employee's rights under applicable OSHA regulations.

**Employee** - a worker who may be exposed to hazardous chemicals under normal operating conditions or emergencies, including, but not limited to production workers, line supervisors, and repair or maintenance personnel. Workers such as office workers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

**Exposure or exposed** – an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g., accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g., inhalation, ingestion, injection, and skin contact/absorption).

**Hazardous Chemical** - a chemical that poses a physical or health hazard.

**Hazard Warning** - any words or pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the hazards of the chemical(s) in the containers.

**Health Hazard** - there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals, which are carcinogens, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents, which damage the lungs, skin, eyes, or mucous membranes.

Immediate Use – the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

**Safety Data Sheet (SDS)** - any written material concerning a hazardous chemical that includes all information required by OSHA.

**Physical Hazard** - a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

**Use** – to package, handle, react, emit, extract, generate as a byproduct, or transfer.

(1) – Definitions are excerpted from OSHA 29 CFR Part 1910.1200(c) – Hazard Communication. Additional terms can be found in the OSHA Hazard Communication Standard. A copy of the OSHA standard is available on-line at [www.osha.gov](http://www.osha.gov).

### **Employee Rights**

All Y employees have a right to know about the hazardous chemicals that they use in the workplace, or hazardous materials with reasonable personal exposure potential. Employees may request and will receive information concerning any hazards that may be associated with chemical substances in the workplace. To obtain this information or a copy of this written program, the employee can request it from their immediate supervisor, Associate/Executive Director and/or VP of Operations , the Human Resources Department, or an electronic copy is provided in Paycor.

Safety Data Sheets (SDSs) shall be made readily available during each work shift to any employee or designated representative as required by federal regulation.

### **Employee Notification**

As required by federal and New York state regulations, the Y will post signage related to this program at locations where notices to employees are normally posted. The posters shall inform employees that they have a right to information regarding hazardous and toxic substances that may be located in his/her workplace, and a right to receive a description of the potential toxic effects of these substances and the circumstances under which the toxic effects are produced.

## **List of Hazardous Chemicals**

The Y maintains a listing of all known hazardous chemicals known to be present or used at each job site by using the identity that is referenced on the appropriated safety data sheet (SDS). This identity is often a common name, such as the product or trade name. (i.e. Lime-A-Way).

The Chemical Inventory List is updated as necessary and at least annually by the Hazard Communication Program Coordinator or their designee.

The facility Chemical Inventory List must be available for review upon request.

## **Safety Data Sheets**

Chemical manufacturers are responsible for developing SDSs. The Y will have a SDS for each chemical used with the exception of consumer products. SDSs must be obtained for each required chemical from the chemical manufacturer, supplier or vendor. The purchasing of any potentially hazardous chemical product form any supplier that does not provide an appropriate SDS in a timely fashion is prohibited.

SDSs will be maintained and readily accessible in each work area. SDSs can be maintained at the primary work site. However, they should be available in case of an emergency. SDSs will be made available, upon request to employees or other regulatory agencies.

SDS will be filed alphabetically in the SDS Book. A Chemical Inventory List is provided in the front of the SDS Book, listing all SDS' contained therein. This inventory serves as the index of the SDS Book. The SDS Book will be located at the main/front desk, where it is accessible for all employees.

Employees may not remove SDSs from the SDS Book for their own use outside of work. However, employees can request a copy of an SDS using the SDS Request Form, which is located in the first section of the SDS Book. Employees should be directed to submit the form to their immediate supervisor. The employee must be given the requested SDS within 24 hours of the initial request.

The Safety Data Sheet must be kept in the SDS library for as long as the chemical is used by the facility.

Vice Presidents of Operations, Associate/Executive Directors, Associate Associate/Executive Directors and Program Directors are responsible for seeing that the Chemical Inventory List is maintained is current and is complete. Her/she will review the inventory and the SDS Book at least annually. When a hazardous material has been permanently removed from the workplace, its SDS is to be removed from the SDS Book and the Chemical Inventory List. A file copy is to be maintained in a "dead SDS file" for a period of 30 years after removed from service.

Before any non-routine task is performed, employees will be advised of methods and special precautions, PPE and the hazards associated with chemicals and the hazards associated with chemicals contained in unlabeled pipes in their work areas, the supervisor will provide SDS for any/all involved chemicals.

Employees have the right to request SDS on any chemical and it must be provided without any issues.

## **Container Labeling**

Product labels must have the following information on them:

- Product Identifier
- Signal Word
- Hazard Statement
- Hazard Pictogram(s)
- Precautionary Statement(s)
- Supplier Identification  
Name, address, and phone number of the chemical manufacturer, importer or other responsible party
- Supplemental Information

The Branch Facility Directors and maintenance staff will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warnings, and list the manufacturer's name and address. Labeling will comply with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS). Note: The Y will work to transition all workplace labels that are based on the GSH criteria as manufacturers update their labels and SDSs.

## **Temporary Containers**

OSHA has an exemption for labeling that involves temporary containers into which an employee transfers a chemical for their own immediate use, which will be under the continuous control of that employee. The Y believes that such temporary containers can still present a hazard if accidentally left unattended even for a brief period. Therefore, all temporary containers will be labeled with workplace labels.

The Facilities Directors will ensure that all hazardous chemicals used or stored in the facility are properly labeled.

- Labels shall be legible, in English. However, for non-English speaking employees, information shall be presented in their language as well.
- The Y or its employees will not remove or deface labels on incoming containers of hazardous chemicals.
- Damaged labels or labels with incomplete information shall be reported immediately.
- Damaged labels on incoming containers of chemicals will not be removed.
- New labels shall be provided as needed so that all containers are properly labeled.
- Employees who are unsure of the contents of any container must contact their supervisor for information regarding the substance including:
  - The name of the substance
  - The hazards related to the substance
  - The safety precautions required for working with the substance

Facilities Directors, is/are responsible for inspection of all incoming materials to ensure correct labeling. Chemicals received from vendors that are not properly labeled must be rejected.

## **Training**

All staff will receive initial training on the Hazard Communication Standard and this plan before they start work. Each new employee will participate in an on-line training that includes the following information:

- An overview of the OSHA hazard communication standard
- The hazardous chemicals present at his/her work area
- The physical and health risks of the hazardous chemicals

- Symptoms of overexposure
- How to determine the presence of release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
- Steps that have been taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals
- How to access SDSs or SDS information
- How to read and an explanation of labels and SDS for pertinent hazard information and how employees can obtain and use the appropriate hazard information
- Appropriate work practices and emergency procedures
- Proper clean-up and disposal of hazardous chemicals
- Location of the SDS Book and written Hazard Communication Plan

All staff will be notified whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area; A new hazardous chemical is introduced into the work area; wan employee has to perform a new or non-routine task; or an accident or near miss incidents that additional training is necessary.

Managers will ensure records of employee training are maintained.

### **Hazardous Non-routine Tasks**

Staff may be periodically required to perform non-routine tasks that are hazardous. Prior to starting work on such projects, each affected staff member will be given information by their supervisor about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the staff member should use, and steps the Y has taken to reduce the hazards, including ventilation, respirators, the presents of other staff (buddy systems), and emergency procedures.

Examples of non-routine tasks performed by staff include:

Task	Chemical Hazard
Pool Cleaning	
Pool Maintenance	

### **Informing Other Employers/Contractors**

When an outside contractor, such as pest control worker or carpenter enters a Y site to perform a service for the Y, he/she must first present SDSs for any and all hazardous chemicals he/she will use. These SDSs will be treated as above with the same training requirements. It is the responsibility of the Facilities Directors, to obtain information about hazardous chemicals used by other employers to which staff of the Y may be exposed. Any hazardous chemical information should be disseminated to staff.

It is the responsibility of the Facility Director to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to at the site where the service is to be performed and suggested precautions for the employees to take

Other employers and contractors must be provided with SDSs for hazardous chemicals used by the Y by written notification of the location of the Ys Hazard Communication Plan and master SDS Book. In addition to providing a copy of this information to the other employer, other employers will be informed of necessary precautionary measure to protect their employees while a Ys site.

### **List of Hazardous Chemicals**

A list of all known hazardous chemicals used by our staff is maintained in the SDS Book. This list includes the name of the chemical, the manufacturer, and the area in which the chemical is used and quantity used. This list is updated (including date the chemicals were introduced) within 30 days. The list is compiled and maintained by the branch Facility Directors.

### **Chemicals in unlabeled Pipes**

Staff may sometime work in locations where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall contact Facility Directors for information regarding the chemical in the pipes, potential hazards and any required safety precautions.

### **Personal Protective Equipment**

The Y conducts a hazard evaluation of its jobs to identify personal protective equipment (PPE) that is required when performing specific functions of a job. When and if safety equipment has been deemed necessary, PPE will be available and employees will be required to use the proper PPE when performing such functions. PPE is further discussed in the YMCA of Central New York Exposure Control Plan.

### **Recordkeeping**

The Y will maintain applicable records associated with chemical hazard information as required by OSHA regulations.

### **Plan Availability**

A copy of this plan will be made available, upon request, to staff and their representatives.