

**Title 5:
Chapter 3:**

**Health and Safety
Hazard Communication**

05-03-01 Introduction

- a) This policy ensures that the Lester Public Library is in compliance with the OSHA Hazard Communication Standard (HCS) 29 CFR 1910.1200.

05-03-02 List of Hazardous Chemicals

- a) The Library Custodian 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 library.

P-05-03-03 Procedures

- a) The Library Custodian will maintain a Material Safety Data Sheets (MSDS) binder of substances on the list of hazardous chemicals used in the library. The MSDS will consist of a fully completed OSHA Form 174 or equivalent. The MSDS binder will be readily available to all employees.
- b) The Custodian is responsible for acquiring and updating MSDS information. The Custodian will review each MSDS for accuracy and completeness and will consult with the Library Director if additional research is necessary. Whenever possible, the least hazardous substance will be procured.
- c) MSDS 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 MSDS information in a timely manner.
- d) The Custodian ensures that all 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. Staff will refer to the corresponding MSDS to verify label information. Immediate use containers (small containers into which materials are poured for immediate use) do not require labeling. Other in-house containers should contain the same information as the label supplied by the manufacturer. The Custodian will approve all labels for in-house containers prior to their use.
- e) 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. The Custodian and/or vendor supplying the hazardous chemical

will conduct the hazardous chemical training.

f) Training will emphasize the following elements:

1. A summary of the standards and this written policy
2. The hazardous chemical's properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals
3. Physical and health hazards associated with potential exposure to workplace chemicals
4. Procedures to protect against hazards, e.g., personal protective equipment, work practices and emergency procedures
5. Hazardous chemical spill and leak procedures
6. Where MSDS information is located, how to understand its content and how employees may obtain and use appropriate hazard information

Approved October 14, 2003

Edited 6/10/04

Amended and approved October 12, 2011