
HAZARD COMMUNICATION - PA WORKER & COMMUNITY RIGHT TO KNOW ACT

A. Introduction

This Hazard Communication Program provides detailed employee safety and health information regarding hazardous substances. It contains guidelines and instructions for receipt, use and storage of chemicals and complies with the Pennsylvania Worker and Community Right-to-Know Act.

B. Responsibilities

Department Management:

- Conduct immediate corrective action for deficiencies in relation to this program.
- Make this program available to employees or their designated representative.
- Provide specific chemical safety training for employees.
- Ensure chemicals are received, properly used, stored and labeled in accordance with his program.
- Ensure up-to-date MSDS are readily accessible to all employees on all shifts.

Purchasing:

- Obtain, from the manufacturer, MSDS for chemicals purchased from retail sources.

Department of Personnel – Safety Manager and designee:

- Monitor the effectiveness of the Hazard Communication program.
- Conduct an annual audit of the program.
- Monitor employee training to ensure effectiveness.
- Keep management informed of necessary changes.
- Ensure MSDS are available as required.
- Monitor operations for proper use, storage and labeling of chemicals.

Employees:

- Comply with the chemical safety requirements of this program.
- Report any problems with storage or use of chemicals.
- Immediately report spills of suspected hazardous materials.
- Use only those chemicals for which you have been trained.
- Use chemicals only for specific assigned tasks.

C. General Program Requirements

This Hazard Communication Program (HAZCOM) has been developed based on OSHA, State of Pennsylvania Department of Labor and Industry (DLI) and City of Pittsburgh requirements and consists of the following elements:

- Posting requirements.
- Recordkeeping.
- Identification of hazardous materials: Material Safety Data Sheets, Labeling.
- Employee training.

D. Posting Requirements

The following will be posted in the worksite:

- Pennsylvania Employee Workplace Notice.
- Hazardous Substance Survey Form (HSSF).
- This written program.

E. Recordkeeping

The following are requirements for recordkeeping:

- Medical records including exposure data shall be maintained and kept for 30 years or more.
- Employee access to medical records – Employee can request a copy, in writing, of their medical records and a copy shall be provided within 15 business days.
- Documentation of employee training is obtained for: annual training, new hire training, the introduction of new substances.
- Documentation of training includes: date of the training session, names of employees attending training, name(s) of trainer.

Request for Hazard Communication documentation by governmental agencies or emergency response entities:

- Information and documentation regarding the City of Pittsburgh Hazard Communication Program will be provided to governmental agencies such as the Pennsylvania Department of Labor and Industry or in case of a request by an emergency response organization.

F. Identification of Hazardous Materials

Hazardous materials in the workplace must be identified and inventoried by completing the Hazardous Substance Survey Form (HSSF) (Appendix I) annually. The HSSF also serves as a departmental work list.

Labels

All containers holding hazardous chemicals must be labeled with the identity of the chemical and the appropriate hazard warning. Note: this labeling requirement applies to “secondary containers” (i.e. containers holding materials transferred from labeled manufacturer containers). Labeling is necessary to communicate to the employee the hazard and how to protect themselves. Labeling is necessary in regard to the use of portable containers, storage tanks and piping. Labels for hazardous substances are keyed to the respective MSDS through the chemical or common name.

Material Safety Data Sheets: (MSDS)

A material safety data sheet is an important tool for the employee to use. If the material that the employee is about to use has been determined to have a harmful health or physical effect it will have an MSDS provided with it from the manufacturer. The employee can use the MSDS to gain information on the material that they are about to use in order to use it properly and protect themselves.

- Material safety data sheets (MSDS) are provided for the materials listed on the HSSF.
- MSDS are readily accessible to all employees in their workplace and contain the following information:
 1. Identity of the material as found on the label, including manufacturer's name.
 2. Chemical and common names.
 3. CAS number of each hazardous ingredient.
 4. Physical data.
 5. Fire explosion and reactivity data.
 6. Health hazards (potential health risks).
 7. Potential routes of entry.
 8. Signs and symptoms of exposure- Medical conditions aggravated by exposure.
 9. Mandated or recommended exposure limits.
 10. Carcinogenic ingredients (by OSHA, NTP, or IARC).
 11. Handling precautions.
 12. Personal protective equipment requirements.
 13. Spill/ clean-up procedures.
 14. Control measures (i.e. engineering, administration).
 15. First aid.
 16. Date of MSDS preparation and revision.
 17. Name, address, and emergency phone number of the author of the MSDS.

G. Employee Training

Employees receive annual training, department specific new hire training and training when new materials are introduced into the workplace. New employees are trained within 120 days of hire.

HAZCOM training will include information on the following:

- The content of this Hazard Communication Program and location of the written program.
- Persons and departments responsible for maintaining and providing access to Hazard Communication data and records information.
- Employee rights of access to data and record information. This includes the ability to obtain their medical records upon termination.
- Location(s) of hazardous materials.
- Properties of hazardous materials.
- Chemical and common names of hazardous materials.
- Acute and chronic effects.
- Symptoms arising from exposure.
- Potential for flammability, explosivity and reactivity.
- Appropriate emergency treatment.
- Appropriate personal protective equipment (PPE) and conditions for safe use.
- Emergency procedures for spills, leaks, fires or other accidents.

An evaluation of training will be conducted by competency testing, which where appropriate may be verbal, practical or in writing.

Methods of training include various forms including lectures, audio-visual materials, hands-on, group discussion and walk through.

APPENDIX I
HAZARDOUS SUBSTANCE SURVEY FORM
 Pennsylvania Worker & Community Right to Know Act: Option 1
PART I

1. NAME OF EMPLOYER CITY OF PITTSBURGH	2. FEDERAL EMPLOYER IDENTIFICATION NUMBER 25 - 6000879		
3. DIVISIONS OR PLANT NAME	4. WORKPLACE COVERED BY THIS FORM		
5. STREET ADDRESS OF WORKPLACE	CITY PITTSBURGH	STATE PA	ZIP CODE
6. MAILING ADDRESS (IF DIFFERENT)			
7. TELEPHONE NUMBER	8. COUNTY NAME ALLEGHENY	COUNTY CODE	
9. NAME OF EMPLOYER OR EMPLOYEE REPRESENTATIVE	TITLE	DATE	
10. BUSINESS ADDRESS OF SIGNATORY			
11. ALL HAZARDOUS SUBSTANCES PRESENT AT WORKPLACE DURING PRIOR YEAR: FROM THRU			
12. SIGNATURE OF EMPLOYER OR EMPLOYEE REPRESENTATIVE			

E ● ● INDICATES ENVIRONMENTAL HAZARDS

● S ● ● INDICATES SPECIAL HAZARDOUS SUBSTANCE

		CHEMICAL ABSTRACTS SERVICE NUMBER (A)	LIST PRODUCT NAME, THEN LIST THE CHEMICAL NAME OF HAZARDOUS INGREDIENTS (B)	PHYSICAL & HEALTH HAZARD(S) (C) CHECK ALL THAT APPLY				
				FIRE	SUDDEN RELEASE	REACTIVITY	IMMEDIATE (ACUTE)	DELAYED (CHRONIC)

Section V—Reactivity Data

Stability	Unstable		Conditions to Avoid
	Stable		

Incompatibility (*Materials to Avoid*)

Hazardous Decomposition or Byproducts

Hazardous Polymerization	May Occur		Conditions to Avoid
	Will Not Occur		

Section VI—Health Hazard Data

Route(s) of Entry	Inhalation?	Skin?	Ingestion?
-------------------	-------------	-------	------------

Health Hazards (*Acute and Chronic*)

Carcinogenicity	NTP?	IARC Monographs?	OSHA Regulated?
-----------------	------	------------------	-----------------

Signs and Symptoms of Exposure

Medical Conditions
Generally Aggravated by Exposure

Emergency and First Aid Procedures

Section VII—Precautions for Safe Handling and Use

Steps to Be Taken in Case Material Is Released or Spilled

Waste Disposal Method

Precautions to Be Taken in Handling and Storing

Other Precautions

Section VIII—Control MeasuresRespiratory Protection (*Specify Type*)

Ventilation	Local Exhaust	Special
	Mechanical (<i>General</i>)	Other

Protective Gloves

Eye Protection

Other Protective Clothing or Equipment

Work/Hygienic Practices