

**Title 5:
Chapter 3:**

**Health and Safety
Hazard Communication**

05-03-01 Introduction

- a) The purpose of this policy is to ensure that employees of the Lester Public Library are properly trained in the safe handling and use of hazardous materials for their safety and that of the general public. This policy was written to ensure that the Lester Public Library is in compliance with the OSHA Hazard Communication Standard (HCS) 29 CFR 1910.1200.
- b) In general, each employee in the facility will be apprised of the substance of the Hazardous Communications Policy, the hazardous properties of chemicals they work with and engineering measures or personal protective equipment to protect themselves from these chemicals.

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. The list of hazardous chemicals is maintained at library Circulation Desk.

05-03-03 Material Safety Data Sheets (MSDS)

- a) The Library Custodian will maintain an MSDS binder of every substance on the list of hazardous chemicals used in the library in his office. 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 sheet for accuracy and completeness and will consult with the Library Department Heads and the Business Manager if additional research is necessary. The appropriate Department head, Business manager or Custodian must clear all new procurements for the library. Whenever possible, the least hazardous substance will be procured.
- c) MSDS sheets 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.

05-03-04 Labels and other Forms of Warning

- a) The appropriate Department head or 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 appropriate Department Head or the Custodian will approve all labels for in-house containers prior to their use.

05-03-05 Training

- a) 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 appropriate Department Head and/or vendor supplying the hazardous chemical will conduct the hazardous chemical training.
- b) Training will emphasize the following elements:
 - 1. A summary of the standards and this written policy
 - 2. The hazardous chemicals 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 work place 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 it's content and how employees may obtain and use appropriate hazard information
- c) The appropriate Department Head or the Custodian will monitor and maintain records of employee training and advise the Library Director on training needs.

Approved October 14, 2003

Edited 6/10/04