



HAZARDOUS MATERIALS POLICY

PURPOSE:

The purpose of this program is to inform interested persons, including employees, that Albany Public Library is complying with the OSHA Hazard Communication Standard, 29 C.F.R. 1910.1200, by: compiling a hazardous chemicals list, using safety data sheets (SDSs), ensuring that containers are labeled, and providing its employees with training and information availability.

POLICY:

Hazard Communication Program

This program applies to all work operations in the Library and grounds where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The safety and health manager, who is the Facilities Manager, is the program coordinator who has overall responsibility for the program. The Facilities Manager will review and update the program, as necessary. Copies of the written program may be obtained from the Albany Public Library Public Service Desks, and/or each facility's store room in their respective Hazard Communications Binders. The binders will include hardcopies of the SDS's chemical information sheets for each product utilized at the Albany Public Library.

Hazard Evaluation Procedures

The Library's chemical inventory is a list of hazardous chemicals known to be present in its workplace. Anyone who comes into contact with the hazardous chemicals on the list needs to know what those chemicals are and how to protect themselves. When new chemicals are introduced to the facilities operation, a safety data sheet (SDS) will be attached to each Hazardous Communications Binder by the Facilities Foreman. The Facilities Foreman is responsible for ensuring that SDSs conform with the requirements of 29 CFR 1910.1200(g). All chemicals introduced into each facility will have to be approved by the Facilities Manager or Facilities Foreman. The Facilities Foreman updates the inventory as necessary.

The Facilities Foreman is responsible for obtaining/maintaining the SDSs and Binders at the Library. He/she will contact the chemical manufacturer or vendor if additional research is necessary. All new procurements for the Library must be cleared by the Facilities Manager.

The Facilities Foreman is responsible for ensuring that all hazardous chemicals in the Library are stored containers which are properly labeled and updated, as necessary. The Facilities

Foreman must ensure that newly purchased materials are checked for labels prior to use and that labels conform with the requirements of 29 CFR 1910.1200(f).

No alternatives to labeling are used by the Library. All chemicals must be stored in labeled containers. The Facilities Foreman will review and update label information when necessary and facilities staff will ensure the labels that fall off or become unreadable are immediately replaced by notifying the Facilities Foreman for replacement.

The Facilities Foreman will be responsible for reviewing all items and labels to ensure they are up-to-date and accurate.

Training

Employees will be provided with training on hazardous chemicals in their work area at the time of initial assignment. Employees will also receive retraining as necessary and whenever a new chemical hazard the employees have not previously been trained on is introduced into the work area. Training will comply with the requirements of 19 CFR 1910.1200(h).

Multi-Employer Facility

When contractors or any other employers' workers (i.e., painters, electricians, or plumbers) will be working at this workplace, the Facilities Manager will:

- Provide the other employer(s) with SDSs access to their employees as requested.

Each contractor bringing chemicals on-site must provide the Facilities Manager and/or the Facilities Foreman with the appropriate hazard / SDS information.

RESPONSIBILITY:

The Facilities Manager and/or Facilities Foreman is responsible for compliance with this policy. All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable SDSs, and chemical information lists from the Facilities Manager at 161 Washington Avenue, Albany, NY 12210.

APPROVED/REVIEWED

Adopted: September 2015

Amended: March 2022