

1. PURPOSE

Establish Parks and Recreation Department Hazard Communication policy and procedures that comply with Cal/OSHA regulations. Identify roles and responsibilities related to this program for all levels of the organization and establish uniform procedures for fulfilling those responsibilities.

2. AUTHORITY

- Federal OSHA Standard, 29 CFR 1910.1200
- California Code of Regulations (CCR), Title 8, Section 5194
- California Labor Code, Section 6382
- City of San Diego, A.R. 75.65 & 75.75

3. POLICY

The Parks and Recreation Department is committed to the safety and health of all employees. Management recognizes its responsibility to comply with regulations mandating that employers must inform employees of work-related hazards and ensure that employees who may be exposed, under normal conditions of use or in a reasonably foreseeable emergency resulting from workplace operations, are provided information about hazardous substances to which they may be exposed; by means of a written hazard communication program; container labels and other forms of warning; safety data sheets (SDS); as well as pertinent information updates and training.

4. DEFINITIONS

For definitions of other key terms in this regulation, but not listed below, check CCR, Title 8, Section 5194, (c) Definitions.

Exposure or Exposed - Any situations arising from a work operation, where an employee may ingest, inhale, absorb through the skin or eyes, or otherwise come into contact with a hazardous substance.

Director - The Director of Industrial Relations, P.O. Box 420603, San Francisco, CA, 94142, or designee.

Hazardous Substance - Any substance which is a physical hazard, or a health hazard, or is included in the List of Hazardous Substances prepared by the Director, pursuant to Labor Code Section 6382.

Health Hazard - A substance for which 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.

Label - Any written, printed, or graphic material displayed on or affixed to containers of hazardous substances.

Safety Data Sheet (SDS) - Written or printed material concerning a hazardous substance which is prepared in accordance with Cal/OSHA Regulations.

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

5. RESPONSIBILITY

Senior Management is responsible for ensuring that the following shall be produced, implemented and maintained at the workplace:

5.1.1 A written hazard communication program which at least describes how the criteria specified in CCR, Title 8, section 5194 (f), (g) and (h) for labels and other forms of warning, safety data sheets, and employee information and training will be met, and which also includes the following:

5.1.1.1 A list of hazardous substances known to be present using an identity referenced on the appropriate SDS (this list may be compiled for the entire workplace or individual work areas);

5.1.1.2 The methods to be used to inform their employees of non-routine work hazards.

5.1.1.3 Since outside contractors or employees from other City Departments, often perform work at Parks and Recreation facilities, the Parks and Recreation Hazard Communication Program shall include methods for informing those workers, or their management, of any hazardous substances to which those employees may be exposed while performing their work and suggestions for appropriate protective measures, including:

- How SDS information will be made available.
- How guest employers will be informed of precautionary measures that need be taken to protect guest employees during normal operating conditions and in foreseeable emergencies.
- Methods that will be used by host employer to inform guest employees of labeling system used in host workplace.

5.1.2 A protocol to make a copy of the written Parks and Recreation Hazard Communication Program available to employees, their designated representatives, as well as Cal/OSHA and NIOSH, in accordance with requirements of Title 8, section 3204(e).

5.2 Supervisors are responsible for ensuring that:

5.2.1 Their employees receive Hazard Communication training, including specific training on substances to which they may be exposed.

5.2.2 SDSs for substances to which their employees may be exposed are readily available.

5.2.3 Instructing employees how to obtain a needed SDS.

5.2.4 Identifying, by occupational category, which employees need which type of Hazcom training: General, Hazmat Handler, Handler Supervisor, etc.

5.2.5 An accurate complete and up-to-date chemical inventory is maintained for their area of responsibility.

5.2.6 Their employees are trained on the hazards of non-routine tasks and the proper precautions to be employed when exposure could occur.

5.3 Employees are responsible for:

5.3.1 Following all written and verbal instruction related to this program.

5.3.2 Attending required training.

5.3.3 Obtaining and using SDSs as needed.

5.3.4 Notifying supervisor if a SDS is not available.

5.3.5 Never commencing a task or activity unless SDS information regarding an unknown or potentially hazardous substance is available.

5.3.6 Wearing appropriate personal protective equipment (PPE).

5.3.7 Ensuring original and secondary chemical containers are properly labeled.

5.4 Safety and Training Section is responsible for:

5.4.1 Ensuring managers and supervisors are advised of changes in the Hazard Communication Program.

5.4.2 Advertising and scheduling Hazard Communication training classes as needed and arranging for Department personnel to attend such classes at the Environmental Services Department.

6. REQUIREMENTS

6.1 An inventory of hazardous substances which Parks and Recreation Department employees handle, or may be exposed to, at work shall be prepared and maintained within each department facility.

6.2 Each container shall be labeled or marked to identify the substance it contains and to provide appropriate hazard warning information.

6.2.1 Labels shall be legible, in English, and prominently displayed on the container.

6.2.2 Portable containers are exempt from the labeling requirements if:

6.2.2.1 The substance is to be used by the employee who performs the transfer, and

6.2.2.2 The substance is intended for immediate use; meaning the quantity in the portable container will be used during a single work shift.

6.3 Each worksite shall maintain an SDS for every hazardous substance at that worksite and ensure all are readily accessible during each work shift.

6.3.1 Where employees' work activities are carried out in more than one geographical location the SDS may be kept at a central location.

6.3.2 Employees may request a personal copy of an SDS by contacting their supervisor.

6.3.3 The facility shall ensure that an SDS has been delivered along with new products.

6.3.4 In the event of an emergency, whenever the SDS is needed by a treating medical service, a copy will be faxed or carried directly to the medical care provider.

6.4 General Hazard Communication training, from the Environmental Services Department, shall be supplemented by facility-specific or job-specific training by supervisors, as appropriate to employees' tasks and assignments.

6.5 Employees shall be provided with information and training on hazardous substances at the time of their initial assignment, and whenever a new hazardous substance is introduced into their work area.

6.5.1 Training shall include the following topics:

6.5.1.1 Requirements of the Cal/OSHA Hazard Communication Regulation.

6.5.1.2 The Parks and Recreation Department Hazard Communication Program.

6.5.1.3 The location and availability of the written Hazard Communication Program, SDSs, and the list of hazardous substances in the workplace.

6.5.1.4 Operations in which hazardous substances may be present.

6.5.1.5 Physical and/or health hazards associated with hazardous substances in the employee's work areas.

6.5.1.6 Measures employees can take to protect themselves from physical and/or health hazards associated with hazardous substances in their work areas.

6.5.1.7 The signs (smells, vapors or physical symptoms, like eye irritation or nausea) that may be used to detect the presence or release of a hazardous substance in the work area.