



# Hazard Communication Program

**Cortland County Community Action Program, Inc.**

Updated March 2018

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## Purpose

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The management of Cortland Community Action Program, Inc. is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules and provide a safe, healthful environment for all our employees. To ensure that information about the dangers of all hazardous chemicals used by the company is known by all affected employees, the following hazardous information program has been established. Under this program, employees will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals in the work area, safe handling procedures and chemical protective measures.

This written hazard communication plan will be available at the following location for review by all employees: 32 N. Main Street, Cortland, NY 13045

## Program Responsibilities

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### Management

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Management has the following responsibilities:

1. To establish guidelines for hazard communication that meets the need of the company and are compliant with OSHA and local regulations.
2. To ensure that employees are provided with the proper materials for communicating hazards to employees.
3. To designate an employee to administrate and supervise the hazard communication program.
4. To provide training to employees on hazard communication.
5. To ensure the company is operating in accordance with this policy by performing periodic reviews and audits.
6. To review this safety policy for effectiveness periodically and when program deficiencies are discovered.

### Hazard Communication Supervisor

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The agency Hazard Communication Program Coordinator is Greg Richards, Human Resource Director and can be contacted at (607-753-6781). The Hazard Communication Supervisor has the following responsibilities:

1. To supervise the implementation and execution of the hazard communication program.
2. To provide or coordinate hazard communication training for employees.
3. To ensure that materials received to the company are properly labeled and have safety data sheets.
4. To ensure that all chemicals used at the facility are included on the chemical inventory list.
5. To ensure that the company hazard communication program meets the requirements of OSHA.
6. To schedule periodic audits to monitor program effectiveness.

### Supervisors

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Supervisors have the following responsibilities:

1. To ensure that their functional areas have the appropriate hazard warnings.
2. To ensure that their functional areas have the proper SDS and that they are available to employees.
3. To make sure no employees work with or near chemicals without receiving the appropriate training.

4. To provide communication between employees and management on safety issues.

## Employees

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Employees have the following responsibilities:

1. To attend required safety training classes prior to starting work.
2. To make sure that all chemicals used in the workplace are properly labeled.
3. To review the material safety data sheet for each chemical prior to using it.

## Container Labeling

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The Program Director will verify that all containers received for use will:

- Be clearly labeled as to the contents.
- Have the appropriate hazard warning.
- List the manufacturers name and address.

It is the policy of the company that no chemicals will be released for work until this information is verified. The supervisor of each work area will ensure that all secondary containers are labeled, and identify the chemical name and appropriate hazard warning.

## Safety Data Sheets

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The Human Resource Director and the Agency S.A.F.E Committee will establish and maintain the Agency Safety Data Sheet program. This person will ensure that procedures are in place that maintain the necessary SDSs and that new ones are reviewed for new or significant safety and health information. Any new information will be immediately communicated to employees and added to the SDS storage locations. Copies of Safety Data Sheets for all hazardous chemicals to which employees of this enterprise may be exposed will be stored at:

1. 32 N. Main Street, Cortland, NY 13045- **UTILITY ROOM**
2. Head Start Program – 3 Huntington Street, Cortland, NY 13045—**COSIMO’S KITCHEN**

SDSs will be available to all employees in their work area for review during each work shift. If SDSs are not available or new chemicals in use do not have a SDS, employees may not use the chemical, and they will immediately contact Human Resource Director.

If a SDS is not received with a shipment of chemicals, those chemicals will be kept away from employees and out of use in a staging area until a proper SDS is obtained. Old [material] safety data sheets that are no longer applicable must be removed from the SDS binder(s).

## Hazardous Non-Routine Tasks

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Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee will be given information by the area supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- Specific chemical hazards.
- Protective/safety measures employees can take.
- Measures the enterprise has taken to reduce the hazard, including ventilation, respirators, presence of other employees, and emergency procedures.

The following are examples of hazardous non-routine tasks that may be expected of employees.

<b><u>Hazardous Task</u></b>	<b><u>Associated Hazardous Chemical</u></b>
None currently	

### **Chemicals in Pipes**

Some work activities are performed by employees in areas where chemicals are transferred through pipes. Prior to starting work in these areas, employees will contact Human Resource Director for information regarding:

- The chemicals in the pipes, or the insulation material on the pipe.
- Potential hazards.
- Safety precautions to be taken.

### **Hazardous Chemical List**

The agency will maintain a list of all hazardous chemicals in use at this facility as part of this written program. The following is a list of all known chemicals potentially used by CAPCO employees. More information on each chemical noted, including hazard warnings/identification, is available by reviewing the SDSs.

## **Chemical Inventory**

<b>Product</b>	<b>Hazard Identification</b>	<b>Location</b>
Activate Bleach	Irreversible eye damage and skin burn	Main Office
Cannon Cartridge 120	None	Main Office
CaviCide	Flammable, mild eye and skin irritation, nose/throat irritation, drowsiness/dizziness.	Main Office
CaviWipes	Flammable, eye irritation, drowsiness	Main Office
Clorox Bleach Germicidal Cleaner	None	Main Office
Clorox Disinfecting Wipes	None	Main Office
Clorox Toilet Bowl Cleaner with Bleach	Skin corrosion/irritation, serious eye damage/eye irritation	Main Office
Compuessory Power Duster	Flammable gas, frostbite, respiratory irritation, dizziness, headache	Main Office

Dawn Ultra Dishwashing Liquid, Original Scent	Eye irritant	Main Office
Duracell Alkaline Batteries	May cause respiratory, eye, and skin irritation; including burns/injury	Main Office
Endust	Flammable, explosive if heated, Drowsiness/dizziness.	Main Office
Energizer Battery	May cause respiratory, eye, and skin irritation; including burns/injury	Main Office
Epsom Salt	None	Main Office
Expo Cleaner	None	Main Office
Germ-X Hand Sanitizer	Flammable liquid and vapor	Main Office
Germ-X Hand Sanitizer with Vitamin E, Aloe	Flammable liquid and vapor	Main Office
Greased Lightning Multi-Purpose Cleaner	Skin and eye irritant	Main Office
Hand Sanitizer-Delta Brands	Highly flammable liquid and vapor	Main Office
HemoCue Microcuvettes	None	Main Office
HI Traffic CRPT	Allergy or asthma symptoms, breathing difficulty if inhaled	Main Office
Hot Shot Flying Insect Killer	Avoid skin & contact, indigestion	Main Office
HP Color LaserJet 4700 series	None	Main Office
HP Color LaserJet CP4525	None	Main Office
HP Color LaserJet Pro MFP M476 series	None	Main Office
Hydrogen Peroxide 3% USP	Serious eye damage, skin corrosion/burns	Main Office
Insect Trap-glue board	None	Main Office
Kork Rub Cleaner Deodorizer	Flammable, skin corrosion/irritation	Main Office
Lemon D-Fen Surface Disinfectant	Flammable, mild eye and skin irritation. Allergic reaction if overexposed.	Main Office
Lite'N Foamy Cranberry Ice	None, may cause skin irritation	Main Office
LYSOL All Purpose Cleaner	Skin and eye irritant	Main Office
Lysol Brand III Disinfectant Spray	Flammable, pressurized container	Main Office
Lysol Neutra Air Sanitizing Spray-Fresh Breeze	Flammable, pressurized container	Main Office
Max Pro Duster	Burns/frostbite, combustible if heated	Main Office
Nilosorb Absorbent	Mild irritant, eyes & respiratory	Main Office
Orange Force	Eye irritant	Main Office
Paint Clean Up Wipes	None	Main Office
Pro Power Spray Gel	Combustible liquid, allergic skin reaction, fatal if swallowed or in airways	Main Office
Professional Lysol Brand III Disinfectant Spray	Flammable, pressurized container	Main Office
Professional Resolve Spot & Stain Carpet Cleaner	Serious eye damage, eye irritation	Main Office
Purell Advanced Sanitizer, Aloe	Flammable liquid and vapor	Main Office
RAID Concentrated Deep Reach Fogger	Eye and skin irritant	Main Office
SCOTT Gentle Lotion Skin Cleanser	None	Main Office
Soft Scrub with Bleach Cleanser	Skin corrosion, serious eye damage, germ cell mutagenicity, reproductive toxicity	Main Office
Spectracide Weed & Grass Killer	Eye, skin irritant	Main Office
Steriphene II Disinfectant Deodorant-Spring Breeze	Flammable, gas under pressure, explosive if heated	Main Office
Toshiba MFP, e-Studio 5560C	Prolonged breathing-may cause adverse respiratory effects	Main Office

Windex Glass Cleaner , Mountain Berry	Avoid contact with skin, eyes, and clothing	Main Office
ZEP Streak-Free Glass Cleaner	Combustible liquid	Main Office

## Chemical Inventory

Product	Hazard Identification	Location
2x Ultra Dreft	Eye irritation, harmful if swallowed	Early Head Start centers
Austin A-1 Bleach	Eye, skin irritation	Cosimo Kitchen
Bleach Bleach	Skin/eye Irritation	All HS/EHS Centers
Contrac	Skin, eye irritation	South Main Facility
Dawn Ultra dish soap	Eye irritation	All HS/EHS Centers
Dawn-Concentrate	Eye damage/irritation	All Kitchens
Disinfectant spray	Flammable	Early Head Start centers
Equate Aloe-Vera Soap	None	All HS/EHS Centers
Equate Milk & Honey Soap	None	All HS/EHS Centers
Era Original	Eye irritation, harmful if swallowed	Early Head Start centers
G.V. Disinfectant wipes	Flammable, some properties may cause cancer	Early Head Start centers
G.V. Disinfectant wipes	None	Early Head Start centers
G.V. Glass Cleaner	Skin, eye irritation	Early Head Start centers
Goo Gone	Flammable, Skin & Aspiration irritant	All HS/EHS Centers
Keystone Deturgant	Skin burn, eye irritation	Cosimo Kitchen
Keystone Lime-Away	Skin burn, eye irritation	Cosimo Kitchen
Keystone Orange Multisurface	Skin reaction, eye irritation	Cosimo Kitchen
Keystone Pot & Pan	Eye irritation	Cosimo Kitchen
Keystone Rinse additive	Eye irritation	Cosimo Kitchen
Keystone sanitizer	Flammable, skin burn, eye irritation	Cosimo Kitchen
Keystone Stainless Steel	Flammable	Cosimo Kitchen
Keystone Wash & Walk	Eye irritation	Cosimo Kitchen
Magic Eraser	Skin irritation	Early Head Start centers
Mini Blocks	Skin irritation	South Main Facility
Quickshine	Skin, eye irritation	Early Head Start centers
Roachkiller Gel	Skin, eye irritation	South Main Facility
Soft Soap non-antibacterial	None	All HS/EHS Centers
The Works Bathroom Cleaner	Flammable, skin burn, eye damage	Early Head Start centers
The Works Toilet Bowl	Skin burns, eye irritation	Early Head Start centers
Windex	None, avoid contact with skin, eyes, clothing	Early Head Start centers

## Chemical Inventory

Product	Hazard Identification	Location
Clorox 409	Skin & Eye irritation, Avoid ingestion/inhalation.	Energy Services
Clorox Wipes	Skin & Eye irritation, Avoid ingestion/inhalation.	Energy Services
DAP Multi-purpose floor adhesive	Flammable, Skin & eye irritation, Avoid inhalation/ingestion.	Energy Services

Dap Tub surround adhesive	Flammable, Skin & eye irritation, Avoid inhalation/ingestion.	Energy Services
Fireplace mortar	Skin & Eye irritation, Avoid ingestion/inhalation.	Energy Services
GE Acrylic Caulk (1000)	Skin & Eye irritation, Avoid ingestion/inhalation.	Energy Services
GE Acrylic Caulk (3500)	Skin & Eye irritation, Avoid ingestion/inhalation.	Energy Services
GE Silicone Sealant	Skin & Eye irritation, toxic to reproduction.	Energy Services
GoJo Pumice hand cleaner	Skin & Eye irritation, Avoid ingestion/inhalation.	Energy Services
Gorilla glue	Skin & Eye irritation, Avoid ingestion/inhalation.	Energy Services
Gorilla super glue	Cumbustible, Avoid ingestion/inhalation, Skin & eye irritation.	Energy Services
Greenfiber Cellulose	Skin & Eye irritation, Avoid ingestion/inhalation.	Energy Services
Hercules Megaloc	Flammable, Skin & eye irritation, Avoid inhalation/ingestion.	Energy Services
Hercules PCV cement Medium	Flammable, Skin & eye irritation, Avoid inhalation/ingestion.	Energy Services
Hercules primer	Flammable, Skin & eye irritation, Avoid inhalation/ingestion.	Energy Services
Hercules roof & flashing sealant	Flammable, Skin & eye irritation, Avoid inhalation/ingestion.	Energy Services
Ibuprofen	Eye/ Respiratory irritation.	Energy Services
K100 Diesel fuel treatment	Flammable, Skin & eye irritation, Avoid inhalation/ingestion.	Energy Services
Lysol Disinfectant spray	Flammable, Skin & eye irritation, Avoid inhalation.	Energy Services
Mac's Deicer	Flammable, Skin & eye irritation, Avoid inhalation/ingestion.	Energy Services
Mastic	Skin & Eye irritation, Avoid ingestion/inhalation.	Energy Services
Napa Antifreeze & Coolant	Cause dizziness, headache or nausea, may cause eye irritaion, may cause skin and respriatory tract irritation, Harmfull if swallowed.	Energy Services
Neosporin	Respiratory/Skin sensitization, Reproductivity Toxicity.	Energy Services
Plumbers Putty	Flammable, Skin & eye irritation, Avoid inhalation/ingestion.	Energy Services
Pur Fill 1G (33 oz foam)	Flammable, Skin & eye irritation, Avoid inhalation.	Energy Services
RTV Silicone (clear)	Skin & eye irritation.	Energy Services
Seal All	Flammable, Skin & eye irritation, Avoid inhalation/ingestion.	Energy Services
Simplegrout Premixed grout	Skin & Eye irritation, Avoid ingestion/inhalation.	Energy Services
Swiffer Wet Jet cleaning liquid	Flammable, Skin & eye irritation, Avoid inhalation/ingestion.	Energy Services
Swiffer Wet mopping cloths	Flammable, Skin & eye irritation, Avoid inhalation/ingestion.	Energy Services
Touch N Seal 2 Part Foam (FR 600 PART A)	Avoid inhalation, Skin & Eye irritation.	Energy Services
Touch N Seal 2 Part Foam (FR 600 PART B)	Skin & Eye irritation, Avoid ingestion/inhalation.	Energy Services
Tylenol	Flammable, Skin & eye irritation, Avoid inhalation.	Energy Services
Versa-Grip sealant	Avoid inhalation/ingestion.	Energy Services
Wasp & hornet killer	Flammable, Skin & eye irritation, Avoid inhalation/ingestion.	Energy Services
WD-40	Flammable, Skin & eye irritation, Avoid inhalation/ingestion.	Energy Services
WEBCOL/Curity Alcohol Prep pads	Highly flammable liquid and vapor, Causes serious eye irritaion.	Energy Services
Windex glass cleaner	Skin & Eye irritation, Avoid ingestion/inhalation.	Energy Services
Windshield washer fluid	Flammable, Skin & eye irritation, Avoid inhalation/ingestion.	Energy Services
Winter-Eez Rv antifreeze & Rv antifreeze	Fire hazard, may cause skin & Eye irritaion, Practically non-toxic.	Energy Services



## **Training Requirements**

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The Human Resource Director is responsible for the Hazard Communication Training program and will ensure that its elements are carried out. Prior to starting work, each new employee of CAPCO will attend a health and safety orientation and will receive information and training on the following:

1. An overview of the requirements contained in 1910.1200 – Hazard Communication Rule.
2. Chemicals present in their workplace operations.
3. Location and availability of our written hazard communication program and SDSs.
4. Physical and health effects of the hazardous chemicals.
5. The symptoms over overexposure to hazardous chemicals.
6. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
7. How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment.
8. Steps the company has taken to reduce or prevent exposure to the chemicals.
9. Safety emergency procedures to follow if they employee is exposed to these chemicals.
10. How to read labels and review SDSs to obtain proper hazard information.

This training program will consist of two parts. The first part is a classroom training session, where the requirements of the OSHA Hazard Communication Standard and the company Hazard Communication Plan are covered. The second part consists of a workplace evaluation where the employee demonstrates the required knowledge, understanding, and abilities of the course. After completing the training class, each employee will sign a form to verify they attended the training and understood the policies on hazard communication.

Prior to a new hazardous chemical being introduced into any area of this workplace, each employee of that area will be given training as outlined above. Program Directors is responsible for ensuring that MSDSs on any new chemicals are available.

## **Contractor Requirements**

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It is the responsibility of Energy Services Director to provide contractors the following information:

- Hazardous chemicals to which they may be exposed to while on the job site, and the procedure for obtaining SDSs.
- Precautions employees may take to lessen the possibility of exposure, by using appropriate protective measures, and an explanation of the labeling system used.
- The company hazardous chemical labeling system.

This information will be communicated as part of a contractor site safety orientation.

It is the responsibility of the Energy Services Director to identify and obtain SDSs for the chemicals that contractors bring into the workplace.

### **Program Evaluation**

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The agency hazard communication program will be reviewed on a yearly basis. The agency will evaluate the effectiveness of the program, and correct any deficiencies discovered. Employees will have an opportunity to review and comment on this program. Program reviews will also be conducted whenever any incident causes the company to question the effectiveness of the program.