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**Hazard Communication**

**Program**

**2015**

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES GENERAL SERVICES ENTERPRISE (DAS / GSE)**

**HAZARD COMMUNICATION PROGRAM**

**PURPOSE**

The Department of Administrative Services, General Services Enterprise (DAS / GSE) Hazard Communication Program has been developed to enhance the safety of employees in the workplace, align with the United Nations’ Globally Harmonized System of Classification and Labeling of Chemicals, and to establish compliance with the standards identified in 29 CFR, 1910.1200.

This written program, a listing of hazardous chemicals or materials, and safety data sheets (SDS) are kept in a file or binder in each affected location on the State of Iowa Capitol Complex, Iowa Labs, and all other locations (custodial office, etc.). The file or binder is readily available and accessible for review by all interested parties. (See Appendix A for specific locations)

In addition, a current copy of the DAS Hazard Communication Program and SDS are available online. The web address is https://das.iowa.gov/general-services/facility-maintenance/employee-safety-program.

**RESPONSIBILITIES**

DAS/GSE is firmly committed to providing a safe and healthy work environment for each of its employees. This program establishes minimum safe procedures and guidelines for employees working with hazardous chemicals or materials.

DAS / GSE is responsible for providing education and training to all employees who work in Architecture and Engineering Services, Capitol Complex Maintenance Services, Mail Services, Procurement Services, and Lease and Space Management Services who may be exposed to hazardous chemicals or materials in their work area. Work area specific training will be conducted prior to an employee’s first exposure to any chemical or material (either in a classroom or on the job). Additional training will be conducted whenever a hazard changes, SDS changes, process changes, and whenever a new hazardous chemical or material is introduced into the work area. Employees will be trained in all aspects outlined in section “Information and Training “.

**CONTAINER LABELING**

The supervisor responsible for the designated work area receiving hazardous chemicals or materials that require SDS will verify that all containers received and used on the Capitol Complex, Iowa Labs or other remote satellite locations are clearly labeled as to the contents and the appropriate hazard warnings. No containers will be released for use until the above requirement is verified by the respective supervisor.

All hazardous chemical or material container labels must at minimum have the following information:

* Product Identifier: a chemical, common, or trade name or designation that the chemical manufacturer or importer chose to use on the label.
* Signal Word: a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label (example: danger, warning) which gives a preliminary idea of the relative significance of the exposure effects.
* Hazard Statement: a simple statement assigned to a hazard class and category that describes the nature of the chemical hazard(s) including where appropriate, the degree of hazard and relative severity (example: Fatal if swallowed, Harmful if swallowed)
* Pictogram: a composition that may include a symbol plus other graphic elements such as a border, background pattern or color. It is used to convey specific information about the hazards associated with the chemical. The eight pictograms that are designated under the standard are available in Appendix C.
* Precautionary Statement: a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting for exposure to the hazardous chemical or improper storage or handling. (example: Do not eat, drink, or smoke when using this product)
* Name, Address, and Phone Number of the Responsible Party: the name, address, and phone number of the chemical manufacturer, importer or other responsible party.

The supervisor is also responsible for assuring that existing labels on incoming containers of hazardous chemicals or materials are maintained, not removed, or defaced. Periodic inspection is required to assure labels are legible and contain appropriate hazard warnings.

If a container has a DOT shipping label, it will not be removed until all residue has been removed from the container.

Each employee is responsible for inspecting the container label prior to use of any hazardous chemical or material.

Each employee who transfers hazardous chemicals or materials into portable containers (such as bottles, spray bottles, parts cleaning cans, etc.) is responsible for labeling the portable containers. Only approved manufacturer labels will be used. The label must be legible with the product identifier and pictures, symbols, or combination that provides general information regarding the hazards of the chemical. Employees have immediate access to the SDS file or binder that includes specific information about the physical and health hazards of the chemical.

**LIST OF HAZARDOUS CHEMICALS OR MATERIALS**

An inventory list that identifies current hazardous chemicals or materials present in the work place will be maintained, updated, and periodically reviewed by each supervisor. This inventory list will be transmitted to the DAS / GSE Administrator annually. Supervisors are required to cross-reference their inventory list to their SDSs. A copy of the inventory list will be kept with the SDSs and serves as an index to aid in identifying and locating necessary information. A copy of the written program will also be incorporated into the SDS file or binder.

**SAFETY DATA SHEETS**

It is the responsibility of every supervisor ordering chemicals and products to obtain necessary SDS for hazardous chemicals or materials (See Appendix D for SDS requirements). Copies of the SDSs are required to be sent to the DAS / GSE Office to incorporate into the comprehensive database.

Copies of the SDSs for the hazardous chemicals or materials that employees may be exposed to, will be kept in each work area in a designed holder, file or binder notebook and will be readily available and accessible to all employees or other interested persons for review during each work shift. Copies of these will be made available upon request to the work area supervisor.

Contractors, subcontractors, or other employers working at the Capitol Complex, Iowa Labs or other remote satellite location are required to bring copies of all SDSs for hazardous chemicals or materials they bring onto the jobsite. SDSs are to be readily available and accessible to all employees (contractor’s, subcontractor’s, other employer’s or interested persons who may be or potentially be exposed to the hazardous chemicals or materials.) Upon leaving the job site and the removal of all hazardous materials, contractors, subcontractors or other employers will take their SDSs and associated information with them.

**INFORMATION AND TRAINING**

The supervisor is responsible to provide information and regular training to all employees who may be exposed or potentially may be exposed to hazardous chemicals or materials in their work area. Training may be either in the classroom or on the job. It will be presented at the time of their initial job assignment, at the time they are reassigned to a different work area and whenever a new chemical hazard is introduced into their work area prior to first exposure to the hazardous chemical or material.

Included will be information on the DAS/ GSE Hazard Communication Program, any operations in their work area where hazardous chemicals or materials are present, location of the DAS/ GSE Hazard Communication Program, hazardous chemicals or materials listing, and safety data sheets. Additional training is required whenever the hazard changes (SDS change, process change).

Information and training will be designed to cover categories of hazards (flammability, carcinogenicity, etc.) or specific hazardous chemicals or materials. Hazardous chemical or material specific information must always be available through labels and SDSs.

Employee information and training will include at least the following:

* Overview of the OSHA Hazard Communication Standard.
* Details, location, and availability of the DAS / GSE Hazard Communication Program, including the labeling system, SDS requirements, and required list of hazardous chemicals.
* Specific operations or locations in their work where they will encounter hazardous chemicals.
* Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (example: employer monitoring, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released)
* Physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified associated with chemicals present in the work area.
* Health hazards, including signs and symptoms of exposure, of the specific hazardous chemicals or materials present in his/her department or work area and any medical condition known to be aggravated by exposure to these chemicals.
* Procedures to protect against chemical or material hazards (i.e. required personal protective equipment and its proper use and maintenance; work practices or methods to ensure appropriate use and handling of hazardous chemicals or materials; and procedures for emergency response).
* Procedures to follow to assure protection when cleaning hazardous chemical or material spills and leaks.
* Point to stress: if an employee is instructed to use a hazardous chemical or material for which he/she has not been trained, it is their responsibility to inform the employer prior to handling the hazardous chemical or material. This will insure proper training can be given.

Training will be updated any time the hazard changes or a new hazardous chemical or material is introduced into the department or work area.

The supervisor is responsible to periodically review their training program and evaluate its effectiveness.

**NON-ROUTINE HAZARDOUS TASKS**

Periodically, employees are required to perform non-routine tasks that are hazardous (i.e. confined space entry, boiler clean out, or replacing hazardous chemical piping). Prior to starting work on such tasks; the supervisor will provide each affected employee with information about the hazardous chemicals or materials he/she may encounter during the assigned task. This information will include at minimum the required information and training list above. In addition, the supervisor will cover the specific physical and health hazards, protective and safety measures the employee can use, and steps the department is taking to reduce the hazards (i.e. ventilation, respirators, presence of another employee – buddy system, and emergency procedures.) The supervisor will also notify all other employees working in the area prior to the non-routine task being performed.

**CONTRACTORS, SUBCONTRACTORS AND OTHER EMPLOYERS**

The DAS/ GSE contract manager is responsible for providing every contractor, subcontractor or other employer working in a job site on the Capitol Complex, Ankeny Labs or other remote satellite location with information about the DAS / GSE Hazard Communication Program, the hazardous chemicals or materials they may encounter,

the location of SDSs, labeling procedures, and suggested precautions for their employees to follow.

It is also their responsibility to obtain pertinent information about the hazardous chemicals or materials used by the contractor, subcontractor or other employer that Capitol Complex, Iowa Labs or other remote satellite location employees may be exposed to or potentially exposed to (i.e. list of hazardous chemicals or materials, the location of SDSs, labeling procedures, and suggested precautions, etc.)

It is the responsibility of the contractor, subcontractor, or other employer to properly train employees in all aspects of the Hazard Communication Standard including all hazardous chemicals and materials that they may be exposed to while working at the Capitol Complex, Iowa Labs or other remote satellite location.

**All employees can obtain further information on this written program, the OSHA Hazard Communication Standard, applicable SDSs, and chemical information lists at the DAS/ GSE Office.**

**The DAS/ GSE Hazard Communication Program are designed to comply with local, state, and federal regulations applicable to DAS/GSE. The DAS/ GSE Office shall complete a periodic review of the program with the assistance and cooperation of all identified personnel.**

**Appendix A**

**Unit Name Location Written Program SDS**

|  |  |  |  |
| --- | --- | --- | --- |
| A&E | Facilities  Management  Center | Front Desk  Reception Files | Adjacent to Copy  Machine and Plotter |
| Iowa Labs | DMACC Campus | Custodial Break  Room | Custodial Break  Room |
| CCM | Facilities  Management  Center | Safety Office and  Manager’s Offices | North Front  Entrance |
|  | Capitol Building | Custodial Office  (ground floor)  Building Engineer Office (sub- basement) | Custodial Office  (ground floor) |
|  | Grimes Building | Custodial Office  (ground floor)  Building Engineer Office (mechanical room) | Custodial Office  (ground floor)  Building Engineer Office (mechanical room) |
|  | Wallace Building | Electrical  Maintenance Office | Custodial Office  (first floor) |
|  | Lucas Building | Custodial  Supervisor Office | Custodial Office  (ground floor)  Building Engineer  Office (basement) |
|  | Historical Building | Custodial Office  (level A) | Custodial Office  (level A) |
|  | Hoover Building | Custodial Office | Custodial Office |
|  | IWD 1000 E Grand | Custodial Office  Building Engineer Office (ground floor) | Custodial Office  Building Engineer Office (ground floor) |
|  | PSB Building | Custodial Office | Custodial Office |
|  | Central Energy  Plant | Main Office | Main Office |
| Mail Services | Hoover Level A Grimes Building | Mail Center Grimes  Building | Mail Center Grimes  Building |
| Lease & Space  Management | Hoover Level A | NA | NA |

**Appendix B**

**DAS/ GSE Hazard Communication Program Responsibilities**

**DAS Supervisors**

• Obtain an SDS for every hazardous chemical or material received or used on the Capitol Complex \*.

• Create an inventory including collected SDS.

• Maintain, update, and periodically audit all SDS.

• Archive the SDS for any hazardous chemical or material no longer located on the Capitol Complex.

• Review all SDS to identify the personal protective equipment (PPE) required to

wear when using the hazardous chemical or material.

• Provide required PPE to employees prior to using a hazardous chemical or material.

• Provide training to new employees prior to exposure to a hazardous chemical or

material.

• Provide additional training whenever an employee is reassigned, a hazard changes, or a new hazardous chemical or material enters the work place.

• Assure all labels and warnings are legible and intact.

• Assure DOT shipping labels remain intact until the containers are empty.

• Provide a copy of a SDS upon request from employees or other interested persons.

• Review the current training materials and evaluate effectiveness, report any deficiencies to the DAS/ GSE Administrator.

• Provide specific training for non-routine tasks that are hazardous.

• Follow disciplinary procedures for DAS/ GSE Hazard Communication Program infractions.

**DAS Employees**

• **Do not use** any hazardous chemical or material brought from home or not approved by the DAS Supervisor.

• **Do not use** any hazardous chemical or material prior to receiving training.

• Report the need for training to the DAS Supervisor.

• Know where the SDS are kept and how to obtain a copy.

• Review the SDS to answer questions prior to use.

• Label all portable containers, assure label is legible.

• Wear all required PPE identified in SDS.

• Attend initial training and any subsequent required training.

• **Stop use and report** any unusual reactions to building materials or yourself immediately to DAS Supervisor.

**Contractor**

• Bring a SDS for every hazardous chemical or material brought onto the job site.

• Provide access to SDS for all employees; including contractors, subcontractors, DAS employees, or other interested persons.

• Remove all hazardous chemicals, materials and SDS when work is completed.

• Follow all requirements in Contractor’s Hazard Communication Program.

• Provide a copy of Contractor’s Hazard Communication Program when requested.

• Follow appropriate disciplinary actions following infraction of Contractor’s Hazard

Communication Program.

**DAS Contract Manager**

• Provide a copy of the DAS/ GSE Hazard Communication Program when requested by contractors, subcontractor’s or other interested persons.

• Provide information about potential exposure to hazardous chemicals or materials

on the Capitol Complex\*.

• Provide the location where SDS are kept or copies of SDS when requested.

• Become familiar with the hazardous chemicals or materials being used at the job site.

• Provide notification to building occupants about any potential exposure to hazardous chemicals or materials.

**DAS/ GSE Administrator**

• Develop and implement the DAS/ GSE Hazard Communication Program.

• Review the DAS/GSE Hazard Communication Program periodically to assure compliance with OSHA 1910.1200.

• Provide copies of the DAS/ GSE Hazard Communication Program when requested.

• Assist in obtaining missing SDS.

• Maintain inventory and SDS located in the entryway of the Facilities

Management Center.

• Serve as the DAS/ GSE point of contact for IOSH inspections.

• Provide the DAS/ GSE Employee Safety Program web master with the current

DAS/ GSE Hazard Communication Program.

• Provide annual training materials for DAS/ GSE Supervisors.

• Answer questions and assist DAS/ GSE Supervisors in filling their responsibilities.

• Conduct periodic audit to determine effectiveness of the DAS/ GSE Hazard

Communication Program.

Note

• **Capitol Complex = All buildings on Capitol grounds, 150 Des Moines Street, and Iowa Labs.**

**Appendix C**Top of Form

**Hazard Communication Standard Pictogram**

Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

|  |  |  |
| --- | --- | --- |
| **HCS Pictograms and Hazards** | | |
| **Health Hazard**  Health Pictogram   * **Carcinogen** * **Mutagenicity** * **Reproductive Toxicity** * **Respiratory Sensitizer** * **Target Organ Toxicity** * **Aspiration Toxicity** | **Flame**  Health Pictogram   * **Flammables** * **Pyrophorics** * **Self-Heating** * **Emits Flammable Gas** * **Self-Reactives** * **Organic Peroxides** | **Exclamation Mark**  Health Pictogram   * **Irritant (skin and eye)** * **Skin Sensitizer** * **Acute Toxicity** * **Narcotic Effects** * **Respiratory Tract Irritant** * **Hazardous to Ozone Layer (Non-Mandatory)** |
| **Gas Cylinder**  Health Pictogram   * **Gases Under Pressure** | **Corrosion**  Health Pictogram   * **Skin Corrosion/Burns** * **Eye Damage** * **Corrosive to Metals** | **Exploding Bomb**  Health Pictogram   * **Explosives** * **Self-Reactives** * **Organic Peroxides** |
| **Flame Over Circle**  Health Pictogram   * **Oxidizers** | **Environment**  **(Non-Mandatory)**  Health Pictogram   * **Aquatic Toxicity** | **Skull and Crossbones**  Health Pictogram   * **Acute Toxicity (fatal or toxic)** |

**Appendix D**

**APPENDIX D TO §1910.1200 - SAFETY DATA SHEETS (MANDATORY)**

A safety data sheet (SDS) shall include the information specified in Table D.1 under the section number and heading indicated for sections 1-11 and 16. If no relevant information is found for any given subheading within a section, the SDS shall clearly indicate that no applicable information is available. Sections 12-15 may be included in the SDS, but are not mandatory.

**Table D.1. Minimum Information for an SDS**

|  |  |  |
| --- | --- | --- |
|  | **Heading** | **Subheading** |
| **1.** | **Identification** | (a) Product identifier used on the label; (b) Other means of identification; (c) Recommended use of the chemical and restrictions on use; (d) Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party; (e) Emergency phone number. |
| **2.** | **Hazard(s) identification** | (a) Classification of the chemical in accordance with paragraph (d) of §1910.1200; (b) Signal word, hazard statement(s), symbol(s) and precautionary statement(s) in accordance with paragraph (f) of §1910.1200. (Hazard symbols may be provided as graphical reproductions in black and white or the name of the symbol, e.g., flame, skull and crossbones); (c) Describe any hazards not otherwise classified that have been identified during the classification process; (d) Where an ingredient with unknown acute toxicity is used in a mixture at a concentration = 1% and the mixture is not classified based on testing of the mixture as a whole, a statement that X% of the mixture consists of ingredient(s) of unknown acute toxicity is required. |
| **3.** | **Composition/ information on ingredients** | Except as provided for in paragraph (i) of §1910.1200 on trade secrets:  **For Substances**  (a) Chemical name; (b) Common name and synonyms; (c) CAS number and other unique identifiers; (d) Impurities and stabilizing additives which are themselves classified and which contribute to the classification of the substance.  **For Mixtures** In addition to the information required for substances:  (a) The chemical name and concentration (exact percentage) or concentration ranges of all ingredients which are classified as health hazards in accordance with paragraph (d) of §1910.1200 and         (1) are present above their cut-off/concentration limits; or          (2) present a health risk below the cut-off/concentration limits.  (b) The concentration (exact percentage) shall be specified unless a trade secret claim is made in accordance with paragraph (i) of §1910.1200, when there is batch-to-batch variability in the production of a mixture, or for a group of substantially similar mixtures (See A.0.5.1.2) with similar chemical composition. In these cases, concentration ranges may be used.  **For All Chemicals Where a Trade Secret is Claimed** Where a trade secret is claimed in accordance with paragraph (i) of §1910.1200, a statement that the specific chemical identity and/or exact percentage (concentration) of composition has been withheld as a trade secret is required. |
| 4. | **First-aid measures** | (a) Description of necessary measures, subdivided according to the different routes of exposure, i.e., inhalation, skin and eye contact, and ingestion; (b) Most important symptoms/effects, acute and delayed. (c) Indication of immediate medical attention and special treatment needed, if necessary. |
| **5.** | **Fire-fighting measures** | (a) Suitable (and unsuitable) extinguishing media. (b) Specific hazards arising from the chemical (e.g., nature of any hazardous combustion products). (c) Special protective equipment and precautions for fire-fighters. |
| **6.** | **Accidental release measures** | (a) Personal precautions, protective equipment, and emergency procedures. (b) Methods and materials for containment and cleaning up. |
| **7.** | **Handling and storage** | (a) Precautions for safe handling. (b) Conditions for safe storage, including any incompatibilities. |
| **8.** | **Exposure controls/personal protection** | (a) OSHA permissible exposure limit (PEL), American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Value (TLV), and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the safety data sheet, where available. (b) Appropriate engineering controls. (c) Individual protection measures, such as personal protective equipment. |
| **9.** | **Physical and chemical properties** | (a) Appearance (physical state, color, etc.); (b) Odor; (c) Odor threshold; (d) pH; (e) Melting point/freezing point; (f) Initial boiling point and boiling range; (g) Flash point; (h) Evaporation rate; (i) Flammability (solid, gas); (j) Upper/lower flammability or explosive limits; (k) Vapor pressure; (l) Vapor density; (m) Relative density; (n) Solubility(ies); (o) Partition coefficient: n-octanol/water; (p) Auto-ignition temperature; (q) Decomposition temperature; (r) Viscosity. |
| **10.** | **Stability and reactivity** | (a) Reactivity; (b) Chemical stability; (c) Possibility of hazardous reactions; (d) Conditions to avoid (e.g., static discharge, shock, or vibration); (e) Incompatible materials; (f) Hazardous decomposition products. |
| **11.** | **Toxicological information** | Description of the various toxicological (health) effects and the available data used to identify those effects, including: (a) Information on the likely routes of exposure (inhalation, ingestion, skin and eye contact); (b) Symptoms related to the physical, chemical and toxicological characteristics; (c) Delayed and immediate effects and also chronic effects from short- and long-term exposure; (d) Numerical measures of toxicity (such as acute toxicity estimates). (e) Whether the hazardous chemical is listed in the National Toxicology Program (NTP) Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest edition), or by OSHA. |
| **12.** | **Ecological information (Non-mandatory)** | (a) Ecotoxicity (aquatic and terrestrial, where available); (b) Persistence and degradability; (c) Bioaccumulative potential; (d) Mobility in soil; (e) Other adverse effects (such as hazardous to the ozone layer). |
| **13.** | **Disposal considerations (Non-mandatory)** | Description of waste residues and information on their safe handling and methods of disposal, including the disposal of any contaminated packaging. |
| **14.** | **Transport information (Non-mandatory)** | (a) UN number; (b) UN proper shipping name; (c) Transport hazard class(es); (d) Packing group, if applicable; (e) Environmental hazards (e.g., Marine pollutant (Yes/No)); (f) Transport in bulk (according to Annex II of MARPOL 73/78 and the IBC Code); (g) Special precautions which a user needs to be aware of, or needs to comply with, in connection with transport or conveyance either within or outside their premises. |
| **15.** | **Regulatory information (Non-mandatory)** | Safety, health and environmental regulations specific for the product in question. |
| **16.** | **Other information, including date of preparation or last revision** | The date of preparation of the SDS or the last change to it. |