

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES POLICY

	TITLE: CHEMICAL HAZARD COMMUNICATIONS	POLICY NUMBER: HR 015
		SUPERCEDES POLICY NUMBER:
EFFECTIVE DATE: 10/2007	MANDATORY REVIEW DATE: 11/15/15	ORIGINATED BY: Human Resources
		AUTHORIZED BY: Board of Trustees

1. Purpose: To provide direction regarding Chemical Hazard Communications.
2. Scope: This policy applies to the TRL staff.
3. Policy:
 - a. The Facilities Maintenance Supervisor is responsible for overseeing Chemical Hazard Communications including container labeling procedures, reviews, and updates. No container will be released for use until the procedures outlined are followed.
 - b. The Facilities Maintenance Supervisor is responsible to:
 - 1) Establish and monitor Material Safety Data Sheet (MSDS) labeling;
 - 2) Ensure procedures are developed to obtain the necessary MSDS and review incoming MSDS for new or significant health and safety information;
 - 3) See that any new information is reviewed with employees.
 - c. Copies of MSDS for all hazardous chemicals in use shall be kept in applicable work areas and shall be available to all employees during each work shift. If an MSDS is not available, or a new chemical in use does not have an MSDS, staff shall immediately contact the Facilities Maintenance Supervisor, or Safety Officer.
 - d. Managers and Supervisors shall ensure that new employees attend a health and safety orientation that includes information and training on the following:
 - An overview of requirements
 - Hazardous chemicals present at the employee's work place(s)
 - Physical and health risks of the hazardous chemical
 - Symptoms of overexposure
 - How to determine the presence of hazardous chemicals in the employee's work area
 - How to reduce or prevent exposure to hazardous chemicals
 - Steps the employer has taken to reduce or prevent exposure to hazardous chemicals
 - Procedures to follow if employees are overexposed to hazardous chemicals
 - How to read labels and review MSDS to obtain hazard information
 - Location of the MSDS file and written hazard communication policy

- e. Managers shall identify and obtain MSDS for the chemicals any contractor is bringing into the work place. Before introducing a new chemical hazard, employees shall be given information and training for the new chemical.
- f. Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on projects, affected employees shall be given information by their Manager about the hazardous chemicals they may encounter during these activities.
- g. MSDS Chemical List as maintained by the Facilities Maintenance Supervisor.

4. Citations:

Chapter 296-800-170 WAC
Washington Industrial Safety and Health Act

- 5. By the enactment of this policy the Board of Trustees of the Timberland Regional Library District is concurrently rescinding any prior policy or procedure within the library district that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees

President

Date