Policy 7-2 Your Right-to-Know

Working With Hazardous Substances:
The Park District is committed to protecting you against the dangers of hazardous materials on the job. Safety training and the proper handling and storage of hazardous substances are just a few of the things we do to keep you safe. In addition, the Occupational Safety and Health Administration (OSHA) has issued a regulation that states that you have a right to know what hazards you face on the job and how you can protect yourself against them. This is your RIGHT-TO-KNOW.

OSHA's Hazard Communication Standard (29 CFR 1910.1200) affects everyone in the workplace who comes into contact with hazardous materials.

Chemical manufacturers must determine the physical and health hazards of each product they make, and they must let users know about those hazards by providing information on the container label and on a Safety Data Sheet (SDS) for every product.

The Park District must develop a written hazard communication program that:

- Tells employees about the Hazard Communication Standard.
- Explains how the standard is in effect in the workplace.
- Creates an inventory of hazardous chemical products and collects Safety Data Sheets in the workplace.
- Labels hazardous material containers.
- Provides information and training on hazardous chemicals in the workplace, which includes how to recognize, understand, and use labels and SDS sheets, and the correct safety procedures for working with hazardous substances.

Employees must read labels and SDS Sheets and Follow SPD's Safety Procedures:

- What Information is on the Label?
  Although labels differ from employer to employer, all labels must contain an appropriate group of written, printed, or graphic information elements (Pictogram, hazard statement, signal word and precautionary statement) concerning a hazardous chemical that is affixed to, printed on, or attached to the container that holds the hazardous chemical or to the outside packaging.
- The label will tell you:

- Product identifier – Name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the employee can identify the chemical.
- Signal word – Word used to indicate the relative level of severity of hazard and alert the employee to a potential hazard on the label. The signal words used in this section are "danger" and "warning." Danger is used for the more severe hazards, while warning is used for the less severe.
- Pictogram – Composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under the Hazcom standard for application to a hazard category.

- Hazard statement – Statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical including, where appropriate, the degree of hazard.
- Precautionary statement(s) – Phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.
- Name, address and phone number of the chemical manufacturer, distributor, or importer.

It is the policy of Sycamore Park District that no container of hazardous chemicals be released for use without the following label information above.

While a lot of valuable information can be found on the label, refer to the SDS sheet if you don't find all the information you need.

The SDS is the primary document by which health and safety information is provided by the manufacturer to the distributor and ultimately to the worker using the product. The SDS may be in any format and may vary greatly in length, but all must contain the following information:

Section 1: Identification
This section identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier. The required information consists of the product identifier used on the label and any other common names or synonyms by which the substance is known; name, address, phone number of the manufacturer, importer, or other responsible party, and an emergency phone number; recommended use of the chemical (e.g., a brief description of what it does, such as flame retardant); and any restrictions on use (including recommendations given by the supplier).

Section 2: Hazard(s) Identification
This section identifies the hazards of the chemical presented on the SDS and the appropriate warning information associated with those hazards.

Section 3: Composition/Information on Ingredients
This section identifies the ingredient(s) contained in the product indicated on the SDS, including impurities and stabilizing additives. It also includes information on substances, mixtures, and all chemicals where a trade secret is claimed.

Section 4: First-aid Measures
This section describes the initial care to be given by untrained responders to an individual who has been exposed to the chemical.
Section 5: Fire-fighting Measures
This section provides recommendations for fighting a fire caused by the chemical.

Section 6: Accidental Release Measures
This section provides recommendations on the appropriate response to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties, or the environment. It may also include recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard.

Section 7: Handling and Storage
This section provides guidance on the safe handling practices and conditions for safe storage of chemicals.

Section 8: Exposure Controls/Personal Protection
This section indicates the exposure limits, engineering controls, and personal protective measures to us to minimize worker exposure.

Section 9: Physical and Chemical Properties
This section identifies physical and chemical properties associated with the substance or mixture.

Section 10: Stability and Reactivity
This section describes the reactivity hazards of the chemical and the chemical stability information. This section is broken into three parts: reactivity, chemical stability, and other.

Section 11: Toxicological Information
This section identifies toxicological and health effects information or indicates such data is not available.

Section 12: Ecological Information (non-mandatory)
This section provides information to evaluate the environmental impact of the chemical(s) if released in the environment.

Section 13: Disposal Considerations (non-mandatory)
This section provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices. To minimize exposure, this section should also refer the reader to Section 8 (Exposure Controls/Personal Protection) of the SDS.

Section 14: Transport Information (non-mandatory)
This section provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea.

Section 15: Regulatory Information (non-mandatory)
This section identifies the safety, health, and environmental regulations specific for the product that are not indicated anywhere else on the SDS.

Section 16: Other Information
This section indicates when the SDS was prepared or when the last known revision was made.

OSHA's Hazard Communication regulation was developed to protect you on the job. For the Hazard Communication Standard to be effective, you must:

- Respect all warnings and precautions – don't take any chances!
- Read all substance labels and SDS sheets
- Follow warning and instructions
- Use the correct personal protective equipment when handling hazardous substances
- Know in advance what could go wrong and what to do about it
- Practice sensible, safe work habits
- Ask your supervisor, when in doubt