

TOWN OF CAMP VERDE



**Resolution: 2014-922**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE "TOWN OF CAMP VERDE PROCEDURES AND OPERATIONS GUIDE" AND SUPERSEDING ALL RESOLUTIONS OR PARTS OF RESOLUTIONS ADOPTED BY THE TOWN OF CAMP VERDE IN CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION OR ANY PART OF THIS RESOLUTION ARE HEREBY REPEALED, EFFECTIVE AS OF THE DATE THAT THIS RESOLUTION IS EFFECTIVE**

**AMENDMENT INCLUDES REPLACING THE 'HAZARD COMMUNICATION AND CHEMICAL SAFETY' WITH THE 'HAZARD COMMUNICATION PROGRAM' IN THE RISK MANAGEMENT POLICIES AND PROCEDURES/TOWN OF CAMP VERDE PROCEDURES AND OPERATIONS GUIDE.**

WHEREAS, OSHA has made substantial modifications to the *Hazard Communication Program*, effective 2012; and

WHEREAS; OSHA adopted new hazardous chemical labeling requirements as part of its revision to the Hazard Communication Standard bringing it into alignment with the United Nations' Globally Harmonized System (GHS); and

WHEREAS, it is required that the Town adopt the *Hazard Communication Program* and make it available for benefit of all parties; and

WHEREAS, workers will have better information available on the safe handling and use of hazardous chemicals, thereby allowing them to avoid injuries and illnesses related to exposures to hazardous chemicals;

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde hereby resolve to approve and adopt the *Hazard Communication Program*, attached hereto as Exhibit A.

**ADOPTED AND APPROVED by a majority vote of the Mayor and Common Council at the regular meeting of May 21, 2014.**

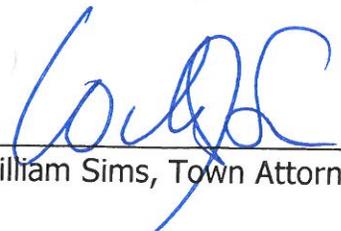
  
\_\_\_\_\_  
Charlie German, Mayor

6-4-14  
Date

Attest: Approved as to form:

  
\_\_\_\_\_  
Deborah Barber, Town Clerk

6-4-14  
Date

  
\_\_\_\_\_  
William Sims, Town Attorney

5/30/15  
Date

**TOWN OF CAMP VERDE**

**HAZARD COMMUNICATION PROGRAM**  
**Globally Harmonized System (GHS)**

The purpose of this program is to ensure that potential hazards and hazard control measures for chemicals, materials and substances used by this Town are understood by Town employees.

This written program is available for employee review at any time. An electronic copy is located on the Town's network site POG-PROCEDURES AND OPERATIONS GUIDE and a hard copy is available in All Departments.

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**I. CONTAINER LABELING:**

*The Town staff* will verify that all containers received for use by this Town will:

Be clearly labeled (see sample below) as to the contents; matching identification on the Safety Data Sheets (SDS's).

List the name and address of the manufacturer.

Note the appropriate symbol or pictogram (see below)

Note the appropriate hazard signal wording \*

“DANGER” or “WARNING”

- **Physical Hazards** (16)
  - Explosives
  - Flammable Gases
  - Flammable Aerosols
  - Oxidizing Gases
  - Gases Under Pressure
  - Flammable Liquids
  - Flammable Solids
  - Self-Reactive Substances
  - Pyrophoric Liquids
  - Pyrophoric Solids
  - Self-Heating Substances
  - Substances which, in contact with water, emit flammable gases
  - Oxidizing Liquids
  - Oxidizing Solids
  - Organic Peroxides
  - Corrosive to Metals

Corrosive to Metals

**Health Hazards** (10)

Acute Toxicity  
Skin Corrosion/Irritation  
Serious Eye Damage/Eye Irritation  
Respiratory or Skin Sensitization  
Germ Cell Mutagenicity  
Carcinogenicity  
Reproductive Toxicology  
Target Organ Systemic Toxicity – Single Exposure  
Target Organ Systemic Toxicity – Repeated Exposure  
Aspiration Toxicity

**Hazardous to the Aquatic Environment:**

Acute Aquatic Toxicity  
Chronic Aquatic Toxicity  
Bioaccumulation Potential  
Rapid Degradability

Labels (Nine symbols): No deviation of the colors

<p><u>Flame over circle</u></p>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<p><u>Flame</u></p>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self Reactives</li> <li>• Organic Peroxides</li> </ul>	<p><u>Exploding bomb</u></p>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self Reactives</li> <li>• Organic Peroxides</li> </ul>
<p><u>Skull and crossbones</u></p>  <ul style="list-style-type: none"> <li>• Acute toxicity (severe)</li> </ul>	<p><u>Corrosion</u></p>  <ul style="list-style-type: none"> <li>• Corrosives</li> </ul>	<p><u>Gas cylinder</u></p>  <ul style="list-style-type: none"> <li>• Gases under pressure</li> </ul>
<p><u>Health Hazard</u></p>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<p><u>Environment</u></p>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<p><u>Exclamation mark</u></p>  <ul style="list-style-type: none"> <li>• Irritant</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic effects</li> <li>• Respiratory Tract Irritation</li> <li>• Hazardous to Ozone Layer</li> </ul>

**Table 3: GHS Label Elements for Flammable (and Combustible) Liquids**

	Category 1	Category 2	Category 3	Category 4
<b>Symbol</b>				No symbol
<b>Signal Word</b>	Danger	Danger	Warning	Warning
<b>Hazard Statement</b>	Extremely flammable liquid and vapor	Highly flammable liquid and vapor	Flammable liquid and vapor	Combustible liquid

### SAMPLE LABEL

PRODUCT IDENTIFIER

CODE \_\_\_\_\_

Product Name \_\_\_\_\_

SUPPLIER IDENTIFICATION

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Emergency Phone Number \_\_\_\_\_

PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking.

Only use non-sparking tools.

Use explosion-proof electrical equipment.

Take precautionary measure against static discharge.

Ground and bond container and receiving equipment.

Do not breathe vapors.

Wear Protective gloves.

Do not eat, drink or smoke when using this product.

Wash hands thoroughly after handling.

Dispose of in accordance with local, regional, national, international regulations as specified.

**In Case of Fire:** use dry chemical (BC) or Carbon dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.

**First Aid**

If exposed call Poison Center.

If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

HAZARD PICTOGRAMS




SIGNAL WORD

Danger

HAZARD STATEMENT

Highly flammable liquid and vapor.  
May cause liver and kidney damage.

SUPPLEMENTAL INFORMATION

**Directions for use**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fill weight: \_\_\_\_\_ Lot Number \_\_\_\_\_

Gross weight: \_\_\_\_\_ Fill Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

No Containers Will Be Released For Use Until The Above Data Is Verified.

## **II. 16 SECTION SAFETY DATA SHEETS (SDS):**

1. Product and Company Identification
2. Hazard Identification
3. Composition / Information On Ingredients
4. First Aid Measures
5. Fire Fighting Measures
6. Accidental Release Measures
7. Handling and Storage
8. Exposure Control / Personal Protection
9. Physical and Chemical Properties
10. Stability and Reactivity
11. Toxicological Information
12. Ecological Information
13. Disposal Considerations
14. Transport Information
15. Regulatory Information
16. Other Information

Applicable SDS's for specific hazardous products to which employees may be exposed will be kept at the following departments:

- **Animal Impound**
- **Library**
- **Marshal's Department**
- **Pool**
- **Public Works**
  - Maintenance Division
  - Streets Division
  - Sewer Division (Wastewater Treatment Plant)
  - All "field vehicles"
- **Swimming Pool**
- **Town Hall – Janitor Closet**
- **Town network**

**The tasks below are primarily the responsibility of Department/Division Managers** (or their designees as individuals ordering chemicals for their department/division). The primary user of chemicals in their daily routine are assigned the tasks of ensuring that SDS's are:

- Obtained for the new chemicals
- Placed and indexed in their departmental SDS Binder for review to all affected employees during each work shift.
- Updating SDS Binders every 3 years

- Chemical containers are properly labeled and provide employees (EE's) with effective information and training on hazardous chemicals whenever EE's have not been previously trained about the chemical being introduced in the work area.

The Public Works Department: Maintenance /Janitorial, Sewer Utility, and the Streets Divisions are the primary users of chemicals.

The Risk Manager will be available to offer help with respect to SDS's and labels: how to obtain, etcetera.

### **III. EMPLOYEE TRAINING and INFORMATION:**

Each employee will be provided the following training and information before working in areas where hazardous chemicals exist. In addition, if a new hazardous product is introduced into the workplace, affected employees will be given new training and information concerning the new product.

#### **A. TRAINING:**

##### **Minimum Information to be Provided:**

1. All operations and locations in the workplace areas where hazardous chemicals are present.
2. The location and availability of the written Hazard Communication program, including the inventory list of hazardous products/chemicals used and their SDS's.
3. The method the Town will use to inform employees of potential hazards of non-routine tasks (jobs that are not typically routine for an employee because of infrequency, location or type).
4. Details of the Town's Hazard Communication program including an explanation of the new GHS labeling system, the new GHS format of SDS's and how to obtain and use the appropriate hazard information.

Upon completion of the Global Harmonizing System training program, each employee, will sign the training roster.

#### **B. Hazardous Non-Routine TASKS:**

When & Where Applicable: If Town employees are required to perform hazardous tasks that are not routine or part of the employees job assignment, such as welding in a confined space or cleaning a tank once every 6 months, the Town MUST address what hazardous materials and/or procedures are involved and specific hazards to which the employees will be exposed to. What Personal Protective Equipment (PPE) will be provided and who will be responsible/accountable to oversee the operation/job task.

Typically, administrative staff do not perform '**Hazardous, Non-Routine Tasks**' in their offices.

**C. Chemicals in Unlabeled Pipes:**

Camp Verde has the following Town-owned unlabeled pipes located at the Swimming Pool. A mixture of chlorine and hydrochloric is piped to the pool in unlabeled pipes.

The Town's Maintenance Supervisor (or his/her designee) MUST inform his employees of those hazards associated with the above chemicals.

**D. Informing Outside Contractors Performing Work at the Town's Location:**

It is the responsibility of Division Supervisor or Manager to provide contractors and their employees with the following information:

1. Hazardous chemicals to which employees may be exposed to while on/at the job site/area.
2. Measures the employees may take to reduce the possibility of exposure.
3. Steps the Town has taken to reduce the risks.
4. The location of the SDS's for which the employees may be exposed to.
5. Procedures to follow when the employees are exposed to the hazardous products.

**E. Outside Contractors Informing the Town:**

To avoid exposing Town employees to hazardous products brought on Town premises by Outside Contractors performing their job tasks the following shall be done:

1. Prior to commencing work Town Division Supervisors/Managers overseeing the project shall advise Contractor's during the Bid Process that the contract includes a clause to provide SDS's covering their own hazardous products.
2. The Contractor shall furnish all SDS's for the chemicals they will use at the Construction/Job Site, simultaneously, with the execution of the Agreement between the Town and Contractor.
3. Division Supervisors/Managers shall ensure that employees at the site are notified of the chemicals that are being used and what PPE the employee is required to wear at said site.

(Example: If a pest control company comes on your site to apply their pesticides, then Town employees may be exposed and develop adverse chemical reactions to those pesticides. Make certain that your employees are aware of the SDS's of the hazardous

products PRIOR to application so that your employees can take appropriate precautions to prevent exposure).

**F. Completion Date Requirements:**

**December 1, 2013: Employers** must train employees on the new label elements and SDS format.

**June 1, 2015\* Chemical manufacturers, Importers, Distributors and Employers** must comply with all modified provisions of this final rule, except **Distributors** may ship products labeled by manufacturers under the old system until **December 1, 2015**.

**June 1, 2016:** Employer's Must update alternative workplace labeling and hazard communication program as necessary, and provide additional employee training for newly identified physical or health hazards.

Transition Period Comply with either 29 CFR 1910.1200 (this final standard), or the current standard, or both for all chemical manufacturers, importers, distributors and employers.

**IV. INVENTORY LIST of HAZARDOUS  
CHEMICALS/PRODUCTS in the WORKPLACE:**

See attached draft lists (table of contents from a few SDS binders).

This is project is a work-in-progress.

Approved by Resolution: **Resolution: 2014-922**

# Animal Control - Safety Data Sheets (SDS)

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## Safety Data Sheets (SDS) - Janitorial

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No Bite Wearable Band

Patch 15

Pramitol 25E

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Suspend SC Insecticide

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Totally Orange

Touch Up Lacquer-Aerosol

Trophy Gym Finish

Universal Pain Exterior & Interior Latex

WD-40

## Safety Data Sheets (SDS) - Janitorial

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**Amdro Pro Fir Ant Bait**

**Armor It**

**B-29**

**Black Flag Flying Insect Killer**

**Black Gym Marking Paint**

**Blaster**

**Blazon Blue 2x2.5**

**Broadleaf Herbicide for Turf**

**Brush Whacker**

**CMR Herbicide Activator**

**Coating, Resins and Related Materials**

**Carbon Steel Covered Welding Electrodes**

**Fire Extinguisher**

**Gordon's TRIMEC Classic Brand Broadleaf Herbicide**

**Graffiti-X**

## Safety Data Sheets (SDS) - Janitorial

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**Hand Spring II**

**Impact**

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## Safety Data Sheets (SDS) - Janitorial

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**Roundup Herbicide**

**Rust Raider Metal Etch**

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**5-Star 4-Hour All Purpose Varnish**

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