



TOWN OF STRAFFORD
P. O. Box 27
Strafford, Vermont 05072

Town Office 1-802-765-4411
Town Garage 1-802-765-4550

Town of Strafford Hazard Communication Plan

Adopted: October 23, 2013

The management of the Strafford Town Garage is committed to preventing accident 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. This written hazard communication plan is available at the following locations for review by all employees: Strafford Town Garage and The Strafford Town Clerk's Office.

Identifying Hazardous Chemicals

A list is attached to this plan that identifies all hazardous chemicals with a potential for employee exposure at the Town Garage. Detailed information about the physical risks an health risks, and other hazards of each chemical is included in a safety data sheet (SDS) and the product identifier for each chemical on the list matches and can be easily cross-referenced with the product identifier on its label and on its safety data sheet.

Identifying Containers of Hazardous Chemicals

All hazardous chemical containers used at this workplace will be marked with one of the following:

- The original manufactures label that includes a product identifier, an appropriate signal word, hazard statements, pictograms, precautionary statement, and the name, address, and telephone number of the chemicals manufacturers, importer, or other responsible party.
- Another label with the appropriate label elements just described.
- Workplace labeling that included the product identifier and words, pictures, symbols, or a combination that provides at least general information regarding hazards of the chemicals.

Jon Mackinnon, Road Foreman/Public Works Director (PWD) will ensure that all containers are appropriately labeled. No container will be released for use until this information is verified. Workplace labels must be legible and in English.

Keeping Safety Data Sheets

Safety data sheets are readily available to all employees during their work shifts. Employees can review safety data sheets for all hazardous chemicals used at this workplace, located on the door of the supply room.

The safety data sheets are updated and managed by Jon Mackinnon Road Foreman/PWD. If a safety data sheet is not immediately available for a hazardous chemical, employees can obtain the required information by calling Lisa Kendall at the Strafford Town Clerks Office, phone number 802-765-4411.

Training Employees about Chemical Hazards

Before they start their jobs or are exposed to new hazardous chemicals, employees must attend a hazard communications training that covers the following topics:

- An overview of the requirements in OSHA's hazardous communication rules
- Hazardous chemicals present in their work place
- Any operation in their work are where hazardous chemicals are used
- The locations of the written hazard communications plan and where it may be reviewed
- How to understand and use the information on labels and in safety data sheets
- Meanings of pictograms, signal words, precautionary statements, and SDS format
- Physical and health hazards of the chemicals in their work areas
- Methods used to detect the presence or release of hazardous chemicals in the work area
- Steps we have taken to prevent or reduce exposure to these chemicals
- How employees can protect themselves from exposure to these hazardous chemicals through use of engineering controls, work practices and personal protective equipment
- An explanation of any special labeling presents in the workplace
- Emergency procedures to follow is an employee is exposed to these chemicals

Jon Mackinnon, Road Foreman/PMD is responsible to ensure that employees receive this training. After attending the training, employees will sign a form verifying that they understand the above topics and how the topics are related to our hazard communication plan.


Chairperson



