

**City of Jackson, Tennessee
Compliance With
(29 CFR 1910.1200 and 29 CFR 1926.59)
Hazard Communication Standard
And
(0800-1-1-.09)**

The Tennessee Hazardous Chemical Right-To-Know Law



Health Hazard Criteria (Mandatory):

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200AppA>

ALLOCATION OF LABEL ELEMENTS (MANDATORY):

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200AppC>

Safety Data Sheets (Mandatory):

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200AppD>

Table of Contents

I.	PURPOSE.....	3
II.	GLOBAL HARMONIZATION STANDARDS	3
III.	AUTHORITY AND REFERENCE.....	4
IV.	HAZARD DETERMINATION.....	4
V.	APPLICATION	5
VI.	RESPONSIBILITY FOR COMPLIANCE	5
VII.	HAZARDOUS SUBSTANCE INVENTORY	6
VIII.	LABELING	6-7
IX.	Attachments list.....	7
	Form #1: Examples of list of chemicals.....	8
	Form #2: City of Jackson Exposure Incident Form	9
	Form #3: Hazard Communications Annual Training Summary	10
	Form #4: TOSHA Questions you are expected to know	11-12
	Form #5: Work Place Chemical List Using Safety Data Sheets.....	13
	Form #6: TOSHA Contacts.....	14
	Form #7: SDS Pictograms.....	15

Globally Harmonized System of Classification Program (GHS)

(Referenced as the City of Jackson Haz Com Program)

City of Jackson, Tennessee

Date Prepared: January 15, 2008

Date Revised: December 2, 2020

I. PURPOSE

The purpose of this Written GHS Program is to ensure that:

1. Hazardous substances present in the work place are properly identified and labeled.
2. Employees have access to information on the hazards of these substances.
3. Employees are provided with information on how to prevent injuries or illnesses due to exposure to these substances.
4. Identify by job title the individual who is responsible for the responsibility for maintaining the program, the SDS books, conduct training, etc.

Note: This program will be available to all employees for review and a copy will be located in the following area(s):

1. Risk Management Office
2. https://www.jacksontn.gov/government/departments/risk_management/employee_resources
3. Contacts for Implementing the Program
 - a. **Department:** Risk Management
 - b. **Supervisors of the program:** Health & Safety Officer & Risk Manager
 - c. **Contact info:** Office #: 731-425-8277
 - d. **Team assistance:** City of Jackson Safety Committee Officers

II. GLOBAL HARMONIZATION STANDARDS

Under the old standard chemical manufacturers and importers could use any format they wanted to display hazard information on labels and SDS's. The modified standard provides a single set of harmonized criteria for classifying chemicals according to their health and physical hazards and specifies hazard communication elements for labeling and SDS's. The new format requires 16 specific sections, ensuring consistency in presentation of important protection information. Under the (GHS)- Globally Harmonized System, future MSDS sheets will contain the verbiage (SDS)- Safety Data Sheets rather than the (MSDS)- Material Safety Data Sheets.

The Hazard Communication Standard in 1983 gave workers the “Right To Know”, but the new Global Harmonization System of Classification gives workers the “Right To Understand”.

III. AUTHORITY AND REFERENCE

- Occupational Safety and Health Administration (OSHA) Hazard Communication Standard: 29 CFR 1910.1200 and 29 CFR 1926.59.
- The Tennessee Hazardous Chemical Right-To-Know Law: 0800-1-1-.09.
- Department of Commerce (Chapter 32) (COMM) 32.15

IV. HAZARD DETERMINATION

- A. A “hazardous substance” is a physical or health hazard that is listed as such in either:
1. 29 CFR Part 1910, Subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration.
 2. Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment (latest edition) American Conference of Governmental Industrial Hygienists (ACGIH).
- B. A “hazardous substance” is regarded as a carcinogen or potential carcinogen if it is identified as such by:
1. National Toxicology Program (NTP) Annual Report on Carcinogens (latest edition).
 2. International Agency for Research on Cancer (IARC) Monographs (latest edition).
 3. 29 CFR Part 1910, Subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration.
- C. Manufacturers, Importers and Distributors will be relied upon to perform the appropriate hazard determination for the substances they produce or sell.
- D. Examples of chemicals commonly found are: Paints, glues, solvents, strippers, welding rods, janitorial cleaning materials, flammables, combustible liquids, explosives, powders, dusts, metals, compressed gases and air, acids, caustics, oils, abrasives and pesticides. These materials may be found in small and large cans and bottles, bags, boxes, containers, cylinders, drums, tanks (bulk) and tank cars.
- E. The following materials are **not** covered by the Hazard Communication Standard:
1. Any hazardous waste as defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended (42 USC 6901 et seq.) when subject to regulations issued under that act by the Environmental Protection Agency.

2. Tobacco or tobacco products.
3. Wood or wood products. Note: Wood dust is not exempt since the hazards of wood dust are not “self-evident” as are the hazard of wood or wood products.
4. Consumer products (including pens, pencils, adhesive tape) used in the workplace under typical consumer usage.
5. Articles (i.e. plastic chairs).
6. Foods, drugs, or cosmetics intended for personal consumption by employees while in the workplace.
7. Foods, drugs, cosmetics, or alcoholic beverages in retail stores packaged for retail sale.
8. Any drug in solid form used for direct administration to the patient (i.e. tablets or pills).

V. APPLICATION

This program applies to the use of any hazardous substance which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

VI. RESPONSIBILITY FOR COMPLIANCE

- A. The administration of this program will be the responsibility of the Safety Officer, Department Heads, Supervisors, Safety Committee Officers and Risk Management. The administrative responsibilities will include:
 - Identification of the employees to be included in the Hazard Communication Program.
 - Development and maintenance of a hazardous substance master inventory.
 - Coordination and supervision of employee training.
 - Coordination and supervision of the facilities container labeling program.
 - Coordination of any necessary exposure monitoring.
 - Coordination and supervision of the overall program.
 - Periodic evaluation of the overall program.
- B. Employees are responsible for following all safe work practices and using proper precautions required by the guidelines in this program.
- C. Departments are responsible for Safety Data Sheet (SDS) upkeep and updates for all chemical used in the department.
- D. Risk Management shall coordinate, along with the Safety Committee members, annual training to all departments on GHS and Safety Data Sheet books. Documentation of the training should be kept in each department and copies sent to Risk Management.

- E. Safety Data Sheet notebooks should contain sheets for all chemicals/cleaning supplies stored in your department to date.
- F. Safety Data Sheets of chemicals/cleaning supplies you no longer store, but stored in the past, can be taken out of your SDS notebook. However, they must be kept in a file for at 30 years.
- G. Should there be an exposure from a chemical stored in your department, the Safety Data Sheet of that chemical/cleaning supplies must be kept in your SDS notebook.

VII. HAZARDOUS SUBSTANCE INVENTORY

- A. Department Head, Supervisors are responsible for compiling, maintaining and updating, when necessary, a master list of hazardous substances used or produced in the facility. The inventory list will include the common identity or trade name of the product and the name and address of the chemical manufacturer, pictograms that convey specific information about the hazard. And a signal word to indicate the relative level of severity of the hazard. A precautionary statement should describe recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling. Hazardous substances will be listed alphabetically by manufacturer. Substances which are not in containers will also be included on the inventory list, e.g., welding fumes, carbon monoxide from a fork lift, etc. (See Example Form #1)

VIII. LABELING

- A. Department Purchasing Clerk, Department Head and/or Supervisor are responsible for evaluating labels on incoming containers. Each label must contain the following information:
 - 1. Common Name/Chemical Name.
 - 2. Name and address of the chemical manufacturer.
 - 3. Pictogram(s) to convey specific information about the hazards.
 - 4. Hazard statement to indicate the nature and degree of the hazard.
 - 5. Signal word(s) to indicate the severity of the hazard.
 - 6. Precautionary statement that describes recommended measures to prevent adverse effects from exposure.
- B. If the label is not appropriate, Department Head or designee will notify the manufacturer or supplier that the label is not adequate. (See Form #2)
Department Head or designee will send a second request the manufacturer or supplier if the correct label is not supplied within 30 days. (See Form #3)
Department Head or designee is responsible for preparing an appropriate label if one is not supplied by the manufacturer within the second 30 days.

A container will not be released for use until an appropriate label is affixed to the container.

- C. Labels will be removed if they are incorrect. When the container is empty it may be used for other materials provided it is properly cleaned and properly relabeled.
- D. Each Department Head or designee is responsible for ensuring that all containers used in his/her department are labeled properly and remain legible. Defacing labels or using them improperly is prohibited.
- E. Unlabeled portable containers such as pails and buckets should be used by one employee and emptied at the end of each shift. If the secondary containers are used by more than one employee and/or its contents are not emptied at the end of the shift, the Department Head or designee is responsible for labeling the container with either a copy of the original label or with a generic label which has space available for all the appropriate hazard warnings.
- F. Piping systems shall be painted at access points and every 10 feet where the piping is 8 feet or closer to employee contact.
 - 1. Piping shall be painted as follows:
 - a. (Substance) (Color)
 - b. (e.g., oxygen) (e.g., green)
- G. There will be mandatory training for all new employees and mandatory annual training for Globally Harmonized System of Classification Program (GHS), Safety Data Sheets, labeling of hazardous chemicals, hazardous inventory, and any changes to the program.

XI. Attachments/Forms:

Form # 1: Example of List of Chemicals/Substances in the Work Place

Form # 2: City of Jackson Exposure Incident Form

Form #3: Hazard Communication Annual Program Training Summary (Training documentation)

Form # 4: Questions TOSHA Requires You to Know

Form # 6: TOSHA Contacts

Form #7: SDS Pictograms

Form # 1: Example of List of Chemicals/Substances in the Work Place

PRODUCT IDENTIFIER	HAZARDOUS	NON-HAZARDOUS
Red 213 paint		
Toluene		
Welding rods - 304 stainless steel		
Explosives		
Clorox		
Dial Soap		
Ajax Cleanser		
Propane		

Form # 2 - City of Jackson Exposure Incident Form

Employee Name: _____ SSN: _____

Department: _____

Telephone: (h) _____ (c) _____

Date of Exposure: _____ Time: _____

Type of Incident: _____

What were you exposed to? (check all that apply)

Blood _____ Tears _____ Feces _____ Urine _____ Saliva _____

Sweat _____ Vomit _____ Other _____

What part(s) of your body were exposed? Be Specific: _____

Did you have any open cuts, rashes, etc. that became exposed? Be specific: _____

How did the exposure occur? _____

Did you seek medical attention? Yes _____ No _____

Where? _____ Date & Time: _____

Was supervisor contacted? Yes _____ No _____

Name of source patient: _____

D.O.B.: _____ Address: _____ Sex: M _____ F _____

Suspected or confirmed disease: _____

Date of follow up appointment: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Form # 3: Hazard Communication Annual Program Training Summary

	Number of Training Courses Presented:	Number of Employees Trained:
New-employee training:		
Work-area-specific training:		
New-substance training:		
Other training:		
Total courses/employees		

Hazardous Substances

	# Of Different Hazardous Substances in Use:	# Of SDS's on File:
Previous Total:		
New This Year:		
Revised Total:		

The following activities have been completed:

- Written plan is updated.
- Hazardous substance inventory has been updated.
- Hazard Communication Training is complete.
- SDS's are up to date.
- Chemicals are properly labeled.
- Portable containers are properly labeled.

If any of the above activities are not complete, explain:

Completed by: _____ **Date:** _____

Please Print Name: _____

Form # 4: Train The Employees About the Hazardous Chemicals with Which They Work or May Be Exposed to in a Foreseeable Emergency.

TOSHA will expect employees to verbally recall answers to the following questions in simple language to inspectors:

1. What are the requirements of the hazard communication standard?

In order to ensure chemical safety in the workplace, information about the identities and hazards of the chemicals must be available and understandable to workers. OSHA's Hazard Communication Standard (HCS) requires the development and dissemination of such information:

- Chemical manufacturers and importers are required to evaluate the hazards of the chemicals they produce or import, and prepare labels and safety data sheets to convey the hazard information to their downstream customers;
- All employers with hazardous chemicals in their workplaces must have labels and safety data sheets for their exposed workers, and train them to handle the chemicals appropriately.
- Hazard classification: Provides specific criteria for classification of health and physical hazards, as well as classification of mixtures.
- Labels: Chemical manufacturers and importers will be required to provide a label that includes a harmonized signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements must also be provided.
- Safety Data Sheets: Will now have a specified 16-section format.
 - 1. Identification; 2. Hazard(s) Identification; 3. Composition/information on ingredients; 4. First-aid measures; 5. Fire-fighting measures; 6. Accidental release measures; 7. Handling and storage; 8. Exposure controls/personal protection; 9. Physical and chemical properties; 10. Stability and reactivity; 11. Toxicological information; 12. Ecological information (Non-mandatory); 13. Disposal considerations (Non-mandatory); 14. Transport information (Non-mandatory); 15. Regulatory information (Non-mandatory); 16. Other information, including date of preparation or last revision.
- Information and training: Employers are required to train workers by December 1, 2013 on the new labels elements and safety data sheets format to facilitate recognition and understanding.

2. What hazardous chemical(s) are you exposed to, or may be exposed to, during normal use or in a foreseeable emergency? This is located in Section #8. Exposure Controls/personal protection of the Safety Data Sheet. List your hazardous chemicals and know the 16-sections on the Safety Data Sheet for that chemical. See form # 5.

3. Where is this chemical present? Need to know the location where chemicals are stored in your department.

4. What are the short and long term effects on the body, as well as the simple asphyxiant, combustible dust, and pyrophoric gas hazards of the chemical? **This is located in Section #11. Toxicological Information of the Safety Data Sheet.**
5. How can you detect if you are overexposed to the chemical(s)? **This is located in Section #3. Composition/information on ingredients of the Safety Data Sheet.**
6. How can you protect yourself from overexposure? **This is located in Section #8. Exposure controls/personal protection of the Safety Data Sheet.**
7. Where are the SDS, chemical list, and written program located? **This program should be with your SDS Book and know the location where it is in your department.**

The GHS Program is on the City of Jackson's website at https://www.jacksontn.gov/government/departments/risk_management/employee_resources.

8. What information must be on the label on containers of hazardous chemicals?

- **Common Name/Chemical Name.**
- **Name and address of the chemical manufacturer.**
- **Pictogram(s) to convey specific information about the hazards.**
- **Hazard statement to indicate the nature and degree of the hazard.**
- **Signal word(s) to indicate the severity of the hazard.**
- **Precautionary statement that describes recommended measures to prevent adverse effects from exposure.**

9. What do the pictograms indicate? **The Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. 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. (See form # 7 for standard pictograms)**

Form # 5: Work Place Chemical List Using Safety Data Sheets

Sample:

CHEMICAL/ COMPONENT NAME	CHEMICAL ABSTRACTS SERVICES (CAS) NO.	PRODUCT IDENTIFIER (LABEL IDENTITY)	WORK AREA WHERE CHEMICAL IS NORMALLY USED OR STORED
Toluene	108-88-3	Red 231, SL-Enamel, Gold Paint, Bright Yellow, Solvent-Y	Paint Room A
Lead	7439-92-1 Bright Yellow,	Bright Yellow, Metal Shot	Paint Room Mfg. Area
Carbon Monoxide	630-08-0	Lift Truck Fumes	Lift Truck Area
Air (Compressed)	---	Air (Compressed)	Compressor Room
Iron Oxide Fume	1309-37-1	Steel, Welding Rods	Storage Rack/Cabinet
Fluoride	7440-47-3	Welding Rods	Storage Rack/Cabinet
Chromium	7440-47-3	Stainless Steel Welding Rods	304, 309 Storage Rack/Cabinet
Nickel	7440-02-0	Stainless Steel Welding Rods	304, 309 Storage Rack/Cabinet
Propane	74-98-6	Propane	Storage Rack
Mineral Spirits	64742-88-7	Paint: Safety Grey, Yellow	Paint Storage Cabinet

*Many containers of paints or oils (or such categories) may be grouped as "Paints" or "Oils."

*Remember, consumer products may be omitted from the list if they are:

- a. used for the purpose intended, AND
- b. used in the same frequency and duration as used by a consumer.

Form # 6: TOSHA Contacts

**Hazard Communications Standard (29 CFR 1910.1200)
Hazardous Chemical Right-to-Know Law (T.C.A. 50-3-2001 – 50-3-2019) TDOL
Rule Chapter 0800-1-09**

Please Call One of TOSHA's Area Offices If You Have Any Questions:

Memphis Office 901-543-7259

Jackson Office 731-423-5640

Nashville Office 615-741-2793
800-249-8510

Knoxville Office 865-594-6180

Kingsport Office 423-224-2042

Chattanooga 423-634-6424

Consultative Services 800-325-9901

Form # 7 – SDS Pictograms

On all container labels: Frame must be **Red**; Hazard Symbol must be **Black**; Background must be **White**!



HEALTH HAZARD:
Carcinogen
Mutagenicity
Reproductive Toxicity
Respiratory Sensitizer
Target Organ Toxicity
Aspiration Toxicity



ACUTE TOXICITY (POISON)



FLAMMABLE:
Flammables
Pyrophorics
Self-Heating
Emits Flammable Gas
Self Reactives
Organic Peroxides



FLAME OVER CIRCLE:
Oxidizers



CORROSION:
Skin Corrosion/Burns
Eye Damage
Corrosive Metals



GAS CYLINDER:
Gases under pressure



EXPLODING BOMB:
Explosives
Self-Re-actives
Organic Peroxides



EXCLAMATION MARK:
Irritant (skin & eye)
Skin Sensitizer
Acute Toxicity-Low
Narcotic Effects
Respiratory Tract Irritant
Hazardous to Ozone Layer (non-mandatory)



ENVIRONMENTAL (non-Mandatory):
Aquatic Toxicity