



DEPARTMENT OF HUMAN RESOURCES

SUBJECT: HAZARD COMMUNICATION PROGRAM

Dept. Policy # 80-09	Rev # 4
Effective Date: 7/1/2006	

AUTHORITY

Administrative Procedure 2-14 "The Purchase, Use, Storage and Disposal of Hazardous Materials or Wastes," revised 3/14/2000, authorizes the Human Resources Department to establish and maintain updated citywide Hazard Communication programs to ensure compliance with hazardous materials and waste laws.

SCOPE

This policy is applicable to all City of Houston departments and employees, temporaries, volunteers, and contractors.

PURPOSE

1. To establish procedures for the City of Houston's Hazard Communication Program.
2. To establish a minimum citywide standard for compliance with applicable parts of the following:
 - 2.1. City of Houston Administrative Procedure # 2-14, "Purchase, Use, Storage, and Disposal of Hazardous Materials or Wastes"
 - 2.2. Texas Hazard Communication Act, 1993 revision
 - 2.3. Environmental Protection Agency Emergency Planning and Community Right-To-Know regulations
3. To provide for a safe working environment for all employees and visitors at City of Houston facilities

DEFINITIONS

AP 2-14 – City of Houston Administrative Procedure # 2-14, "Purchase, Use, Storage, and Disposal of Hazardous Materials or Wastes."

Article – A manufactured item formed to a specific shape or design during manufacture; has end-use functions dependent in whole or in part on its shape or design during end use; and does not release or otherwise result in exposure to a hazardous chemical under normal conditions of use.

Category I Departments - Those that have no hazardous chemicals present, or have hazardous chemicals present at only a few workplaces.

Category II Departments - Those that have hazardous chemicals present at most of their workplaces.

Consumer Product – An item demonstrated to be used in the workplace in the same manner as normal consumer use and if the use results in a duration and frequency of exposure not greater than that experienced by consumers.

DSHS - Department of State Health Services which administers the Texas Hazard Communication Act.

Emergency Action Plan – A written plan of action to be taken by employees in the event of an emergency.

Employee – An employee of the City of Houston.

Approved:

Date Approved:

6/20/06

Exposure – Subjection to a hazardous chemical in the course of employment through any route of entry, including inhalation, ingestion, skin contact, or absorption. The term includes potential, possible, or accidental exposure under normal conditions of use in a reasonably foreseeable emergency.

Extremely Hazardous Substance (EHS) – A chemical listed as such pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 U.S.C.A. §§ 9601-9675.

Foreseeable Emergency – Any potential occurrence, such as equipment failure, ruptured containers, failure of control equipment, which could result in an uncontrolled release of a hazardous chemical into the workplace.

Hazardous Chemical – An element, compound, or mixture of elements or compounds that is a physical or health hazard or a hazardous substance, as defined by regulations promulgated by the Occupational Safety and Health Administration (OSHA), 29 Code of Federal Regulations (CFR) 1910.1200, or by OSHA's written interpretations.

HazCom Coordinator – A person designated by a Department Director or their designee to ensure compliance with this policy.

HCO – The HazCom Compliance Officer of the Human Resources Department.

Health Hazard – A chemical for which there is significant evidence that acute or chronic health effects may occur in exposed employees. The term includes carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

HMIS – The Hazardous Material Identification System of the National Paint Coatings Association.

LEPC – The Local Emergency Planning Committee established by 42 U.S.C.A. § 11001 (c).

MSDS – Material Safety Data Sheet – A document containing chemical hazard and safe handling information that is prepared in accordance with the requirements of the OSHA standard for that document.

Physical Hazard – A chemical for which there is scientifically valid evidence that it is a combustible, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive), or water-reactive.

SARA - Superfund Amendment and Reauthorization Act, 1986.

Temporary Workplace – A stationary workplace that is staffed less than 20 hours a week. It may be considered to be a work area of the headquarters' workplace from which employees are routinely dispatched. Temporary workplaces may include pumping stations, emergency response sites, and similar workplaces.

Tier Two – The report form required by Chapter 506.006 of the Texas Public Employer Community Right-To-Know Act.

THCA – Texas Hazard Communication Act, Texas Health and Safety Code Chapter 502, as administered by the Texas Department of State Health Services.

WCL – The Workplace Chemical List required by the THCA.

Work Area - A room, a defined space, a utility structure, or an emergency response site in a workplace where hazardous chemicals are present, produced, or used and where employees are present.

Workplace – An establishment, job site, or project, at one geographical location containing one or more work areas, with or without buildings, that is staffed 20 or more hours a week.

PROGRAM

1. **DEPARTMENT EXPOSURE RANKING** - At the beginning of each fiscal year, the HCO will rank each department based on the potential exposure of its employees to hazardous chemicals. The HCO shall prepare a list indicating which category, as defined in the Definitions, applies to each department and shall notify the Category I and II HazCom Coordinators in writing of this ranking if the ranking changes. Typically, departments will stay in the same category as their initial ranking.
2. **DEPARTMENT WRITTEN PROGRAM** – Each department shall prepare and maintain written plans defining its actions to comply with the HazCom Programs mandated by AP 2-14, including the names or titles of individuals performing HazCom functions. Copies of the program shall be submitted to the HCO. The HCO will provide templates specific to each category of departments. Category I departments without full-time Safety staff will be provided assistance from the HCO.
3. **LABORATORIES** may be exempted from the Chemical Hazard Assessment and Workplace Chemical List sections of this policy provided they maintain their MSDSs on-site in paper or electronic format and provide documented employee training.
4. **CHEMICAL HAZARD ASSESSMENT** – Each Department HazCom Coordinator shall ensure hazard assessments are performed on all chemicals for which there is the possibility of an occupational exposure. Chemical Hazard Assessments are not required to be performed on wood or wood products, consumer products if used as in the Definitions, drugs, or radioactive wastes. This assessment shall identify possible physical and health hazards, quantities used and/or stored at the workplace, and the potential exposures to City employees. Note: Departments may utilize computer based MSDS management systems to perform this assessment. *(See Exhibit A for an example.)*
5. **WORKPLACE NOTICE** - Each Department having hazardous chemicals present at its workplaces shall post the most recent English and Spanish versions of the "Notice to Employees," which informs employees of their rights under the Texas Hazard Communication Act. The notice must be placed at all locations where notices normally are posted and at other strategic positions where they can be easily seen and read. The HCO shall ensure that a current version of the notice is made available for each department. These are also available electronically from the Human Resource Department, Safety Section Internet site at www.choice.net/hr/safety.htm.

6. WORKPLACE CHEMICAL LIST (WCL) – Each year, the Department HazCom Coordinators shall ensure a list of all hazardous chemicals normally present or used at each permanent and temporary workplace is prepared. The WCL shall be used as the Table of Contents in the MSDS Notebook for each workplace. It shall be organized alphabetically by the product name. The WCL shall contain the product name (as found on the MSDS and label) of each chemical normally present or used at each workplace regardless of its quantity, and the work area or storage location. The WCL must be dated and signed by the person responsible for compiling the information. The HCO shall provide the most current form for submittal of the Workplace Chemical List. The HCO shall ensure all Workplace Chemical Lists are maintained for 30 years. *(See Exhibit B for an example.)*

6.1. **Category I Department** HazCom Coordinators shall ensure each permanent and temporary workplace submits an updated Workplace Chemical List to the HCO by **November 1st** of each year.

6.2. **Category II Department** HazCom Coordinators shall ensure each permanent and temporary workplace submits an updated Workplace Chemical List to the HCO by **November 1st** of each year.

7. MSDS AND MSDS NOTEBOOK

7.1. **MSDS** - Each Department shall acquire a copy of the most current MSDS for each hazardous chemical present or used in the workplace. Each MSDS should contain the information required by the THCA and OSHA. If a product is repackaged, such as by a distributor, the MSDS must list the name, address, and telephone number of the repackager, as well as the manufacturer's name, address, and phone number.

7.2. Purchasing and Receiving

7.2.1. The Department HazCom Coordinator, as outlined in the procedures developed pursuant to AP 2-14, should review each chemical's MSDS prior to purchase and receipt at a department. Employees purchasing hazardous chemicals by petty cash must obtain an MSDS from the place of purchase.

7.2.2. No chemical shall be received unless an MSDS accompanies the delivery. If no MSDS is provided, the delivery shall be denied until the MSDS can be acquired.

7.2.3. Warehouse staff shall ensure a copy of the MSDS accompanies each transfer to a different location of a chemical covered by this program.

7.3. **Exemptions** – the following items are exempt from the MSDS requirements:

7.3.1. Wood or wood products.

7.3.2. Articles only after a Chemical Hazard Assessment has been performed.

7.3.3. Consumer products if used as defined in the Definitions.

7.3.4. Drugs.

7.3.5. Radioactive wastes.

7.4. MSDS Notebook

7.4.1. Each Department HazCom Coordinator shall ensure an MSDS Notebook is compiled and maintained for each permanent and temporary workplace that contains hazardous chemicals. The use of magnetic media for storage is allowed provided each employee workplace has timely access to the storage program and their MSDSs.

7.4.2. The Notebook shall contain the Workplace Chemical List as the Table of Contents, and an MSDS for each hazardous chemical normally present or used at the permanent or temporary workplace. The MSDS Notebook must be conspicuously marked as to its content.

7.4.3. The MSDS Notebook must be kept in a place readily available to all employees working in that area. Each employee must be made aware of its location. Duplicate notebooks may be necessary in order to ensure ready accessibility in case of an emergency. Magnetic media may be used for storage of MSDSs provided employees have timely access to the storage program and their MSDSs.

7.4.4. At least once per year, the MSDS Notebook shall be updated. MSDSs for substances no

longer stored or used at the workplace shall be removed from the notebook. The removed MSDS(s) must be sent immediately to the Department HazCom Coordinator and should be sent to the HCO by **November 1st** of each year.

7.4.5. New inventory or new formulations should arrive with an updated MSDS. If not, the Director or his designee shall notify the manufacturer immediately in writing. The product must be taken out of service and secured until the correct MSDS is received. A new or updated MSDS shall be added to all appropriate MSDS Notebook(s) immediately upon receipt, the Table of Contents updated, and the old MSDS removed. The old MSDS(s) removed must be sent immediately to the Department HazCom Coordinator and should be sent to the HCO by **November 1st** of each year.

7.5. **MSDS Submittal Deadlines: Category I Departments and Category II Departments** shall provide a copy of the updated WCL and any out of service MSDS(s) to the HCO by **November 1st** of each year. Laboratories are exempt from submitting the WCL to the HCO.

8. CONTAINER LABELING OF HAZARDOUS CHEMICALS

8.1. **Label Integrity:** Each Department shall ensure existing manufacturers' labels are not removed or defaced (subject to the secondary container exceptions detailed in §8.2).

8.1.1. If the label on a container is illegible or if there is a reason to believe it is inaccurate or incorrect, the Department should relabel the container if the contents are known. Under no circumstances may a hazardous chemical be stored in an unmarked container. If the contents are not known, the contents should be treated as a hazardous waste and disposed of properly.

8.1.2. All replacement labels must include the identity appearing on the MSDS, the pertinent physical and health hazards including the organs affected, and the manufacturer/distributor's name and address. If the distributor has repackaged the product, the label must show the distributor's name, address and phone number.

8.1.3. Subject to exception in § 8.1.4 below, each hazardous chemical's container shall have an HMIS sticker affixed with the hazard rating from the MSDS.

8.1.4. If the container is too small and an HMIS label will obstruct the manufacturer's label, no HMIS label is required. Alternate labeling should be employed, such as labeling the storage shelf where the item is kept while not in use.

8.1.5. Subject to the exception in § 8.2 below, if a container is unlabeled or there is reason to believe the label is inaccurate and the contents are not known, employees shall not be required to work with the substance. The Department HazCom Coordinator should be contacted to coordinate actions to handle the unknown chemical. If the contents are known, a proper label shall be prepared and placed on the container as soon as possible.

8.2. **Transfers to Secondary Containers** - If a substance must be transferred from the container in which it arrived into another container, the secondary container must be labeled. This shall include the identity appearing on the MSDS, any appropriate hazard warnings, and an HMIS sticker using the ratings that appear on the original label or MSDS. **EXCEPTION:** An employee may personally transfer and immediately use a chemical in an appropriate unmarked portable container. Under no circumstances is the transferred chemical to be stored in an unmarked container.

8.3. **Appropriate Secondary and Temporary Containers** - When secondary or temporary containers are employed in the workplace, an appropriate type of container shall be used. Under no circumstances shall a container be used to store or transport a chemical if it resembles a drinking bottle, can, or any other container that might contain an edible food product.

9. HMIS Rating System:

9.1. Each MSDS should have some form of hazard rating similar to the HMIS or the National Fire Protection Association (NFPA) supplied by the manufacturer. If no hazard rating is present on the

MSDS or label, the Department HazCom Coordinator or HCO shall evaluate the chemical using the HMIS system.

- 9.2. **HMIS Guides** - A poster explaining the HMIS system must be placed at strategic or prominent locations throughout the workplace to provide quick reference for employees. If an employee will be working off-premises with a hazardous chemical, he/she must be provided with a HMIS wallet card for quick reference. The HCO shall ensure standardized HMIS labels, posters, cards, and other materials are available for department use. The purchase of HMIS labels, posters, wallet cards and other materials needed to comply with the requirements of this Program is the responsibility of each Department's management.

10. HAZCOM TRAINING

- 10.1. Each Department HazCom Coordinator shall ensure a training program is provided for all employees. Each Department shall prepare a written plan that details its HazCom training program and identifies the training staff.
- 10.2. Each Department shall group its employees as shown below, based on their potential for exposure to hazardous chemicals. Each Department HazCom Coordinator shall ensure each group is provided the appropriate level of training as required by this program.
- 10.2.1. **Group A Employees** – Those who may work with non-hazardous chemicals only and have no potential for exposure to hazardous chemicals.
- 10.2.2. **Group B Employees** - Those who only handle but do not use hazardous chemicals or who work in areas that may contain hazardous chemicals, (i.e. in warehouses).
- 10.2.3. **Group C Employees** - Those who use hazardous chemicals, who work with blueline machines, or who make microfiches.
- 10.2.4. **Emergency Responders** – Group B or C employees who also respond to chemical emergencies.
- 10.3. **Training Programs**
- 10.3.1. **Program Awareness -New Employee Orientation** – All new employees (Group A, B and C) will attend new employee orientation soon after being hired. In this orientation, information will be presented regarding the City of Houston's HazCom program and will include handouts containing additional information. Those whose jobs will potentially expose them to hazardous chemicals are informed of the existence of Site Specific training to be provided by their department.
- 10.3.2. **Site-Specific Training** - All **Group B and C Employees** must receive site-specific training for the chemicals to which they have a potential for exposure. Refresher training is required at least annually.
- 10.3.2.1. **Group B Workers – (Chemical Handlers)** – Training must include information on the location of the hazardous chemicals present, the hazard categories of the hazardous chemicals present, the proper use and supply of personal protective equipment (PPE), where to find First Aid treatment instructions, and any emergency response actions.
- 10.3.2.2. **Group C Workers – (Chemical Users)** – Training must include information on the location of hazardous chemicals present, their acute and chronic effects, proper use of personal protective equipment (PPE), First Aid treatment, and general safety instructions on the handling, cleanup procedures after an incidental release, disposal of hazardous chemicals and unknown chemicals, and any other emergency procedures.
- 10.3.3. **Emergency Responders** - Each Department shall identify employees who will perform emergency response duties during chemical emergencies. Training shall be provided at an appropriate level based upon the needs of the department/division/group. The Hazardous Waste Operations and Emergency Response (HazWoper) standard (OSHA 29 CFR

1910.120 (q)) is a recommended basis for this training. If a Department develops their own training program, it must be reviewed and approved by the HCO prior to its use.

10.4. Documentation of Training

10.4.1. Each Department shall provide training to all employees. Training is mandatory. An employee's failure to attend required training might result in disciplinary action, up to and including termination from City employment.

10.4.2. Each training session shall be documented using the current training session forms (*see examples in Exhibits C and D*) and a sign-in sheet. Proof of attendance must include the date of training and the printed full name and signatures of attendees. The sign-in sheets must be sent to the Department HazCom Coordinator for retention in accordance within five (5) days of the training. Departments may utilize electronic methods of documenting attendance.

10.4.3. By **December 31st** of each year, the Department HazCom Coordinator(s) shall forward to the HCO all original sign-in sheets, and a report on training compliance. This report shall include the number of employees in each training group, the number trained in each group, and a list of employees who did not attend required training. A written explanation shall be prepared for all employees who did not attend Program Awareness and Site-specific Hazard Communication training during the year. Any employee found to be in need of training shall be trained by **January 31st**. All sign-in sheets forwarded to the HCO shall be archived.

10.5. Training on New Chemicals/Hazards – The Department HazCom Coordinator shall perform a Hazard Assessment whenever a new chemical is added at a workplace. Additional training shall be required for all employees anticipated to be working in the workplace containing the new substance when one of the following occurs:

10.5.1. If a new chemical significantly increases the potential for exposure for its category of hazards.

10.5.2. If new and significant information regarding the hazards of a chemical exists.

10.5.3. If a change in the process or use increases the potential for exposure.

10.5.4. All documentation requirements for training apply.

10.6 New Employees or Assignees – Each Department is responsible for identifying newly hired or newly assigned employees who may need Program Awareness and/or Site-Specific training and grouping them for exposure potential (Group A/B/C). The Department shall ensure Program Awareness and Site-Specific training has been completed before the employee works in a workplace that contains hazardous chemicals.

10.7 English as a Second Language (ESL) Situations - Department staff may provide training and material in other languages as needed to effectively communicate the HazCom Program requirements to the employees.

11. CONTRACTORS - Each Department shall prepare a written plan which details how contractors' chemicals brought onto City property will be handled. At a minimum, the plan should include an exchange of information regarding the chemicals the contractor may bring on-site and the chemicals the City has on-site. This information should include any potential for exposures and all foreseeable emergencies. The plan must also detail retention requirements for any documentation produced by the information exchanges. Sample forms are provided in the Appendix for hazard assessments and contractor documentation.

As required by the Texas Structural Pest Control Board a pest control sign must be provided by the pest control licensee to the Chief Administrator or Building Manager at least 48 hours prior to a planned indoor treatment at a workplace. A workplace is defined as any non-residence with three or more full-time paid employees which is treated by a licensed business or a certified noncommercial applicator. An indoor treatment also includes any outdoor perimeter treatment if the primary purpose of the treatment is to treat the interior of the structure.

12. PURCHASING CHEMICALS - The Department HazCom Coordinator shall perform a Chemical Hazard Assessment prior to the MSDS Approval for Purchase of a New Chemical by the Department HazCom Coordinator or the HR HCO (*See the exhibit A for an example.*)

13. NOTIFICATION: Department staff shall ensure the HR Safety Office is notified immediately when the following occurrences happen.

13.1 The telephone number or name of a responsible representative (usually the Department Coordinator) changes, or

13.2. When an employee accident occurs that directly or indirectly involves chemical exposure or asphyxiation, and either is fatal to one or more employees or results in the hospitalization of five or more employees. When such an accident occurs, the HR Safety Office must be provided with the circumstances of the accident, the number of fatalities (if any), and the extent of any injuries. HR Safety staff shall notify the TSHS within 48 hours of the accident, either in writing or orally, of this information.

14. TIER TWO FORMS – Each year, the HCO shall prepare Tier Two forms containing specified information for all hazardous chemicals and EHSs which may be present at a workplace in excess of specified quantities. Any EHS that may be stored at or above the Threshold Planning Quantity (TPQ) or 500 pounds, whichever is less, shall be listed on the Tier Two forms. Any hazardous chemical other than an EHS that may be stored at or above 10,000 pounds shall be listed on the Tier Two forms. Department forms shall be prepared and submitted to the HR HCO by **January 15th** of each year. The HR HCO shall retain the forms for at least five (5) years. Electronic means are available for completing this reporting and may be used. The HR HCO shall supply current versions of the forms to the Departments.

INITIAL TIER II - As required by the Texas Department of State Health Services, Public Employer Community Right-To-Know Act, each facility is required to file an Initial Tier II Report with the Texas Department of State Health Services no later than the 90th day after the date on which the operator begins operation or has a reportable addition at the appropriate threshold of a previously unreported hazardous chemical or extremely hazardous substance. In order to accomplish this task, each facility should submit their Initial Tier II Report to the HCO within 45 days of achieving the Texas Community Right-To-Know Act (TCRA) reporting threshold. This will allow the HCO to transmit the appropriate forms to the State Emergency Response Commission (care of the Texas Department of State Health Services) in the required 90 days.

15. PLANNING LETTERS –Under the Federal Register SARA Title III, Subtitle A, Section 302 of the Emergency Planning and Community Right-To-Know Act (EPCRA), and corresponding 40 CFR 355.30, all facilities must send a letter of notification to the State Emergency Response Commission (care of the Texas Department of State Health Services) if they have an EHS chemical in excess of its Threshold Planning Quantity (TPQ) in pounds at any time. This notification must be sent within 60 days of acquisition of the EHS chemical in excess of the TPQ.

Under the Federal Register SARA Title III, Subtitle A, Section 303 of EPCRA, and corresponding 40

CFR 355.30, all facilities must provide the name of their Facility Emergency Coordinator to their LEPC within 60 days of acquisition of an EHS chemical in excess of its TPQ.

Since the Texas Department of State Health Services Emergency Planning Letter provides a space for the Emergency Coordinator's name, it can also serve as the required notification to the LEPC under Federal Register SARA Title III, Subtitle A, Section 303 of EPCRA, and corresponding 40 CFR 355.30. In order to accomplish this task each facility should submit the Texas Department of State Health Services Emergency Planning Letter to the HCO within 30 days of acquisition of an EHS chemical in excess of its TPQ. This will allow the HCO to transmit the appropriate forms to the State Emergency Response Commission (care of the Hazard Communication Branch) and to the appropriate LEPC's in the required 60 days.

**City of Houston
Hazard Communication Program**

CHEMICAL HAZARD ASSESSMENT

DEPT. or CONTRACTOR: _____

DIV./SECTION/LOCATION: _____

CHEMICAL NAME: _____
(ATTACH OTHER ASSESSMENT FORMS FOR MULTIPLES)

USAGE: **Article Exemption** _____ **Laboratory Exemption** _____
 Consumer Use Exemption _____ **Occupational Use** _____

PACKAGE/USE QUANTITY: _____

CODING HMIS: H¹__ F¹__ R¹__ PPE¹ _____
EHS: ACUTE__ CHRONIC__

<u>HEALTH HAZARDS</u>	<u>YES/NO</u>	<u>DESCRIPTION</u>
CARCINOGEN		
CORROSIVE		
IRRITANT		
SENSITIZER		
TARGET ORGAN EFFECTS		
1.		
2.		
3.		
4.		

<u>PHYSICAL HAZARDS</u>	<u>YES/NO</u>	<u>DESCRIPTION</u>
COMBUSTIBLE LIQUID		
COMPRESSED GAS		
EXPLOSIVE		
FLAMMABLE		
ORGANIC PEROXIDE		
OXIDIZER		
PYROPHORIC		
UNSTABLE (REACTIVE)		
WATER REACTIVE		

DEPARTMENT HAZCOM COORDINATOR / HCO AUTHORIZATION FOR USE:

HazCom Coordinator / HCO: _____ Date: _____

1. H=Health, F=Flammability, R=Reactivity and PPE=Personal Protective Equipment using the HMIS rating system.

**City of Houston
Hazard Communication Program**

Topic: Site Specific HazCom Training **Date:** _____

Trainer/Facilitator: _____ (print name)

Department: _____

Division/Section: _____

Main Chemicals: _____
(or Attach list) _____

<i>HEALTH HAZARDS</i>	<i>YES</i>	<i>EXAMPLES</i>
CARCINOGEN		
CORROSIVE		
IRRITANT		
SENSITIZER		
TARGET ORGAN EFFECTS		
1.		
2.		
3.		
4.		

<i>PHYSICAL HAZARDS</i>	<i>YES</i>	<i>EXAMPLES</i>
COMBUSTIBLE LIQUID		
COMPRESSED GAS		
EXPLOSIVE		
FLAMMABLE		
ORGANIC PEROXIDE		
OXIDIZER		
PYROPHORIC		
UNSTABLE (REACTIVE)		
WATER REACTIVE		

Resources used: _____

Elapsed Time: _____ hours

- Subjects given:**
- _____ Information on interpreting labels and MSDSs
 - _____ The relationship between MSDSs and labels
 - _____ General safety instructions on handling, cleanup, and disposal of hazardous chemicals
 - _____ Location of chemicals in the workplace
 - _____ Acute and chronic effects of chemicals/categories present or used
 - _____ Proper use of PPE for chemicals/categories present or used
 - _____ Safe handling instructions
 - _____ First aid treatment for the hazardous chemicals present or used

Please attach the sign-in logs and submit them to the Department HazCom Coordinator within five (5) days of the session. My signature below acknowledges the above training was conducted in compliance with THCA Section 502.009.

Trainer/Facilitator: _____ **Date:** _____

**City of Houston
Hazard Communication Program**

CONTRACTOR COMPLIANCE FORM

DEPT: _____

LOCATION: _____

COMPLIANCE STEPS

CHECK DATE

- | | | | |
|----|---|-------|-------|
| 1. | Will contractor bring chemicals on City property? | _____ | _____ |
| 2. | Have the chemicals been assessed for hazards? (Attach HCP-1) | _____ | _____ |
| 3. | Has Safety/Risk Management approved usage? | _____ | _____ |
| 4. | Has MSDS/HazCom Program information been exchanged? | _____ | _____ |
| 5. | Have City employees been trained on hazards posed by the contractor's chemicals brought onto City property? | _____ | _____ |

RECEIPT OF INFORMATION

Exchange of HazCom Packets:

CITY REP (Name/Title): _____ Date: _____

CONTRACTOR REP: _____ Date: _____

Has the CONTRACTOR documented HazCom training of their employees? If YES, sign below.

CITY REP (Name and Title): _____ Date: _____