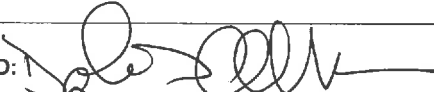


**Colchester Police Department  
General Order # 48 Hazardous Communication Program**



**COLCHESTER POLICE DEPARTMENT**

**SUBJECT Hazardous Communication Program**

<b>EFFECTIVE DATE:</b> November 1, 2020	<b>NUMBER:</b> General Order # 48	
<b>REFERENCE:</b> Title 18 VSA Chapter 28		
<b>REEVALUATION DATE:</b> As needed	<b>APPROVED:</b> 	<b>NO. PAGES:</b> 6

***Policy***

To ensure that information about the dangers of hazardous chemicals used by the Colchester Police Department are known by all affected employees, the following written program has been established. In all cases, we rely on the hazard determinations completed by product manufacturers. The intent of this program is to fully comply with the requirements of VOSHA 1910.1200.

All work units of this department will participate in the hazard communication program. This written program will be available on the Colchester Police Department Intranet found at H:/CPD-1 for review by any interested employee. Employees and/or their union representatives may also request copies of Safety Data Sheets (SDS) required by this program.

***Container Labeling***

Colchester Police Department Building Supervisor will verify that all incoming containers received for use will be clearly labeled as to the contents, list the appropriate hazard warning (to include target organs and potential health effects), and list the name and address of the manufacturer. During the period of time through which manufacturers transition to the new globally harmonized system (GHS) of labeling, we will make note of products that have labels with the new symbols and warnings and advise employees of these (see training section).

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Colchester Police Department Building Supervisor in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels that have the identity and the appropriate hazard warning. Secondary containers used by a single person during a single shift are exempt from labeling requirements as long as the product is used up, returned to its original container, and under the control of the user.

Colchester Police Department Building Supervisor will review and verify the company labeling procedures every 60 days and will update labels as required.

### ***Safety Data Sheets (SDSs)***

Formerly known as Material Safety Data sheets (MSDS), safety data sheets (SDS) for each hazardous chemical are compiled and retained along with the written program. A list of all hazardous chemicals in each facility will be maintained, along with a copy of the written program and the SDS. The SDS's will be organized in a logical manner to aid in finding individual SDS.

Colchester Police Department Building Supervisor is responsible for establishing and monitoring the SDS program. He/she will make sure procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. He/she will see that any new hazard or related information is passed on to affected employees. The procedure below will be followed when an SDS is not received at the time of initial shipment:

Upon receipt of any materials requiring Safety Data Sheets, the Colchester Police Department Building Supervisor will ensure that the information is included in the shipment. If the proper data is not received at the time, the distributor or point of purchase will be contacted in order to obtain the necessary information. The product/material will not be put into use without the necessary information unless exigent circumstances require its immediate deployment.

- Copies of SDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in the Colchester Police Department Intranet, located at H:/CPD-1, as well as in binders clearly marked "Safety Data Sheets" located in communications and the supervisor's office.
- SDSs will be readily available to all employees during each work shift. If an SDS is not available, the Colchester Police Department Building Supervisor should be contacted to obtain the sheet or otherwise make the information readily available.

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When revised/updated SDSs are received, the following procedure will be followed to replace old SDSs: All new/revised/updated Safety Data Sheets will be entered into the database located on the CPD Intranet, found at H:/CPD-1, as well as hard copies that can be found in the Communications Center and supervisor's office. All outdated SDSs or old SDS will be retained for at least 30 years at the CPD Intranet located at H:/CPD-1 and in hard copy form located in the Colchester Police Department Building Supervisor's office.

### ***Employee Training and Information***

The Colchester Police Department Training Coordinator is responsible for ensuring that each employee receives Hazard Communication information and training. He/she will ensure that all program elements specified below are carried out. Prior to starting work where there is exposure to hazardous chemicals, each new employee will attend a health and safety training that includes the following:

- An overview of the requirements contained in the Hazard Communication Standard.
- The hazardous chemicals present at his/her work area.
- The physical and health risks of the hazardous chemicals.
- Symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps the municipality has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- Procedures to follow in the event of a spill, including limits on employee responses if appropriate.
- How to read labels, the GHS hazard symbols, and SDSs to obtain hazard information.
- Location of the SDS compilation and written hazard communication program.

Periodically, supervisors and/or department heads may provide additional refresher training to ensure that employees retain adequate knowledge regarding the hazards of chemicals in the workplace, as well as how they can protect themselves.

Prior to introducing a new chemical hazard into any section of our workplace, each employee in that section will be given information and training as outlined above for the new chemical hazard. The training format will be as follows:

This training will occur annually at the Colchester Police Department, preferably in Block Training, and consist of a combination of such formats as audiovisuals, interactive

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computer programs, classroom instruction, supervisor instruction, and in-person discussion.

***Hazardous Non-Routine Tasks***

Periodically, employees are required to perform non-routine tasks that expose them to hazardous chemicals. Some examples of non-routine tasks are: confined space entry, tank cleaning, and painting reactor vessels. Performing tasks on an infrequent basis increases the potential for an error. Adding chemical use to the equation compounds the exposure and injury potential.

For this reason, prior to starting work on such projects, each affected employee will be given information by Colchester Police Department Building Supervisor about the hazardous chemicals the employee may encounter during such activity. This information will include specific chemical hazards; protective and safety measures the employee can use; and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures. Examples of non-routine tasks performed by employees of this company are:

**List of Hazardous Non-Routine Tasks**

<b>Task</b>	<b>Hazardous Chemical(s)</b>	<b>Precautionary Measures</b>
Drug Testing	Any possible controlled substance	PPE including N95 masks, eye protection, gloves and gowns.

***Informing Other Employers***

It is the responsibility of Town of Colchester Building Supervisor to provide other employers/contractors with information about hazardous chemicals their employees may be exposed to on a job site and suggested precautions for employees. The location of the employee SDS book will also be shared. It is the responsibility of Town of Colchester Building Supervisor to obtain information about hazardous chemicals used by other employers to which our employees may be exposed.

In addition to providing a copy of an SDS (or access to our SDS compilation), other employers will be informed of precautionary measures needed to protect their employees

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from hazardous chemicals that we use. Additionally, other employers will be informed of the hazard labels used by the company, if different from the manufacturer's original labeling.

### **List of Hazardous Chemicals**

Periodically, an inventory of all hazardous chemicals in the workplace is completed. The list of all known hazardous chemicals used by our employees will be found on Appendix A, attached to this policy. It can also be found in each of the Safety Data Sheet Books, and within the CPD intranet under 1-CPD/Hazard Communication Program

The hazardous chemical inventory was compiled and is maintained by: CPD Deputy Chief Jeffrey Barton, Building Supervisor.

When new chemicals are received, this list is updated within 30 days of introduction into the workplace. To ensure that the chemical is added in a timely manner, the following procedures shall be followed:

*Before the material is put into use, the hazardous chemical inventory will be updated to reflect its presence within the facility.*

### **Program Availability**

A copy of this program will be made available to employees and their representatives upon request.

### **Program Review**

Colchester Police Department Building Supervisor will review the Hazard Communication Program on a periodic basis and will update it as required.

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**Hazardous Communications Program**  
**Appendix A**  
**Chemical Inventory**

<b>Product Trade Name</b>	<b>Manufacturer</b>
Cleaner - OdoBan Cleaning Solution	Clean Control Corporation
Cleaner - 256 Century Q RTU Cleaning Solution	Multi Clean
Cleaner - Sanizide Plus Germicidal Solution	Safetec of America, Inc
Bleach	The Clorox Company
Cleaner - Comet Disinfectant Cleaner	Proctor & Gamble Professional
Hand Sanitizer - Scott	Kimberly Clark Corporation
Hand Sanitizer - Purell	GOJO Industries
Hand Sanitizer - Healing Solutions	Healing Solutions
Wipes - Sani Professional Disinfecting	Professional Disposables International, Inc
Wipes - Crocodile Antibacterial	NUVIK, USA, Inc
Wipes - Clorox Bleach	The Clorox Company
Wipes - Kirkland Signature - Fresh	Nice-Pak/PDI, Inc
Wipes - Kirkland Signature - Lemon	Nice-Pak/PDI, Inc
Wipes - Microdot Bleach	JCI Jones Chemical, Inc
NIK Test A - Opium	NIK - Public Safety Inc.
NIK Test B - Nitric Acid	NIK - Public Safety Inc.
NIK Test C - 6073	NIK - Public Safety Inc.
NIK Test D - LSD	NIK - Public Safety Inc.
NIK Test E - Marijuana	NIK - Public Safety Inc.
NIK Test F - 6076	NIK - Public Safety Inc.
NIK Test G - Cocaine Salts	NIK - Public Safety Inc.
NIK Test H - Methadone	NIK - Public Safety Inc.
NIK Test J - PCP	NIK - Public Safety Inc.
NIK Test K - Heroin	NIK - Public Safety Inc.
NIK Test L - Brown Heroin	NIK - Public Safety Inc.
NIK Test M - Methaqualone	NIK - Public Safety Inc.
NIK Test U - Methamphetamine & Ecstasy	NIK - Public Safety Inc.
First Defense OC Spray	Defense Technology
Unleaded Gasoline	BP West Coast Products, LLC

### Chemical Inventory (Continued)

Hoppe's Solvent	Tri-Pac, Inc.
Shooters Choice Hi Tech Grease	VENTCO, Inc
REM Oil Aerosol	Remington Arms Co, Inc
2 Cycle Engine Lubricant	Lubrication Technologies, Inc
Clorox 360 Disinfectant Cleaner	The Clorox Company
Federal Handgun/Rifle Ammunition	Federal Cartridge Company
Federal Shotgun Ammunition	Federal Cartridge Company
CCI 22 Caliber Ammunition	Federal Cartridge Company (d/b/a CCI/Speer)
CCI 45 Caliber Ammunition	Federal Cartridge Company (d/b/a CCI/Speer)
Remington 22 Caliber Ammunition	Remington Arms Co, Inc
Winchester 22 Caliber Ammunition	Olin Winchester, LLC
Winchester Shotgun Ammunition	Olin Winchester, LLC