



GENERAL SERVICES DEPARTMENT  
OPERATING PROCEDURE

Number: 2.6
Date Issued*: 12/14/2007
Reviewed/Revised: 6/25/13
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**Subject: Hazard Communication Program**

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**I. PURPOSE**

The purpose of this procedure is to ensure the hazards of all chemicals utilized in the workplace are properly evaluated and the information concerning those hazards is clearly communicated to employees.

**II. DEFINITIONS**

- A. **Hazard Communication Program** – A comprehensive program that transmits information about potential chemical hazards by means of container labeling, safety data sheets (formerly material safety data sheets MSDS) and employee training.
- B. **Safety Data Sheet (SDS)** – The Safety Data Sheet provides detailed information about the hazards associated with chemicals. An SDS is required for every chemical used or stored in the work place.

**III. RESPONSIBILITIES**

A. **GSD Safety Coordinator**

Specific responsibilities include:

1. Maintain the Department's written Hazard Communication Program.
2. Assist each Division in the development and implementation of their portion of the Department's Hazard Communication Program.
3. Provide annual training to employees regarding the Department's Hazard Communication Program.
4. Review SDS for new chemicals used in the workplace to ensure:
  - a) Proper Personal Protective Equipment (PPE) is available.
  - b) Chemicals utilized are the safest and the most environmentally friendly as possible to perform the task required.
  - c) Adequate training is provided to use the chemical for its intended use and proper disposal procedures are addressed.
5. If a new chemical is approved to be used in the workplace, the GSD Safety Coordinator will ensure that the SDS is made available in the centralized SDS database.

B. **GSD Divisions**

Division Administrators shall ensure the following:



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- 1. Assign personnel to maintain their SDS files, whether in in electronic or paper form.
- 2. Ensure no chemical is purchased without first providing an SDS for review by the Department Safety Coordinator to ensure that chemicals purchased are of the least hazard possible and most environmentally friendly.
- 3. Ensure that employees have either electronic or paper copies of the applicable SDS.
- 4. Ensure employees are trained on:
  - a) The contents of the Hazard Communication Program.
  - b) How to access a SDS.
  - c) The safe and proper use of PPE.
  - d) The proper labeling and disposal procedures of chemicals utilized in the workplace.

**C. Employees**

Specific responsibilities include:

- 1. Comply with the Hazard Communication Program.
- 2. Know how to access and interpret an SDS either electronically or in paper form.
- 3. Know the hazards related to the chemicals they work with and the PPEs required when using the chemicals.

**D. Central Safety Services**

Conduct initial training on how to access the City of Tucson Electronic SDS Program during New Employee Orientation and through annual OSHA refresher training.

**IV. PROCEDURE**

- A. This document shall function as the General Services Department Hazard Communication Program as directed in the City of Tucson's Hazard Communication Program detailed in OSHM S – 020A.
- B. Each Division within GSD will be included in the Department Hazard Communication Program.



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**C. Contractor Requirements**

Contractors and vendors working for the City of Tucson are required to have their own Hazard Communication Program, per 29 CFR 1910.1200(e)(2). City of Tucson employees have the right to know what chemicals they are exposed to, as do contract employees. Both contractors and the City of Tucson must supply a SDS upon request by either party.

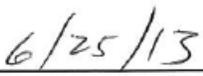
**Attachments** None.

**References:** S-020A Hazard Communication Program  
<http://drupal.ci.tucson.az.us/files/central-safety/pdfs/oshm/S-020A.pdf>  
Electronic MSDS Program  
<http://www.3eonline.com/eeeOnlinePortal/DesktopDefault.aspx?tabid=53>

**Review Responsibility and Frequency:** General Services Department Safety Coordinator shall review this procedure annually.

**Authorized:**

  
\_\_\_\_\_  
Department Director

  
\_\_\_\_\_  
Date