



Port of The Dalles


PORT OF THE DALLES

SAFETY POLICY

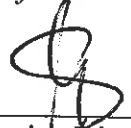
The *Port of The Dalles* is committed to providing and maintaining a safe and healthy work place for employees and visitors. We believe that accidents can be prevented and every employee is entitled to work under the safest possible conditions.

The *Port of The Dalles* will make every reasonable effort to promote loss prevention activities and will provide safe working equipment, necessary personal protection and, in the event of an injury, secure immediate emergency first aid and/or medical services.

It is the responsibility of every employee, manager, and Commissioner to provide for a safe and healthy work area, safe equipment and safe work practices. We need the full cooperation and effort of everyone to integrate loss prevention activities into both normal and non-routine business operations.



President, Port Commission
Port of The Dalles



Executive Director
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HAZARD COMMUNICATION PLAN

The purpose of the Hazard Communication Plan is to inform and prepare Port employees to work safely with potentially hazardous chemicals in their workplace. This plan can be accessed within the Safety Policy Book shelved in the kitchen of the office, and a copy will be kept in the break room of the barn. Additionally, each employee will be given their own copy of the Port's Safety Policy document to study and reference.

This plan will cover the following important steps in Hazard Communication:

- Container Labeling
- Material Safety Data Sheets
- Training
- Hazardous Chemical List
- Hazardous Non-Routine Tasks
- Informing Contractors

I. CONTAINER LABELING

All hazardous chemical containers used at this workplace will clearly identify the chemical on the label, and include an appropriate hazard warning (ex. **DANGER** in bold lettering) and the manufacturer's name and address.

No container will be released for use until this information is verified. It is the responsibility of any Port staff member who purchases a product containing a hazardous chemical to verify labeling before using the product.

If a hazardous chemical is moved into a secondary container, that container must also be labeled with the chemical identity and hazard warning. If the chemical is moved into a secondary container, used immediately and cleaned up by the person who moved it, then a label is not required.

II. MATERIAL SAFETY DATA SHEETS (MSDS)

Material Safety Data Sheets contains detailed information about a hazardous chemical product's health effects, physical and chemical characteristics, and safe practices for using it. MSDS are readily available for review by all Port employees, and accessible in an emergency. MSDS will be kept in the Safety Policy Book in the kitchen in the office, and in the copy in the break room in the barn.

The MSDS are updated and managed by office staff with the cooperation of the maintenance staff. It is the responsibility of each Port employee who purchases a hazardous chemical containing product to make sure the vendor supplies a MSDS at point of purchase.

The name of the chemical on the Hazardous Chemicals list must match the name on its MSDS. Each MSDS shall be dated when it is filed.

III. TRAINING

New employees will be given hazard communication training that covers the following topics:

- An overview of the requirements in OR-OSHA's hazard communication rules.
- Hazardous chemicals present in their workplace.
- The written hazard communication plan, and where it may be reviewed.
- Physical and health effects of the hazardous chemicals.
- Methods used to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.
- Steps the Port has taken to reduce or prevent exposure to these chemicals.
- Emergency procedures to follow if an employee is exposed to these chemicals.
- How to read labels and review material safety data sheets.

After attending training, each employee will be given their own copy of the Safety /Hazard Communication Plan and sign a form verifying that they understand the above topics and how they are related to the Port's hazard-communication plan.

IV. HAZARDOUS CHEMICALS LIST

A list of all hazardous chemicals used at the Port can be found in Appendix 1. The names of the chemicals match the names on the MSDS.

If a chemical is no longer used at the port, the record of the chemical's identity, locations, and the calendar years it was in use must be kept for 30 years.

V. HAZARDOUS NON-ROUTINE TASKS

Before employees perform non-routine tasks that may expose them to hazardous chemicals they will inform themselves if working alone, or the supervisor will inform them about the chemical's hazards. They will also be informed about the safe work practices necessary to control exposure and what to do in an emergency.

VI. INFORMING CONTRACTORS

It is the responsibility of the staff person to whom a contractor directly reports to provide the contractor and their employees with the following information if they may be exposed to hazardous chemicals in the Port's workspace.

The identity of the chemicals, how to review MSDS, and an explanation of the container labeling system.

Safe work practices to prevent exposure.

This Port staff person will also obtain a MSDS for any hazardous chemicals a contractor brings into the Port workspace.

File Name: portsafetypolicy

I have been informed about the hazardous chemicals that I may be exposed to during my work and I have received training on the following topics:

- An overview of the requirements in OR-OSHA's hazard communication rules.
- Hazardous chemicals present in their workplace.
- The written hazard communication plan, and where it may be reviewed.
- Physical and health effects of the hazardous chemicals.
- Methods used to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.
- Steps the Port has taken to reduce or prevent exposure to these chemicals.
- Emergency procedures to follow if an employee is exposed to these chemicals.
- How to read labels and review material safety data sheets.

Note to Employee: This form becomes part of your personnel file; read and understand it before signing.

Employee: _____ Date _____

Trainer: _____ Date _____

PORT OF THE DALLES
Hazardous Chemicals Survey
1/2004
Done by Betsy Hege

PRODUCT NAME	CHEMICAL NAME	LABEL	MSDS	LOCATION(S)

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E. HAZARDOUS CHEMICALS LIST

The following is a list of all known hazardous chemicals used by the District:

<u>Product Name</u>	<u>Utilization</u>	<u>Location</u>
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[Insert product names, uses and locations here.]

More information on each chemical noted is available by reviewing the MSDSs located at each District facility and in the District's office.

F. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees of the District may be called upon to perform hazardous non-routine tasks. Before starting work on any such task, each affected employee will be given information by his or her supervisor regarding the hazardous chemicals to which they may be exposed during the activity. This information will include at a minimum the following:

1. Specific chemical hazards;
2. Protective or safety measures employees shall take to avoid hazardous exposure; and
3. Measures the District has taken to reduce the hazards, including ventilation, the provision of specialized equipment, or the presence of another employee to monitor the hazardous task, etc.

POLICY 10.1: HAZARD COMMUNICATION PROGRAM

A. APPLICATION

In order to comply with Oregon's Occupational Health and Safety Code, OAR Chapter 437, Division 155, Hazard Communication, the District has established the following Hazard Communication Program. Each department and organizational unit of the District is included in the program.

B. CONTAINER LABELING

The District's purchasing agent and department heads shall be responsible to verify that all containers received for use by the District:

1. Are clearly labeled as to the contents;
2. Display the appropriate hazard warning; and
3. List the name and address of the manufacturer.

It is the policy of the District that no container of any substance or product will be released for use by District personnel until the above data is verified. The supervisor of each section will insure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with a generic label containing the information required under this paragraph.

C. MATERIAL SAFETY DATA SHEETS (MSDSs)

Copies of MSDSs for all hazardous chemicals to which employees of the District may be exposed shall be kept at each facility, as well as in the District's office. MSDSs will be available to all employees of the District in the District's office for review during regular business hours. If an MSDS is not available, or new chemicals in use do not have an MSDS, it shall be the responsibility of any employee noting the absence of an MSDS to report it to his or her supervisor.

D. EMPLOYEE INFORMATION AND TRAINING

Prior to commencing work for the District, each new employee shall attend a health and safety orientation, and shall receive information and training regarding the following:

1. An overview of the requirements contained in the State's Hazard Communication Rules, OAR Chapter 437, Division 155.

2. Chemicals present in the employee's workplace operation.
3. Location and availability of the District's written Hazard Communications program, including the required list of hazardous chemicals, and Material Safety Data Sheets required by OAR 437 Division 155.
4. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
5. Physical and health effects of the hazardous chemicals encountered in the employee's workplace.
6. Steps which can be taken by the employee to prevent exposure, including actions taken by the District to reduce or prevent exposure to hazardous chemicals through work practices and personal protective equipment.
7. Emergency procedures to be followed if the employee is exposed to hazardous chemicals in the workplace.
8. Familiarization with labels and MSDSs to obtain appropriate hazard information.

After the employee or volunteer has attended the health and safety orientation, the employee or volunteer shall be given a copy of the District's Hazard Communication Program, and shall sign a form verifying both the attendance at the health and safety orientation and the receipt of the written materials.

Prior to the introduction of any new hazardous chemical into any District workplace, each employee of the District shall be furnished the information outlined above with respect to the new hazardous chemical. The District's purchasing agent and department heads are responsible for assuring that MSDSs are available for each new chemical introduced.

It shall be the responsibility of department heads to provide contractors working on the District's premises with information regarding the hazardous chemicals to which they may be exposed while on the job site, and precautions the contractor or its employees can take to lessen the possibility of exposure to such hazardous chemicals through the use of appropriate protective measures.