

Metropolitan Library System Hazard Communication

This document describes the Hazard Communication Program for Metropolitan Library System of Oklahoma County as required by Title 380 Oklahoma Department of Labor, Chapter 45 Oklahoma Hazard Communication Standard. In order to comply with the Standard, Metropolitan Library System has established a communications program to ensure employees are informed of all chemicals in their work areas at time of their assignment and the measures employees should take to protect themselves from potential hazards. Questions regarding this program should be directed to the Safety Coordinator or Purchasing and Maintenance Departments.

- Safety Coordinator: Stephen Butts, Safety Committee Chair – 606-3730
- Purchasing Officer: John Rahhal, Senior Accountant – 606-3794
- Manager of Facilities Maintenance: Curtiss Ray – 606-3535

Hazardous Chemical List

A list of the hazardous chemicals present at this facility and work locations will be provided. A Chemical Inventory List is available [here](#). All staff will have electronic access to Safety Data Sheets (SDS) for all inventoried chemicals cataloged with 3E Online. Here is a link to this [website](#).

Labeling of Hazardous Chemicals:

The individuals responsible for maintaining labels on hazardous chemical containers are the Library Managers and/or Department Managers. Every container of hazardous chemicals at Metropolitan Library System is labeled, tagged, or marked with the following information:

A. Identity of the hazardous chemical(s) contained

B. Appropriate Hazard Warning

Note: All labels or forms of warning are legible, in English, and prominently displayed on the container. Manufacturers Labels are acceptable if labels meet requirements in A and B above. Secondary container labels are available for printing via 3E Online.

Employee Information and Training Requirements

Metropolitan Library System provides employees with information and training on hazardous chemicals in their work area, within the first thirty days of employment or transfer, but prior to being placed in the area where exposure might take place and at least annually. Training records are kept in the Human Resources Department.

- The Senior Accountant or Safety Coordinator will request/obtain SDS for all hazardous chemicals used by Metropolitan Library System from the 3E Company.
- The Safety Coordinator will maintain a master copy of all current and inactive SDS.
- All SDS will be readily accessible during each work shift to employees when they are in their work areas.
- An employee may access the SDS through 3E Online via the MLS intranet.

Hazards of Non-Routine Tasks

Non-routine tasks are those are assigned periodically to employees but not on a daily basis. If the task does not expose the employees to different hazards than they are exposed to on a daily basis, additional training is not required. Employees involved in non-routine tasks are informed of all chemical exposures during the performance of the non-routine task.

Information to Contractors

Any contractor conducting work at any Metropolitan Library must submit SDS to Maintenance for all hazardous chemicals they will use prior to starting any work.

The contractor is responsible for training their on-site employees in safe chemical handling.

Any Metropolitan Library employees working around contractors who will be using hazardous chemicals will be properly trained on the hazard recognition and protection of each chemical.

Any hazardous chemicals stored or used at any Metropolitan Library facility will have the SDS available to the contractor.