

4.4 Hazard Communication Program

Purpose

The purpose of the Hazard Communication Program (HazCom) is "to ensure that the hazards of all chemicals produced or imported are evaluated and details regarding their hazards are transmitted to employers and employees."

Container Labeling

The Harbormasters/Managers will verify that all chemical containers received for usage at the Port of Newport will:

1. Be clearly and properly labeled as to hazardous chemical content.
2. Labels will list applicable hazards and necessary work practice warnings or guidelines.
3. Labels will list the name and address of the manufacturer. Secondary containers will also be properly labeled.

Safety Data Sheets (SDS)

Copies of the SDS for all hazardous chemicals at the Port of Newport will be maintained in the operations office in the Commercial Marina at 600 S.E. Bay Blvd., Newport, OR, the Terminal Operations Supervisors office in the Newport International Terminal at 1510 S.E. Bay Blvd, or the operations office at the South Beach Marina at 2120 S.E. Marine Science Drive, Newport, OR, and available for employee review upon request.

This information will be posted on bulletin boards in places employees report to work.

SDS contain the following information:

1. The product identity used on the label;
2. The chemical and common name of all ingredients;
3. Physical and chemical characteristics of the substance (such as vapor pressure, flash point);
4. physical hazards of the chemical(s), including the potential for fire, explosion and reactivity;
5. Health hazards of the chemical(s), including signs and symptoms of exposure, and any medical conditions which are generally recognized as being aggravated by exposure to the chemical(s);
6. Primary route of entry;
7. The OSHA Permissible Exposure Limit (PEL), American Conference of Governmental Industrial Hygienists (ACGIH), Threshold Limit Value (TLV) and any other exposure limit used or recommended by the chemical manufacturer, distributor or other responsible party preparing the SDS, where available;
8. Whether the hazardous chemical(s) is listed in the National Toxicology Program (NTP) Annual Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions), or by OSHA;
9. Any precautions or control measures for safe handling and use that are known to the chemical manufacturer, including appropriate hygienic practices (such as personal protective equipment), protective measures during repair and maintenance or contaminated equipment, and procedures for cleanup of spills and leaks;
10. Emergency and first aid procedures;
11. Date the SDS was prepared or the date of the last change to it;
12. Name, address and telephone number of the party who prepared the SDS, who can provide additional information on the chemical and appropriate emergency procedures, if necessary.

Additionally, the following requirements for SDS should be followed.

1. The information on the SDS must accurately reflect the scientific evidence used in making the hazard determination.
2. SDS must be provided with initial shipments and with the first shipment after a revision.
3. Manufacturers and distributors must ensure that updated information is provided to the Port of Newport in a timely manner.
4. The SDS may be kept in any form as long as it provides the required information and meets the accessibility requirement.

HazCom Training

Employees assigned where hazardous chemicals may be involved will be given the following information and training, which will be provided by the Management:

1. Overview of the Hazardous Communication Standard.
2. Hazardous chemicals in the work area.
3. Work practices and personal protective equipment to prevent adverse exposures to these chemicals.
4. Warning properties and types of exposures (i.e. odor, welding smoke, skin contact, ventilation).
5. Emergency procedures to follow if adverse exposure occurs.
6. Emergency procedures for spills or non-routine tasks, such as confined space entry.

After receiving this training, the employee will sign a form documenting that he/she has received Hazardous Communication Training for the Port of Newport and is aware of where to check for additional information (SDS). The same procedures will be followed when a new employee is hired.

Hazardous Chemicals List and Additional Information

A list of chemicals and additional information may be obtained by review of the SDS available in the operations office in the Commercial Marina at 600 S.E. Bay Blvd., Newport, OR, the Terminal Operations Supervisors office in the Newport International Terminal at 1510 S.E. Bay Blvd, or the operations office at the South Beach Marina at 2120 S.E. Marine Science Drive, Newport, OR. Questions regarding this information should be addressed to Management.

Hazardous Non-Routine Tasks

Periodically employees may be required to perform non-routine tasks such as spill response. When this type of work is to be performed, employees will receive additional instruction from management.

This instruction will include as a minimum:

1. Specific chemical hazards (cleaners, paints, solvents, oxygen deficient atmosphere, etc.).
2. Safe work methods (personal protective equipment, etc.)

No employee is to begin any type of hazardous non-routine task without first receiving proper instruction from management.

Informing Contractors

Any contractors or contractors' employees district hired need to be informed of hazardous chemical information.

This information will include:

1. Hazardous chemicals in the work area.
2. Appropriate safe work practices.
3. Location of Safety Data Sheets (SDS) for the chemicals in the work area.
4. Procedures to be followed if the contract workers are inadvertently exposed.

The Harbormaster, supervisor or person of authority will be responsible for ensuring that the contractor is provided this information before contract employees begin work in the area.