**HAZARD COMMUNICATIONS PLAN**

The Harris-Elmore Public Library and Genoa Branch Library will follow a Hazards Communication Plan that complies with Public Employment Risk Reduction Program (PERRP) requirements and will help protect staff in safely performing daily duties. The Library Director & Genoa Branch Manager will assume responsibility for assuring compliance and safety at their location.

**Materials Inventory and Storage**

An inventory of all hazardous materials used in cleaning and maintaining the facilities is kept in the offices of the Library Director and Genoa Branch Manager.

All Safety Data Sheets (SDS) sheets are also located in the same place.

All hazardous cleaning and maintenance materials are also stored in the furnace/utilities room at each location.

No employee-provided or other cleaning or hazardous materials may be used on library property without first being approved, inventoried, and SDS sheets acquired by Library administrative staff.

**Labels**

All cleaning materials are labeled by their manufacturer; the labels discuss the safe storage and use of each chemical. HEPL staff will not modify labels nor use unlabeled materials.

**Training**

The Library Director and Genoa Branch Manager have been trained in the safe use, storage, and training of all hazardous cleaning materials used at the library. The people in these positions takes the lead role in selecting and managing all cleaning materials chosen for use, as well as in training custodial staff in proper use.

General library staff that may on occasion need to use cleaning material will be given the items and will be trained in the safe use of them by the administrative staff on site.

Training for Custodial staff shall occur upon hire and each time a new hazardous cleaning material is added to the inventory. Additionally, the Custodial staff will meet with administrative staff at least once a year for a detailed discussion related to this plan, the inventory and all SDS sheets, and ways procedures may need to be improved.

**Approved by the Harris-Elmore Public Library Board of Trustees on**

**February 8, 2021**