

CITY OF ALPENA
COUNCIL POLICY STATEMENT

General Subject: MIOSHA Right to Know	Policy No. <u>9</u>
Specific Subject: Adoption of Written Hazard Communication Program	Date Issued: <u>1-8-87</u>
	Effective Date: <u>1-8-87</u>

Copies to: City Council, City Manager, City Attorney, Department Heads, File

PURPOSE:

In order to comply with the Michigan Occupational Safety and Health Act, P. A. Act 80 of 1986, the following written Hazard Communication Program has been established for the City of Alpena.

STATEMENT OF POLICY:

All department and divisions of the City of Alpena are included within this program. The written program will be available at the City of Alpena ~~Water Plant, located on State Avenue, Alpena, Michigan~~ for review by any interested employee.

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The City of Alpena will meet the requirements of this rule as follows:

1. Container Labeling

The ~~division department~~ supervisor ~~or designee~~ in each City ~~divisional~~ department will verify that all containers received for use will:

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- Be clearly labeled as to the contents
- Note the appropriate hazard warnings by color codes and/or symbols as per employee training session.
- List the name and address or the Material Safety Data Sheet number of the manufacturer/importer or responsible party

It is the policy of the City of Alpena that no container will be released for use until the above data is verified.

The division supervisor in each division will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with "central stores" generic

labels which have a block for identity and blocks for the hazard warning. For help with labeling, please see our safety officers as required by container location.

2. Material Safety Data Sheets (MSDS)

The City will be relying on MSDS from material suppliers to meet hazard determination requirements.

The shipping and/or receiving (clerk per divisional department)? within the City will be responsible for identifying that all containers coming in are properly labeled and the MSDS are maintained for that container.

Copies of MSDS for all hazardous chemicals to which employees of the City of Alpena may be exposed will be kept ~~at City of Alpena Water Plant.~~ Within each building where the chemical is stored.

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MSDS will be available to all employees in their work area for review during each work shift as required. If MSDS are not available or new chemicals in use do not have MSDS, please immediately contact your direct supervisor or designee to contact the supplier to obtain full product disclosure.

3. Employee Training and Information

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Prior to starting work, each new employee of the City of Alpena will attend a health and safety orientation given by their immediate supervisor and will receive information and training on the following;

- An overview of the requirements contained in the Hazard Communication Standard
- Chemicals present in their workplace operations
- Location and availability of our written hazard program
- Physical and health effects of the hazardous chemicals
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment
- Steps the City has taken to lessen or prevent exposure to these chemicals
- Safety emergency procedures to follow if they are exposed to these chemicals
- How to read labels and review MSDS to obtain appropriate hazard information.

After attending the training class, each employee will sign a form to verify that he attended the training, received written materials, and understood City of Alpena's policies on Hazard Communication.

Prior to a new hazardous chemical being introduced into any section of the City of Alpena, each employee of that section will be given information as outlined above. Their direct supervisor is responsible for ensuring that MSDS on the new chemical(s) are available.

Does this happen? ^ ^ ^ No change yet

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4. List of Hazardous Chemicals

~~The following is a list of all known Hazardous Chemicals used by employees of the City of Alpena. Further information on each noted chemical can be obtained by reviewing Material Safety Data Sheet located at the City of Alpena Water Plant.~~

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~~Hazardous Chemicals I. D. Number Location~~

5. Hazardous Nonroutine Tasks

Periodically, employees are required to perform hazardous nonroutine tasks. Prior to starting work on such projects, each affected employee will be given information by their division supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- Specific chemical hazards
- Protective/safety measures the employee can take
- Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures

Example of nonroutine tasks performed by employees of the City of Alpena:

<u>Task</u>	<u>Hazardous Chemical</u>
Entering a confined area	Gases in General

6. Chemicals in Unlabeled Pipes ?

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Work activities are often performed by employees in areas where chemicals are transferred through unlabeled pipes.

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Prior to starting work in these areas, the employee, if not familiar with the work area, shall contact their direct supervisor for information regarding:

- Potential hazards
- The chemical in the pipes

Color Codes

Return Activated Sludge	-	Brown Band
Waste Activated Sludge	-	Gray Band
Potable Water	-	Blue Band
Hot Water	-	Blue Band with Red Stripe
Natural Gas	-	Red Band with Yellow Stripe

Methane	-	Yellow Band with White Stripe
Steam	-	Red Band with White Stripe
Condensate	-	White Band with Red Stripe
Chlorine	-	Yellow Band
Compressed Air	-	Green Band
Freon	-	Green Band with Yellow Stripe
Ferrous Chloride	-	Orange Band
Flouride	-	Yellow Band with Red Stripe
Potassium Permanganate	-	Yellow Band with Black Stripe
Sodium Hexametaphosphate	-	Green Band with White Stripe

- Safety precautions which should be taken

7. Informing Contractors

It is the responsibility of the Department Head to provide contractors the following information:

- Hazardous chemicals to which they may be exposed while on the job site
- Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures

8. Enforcement

It shall be the responsibility of the City Manager to assure enforcement of the provisions of this policy.

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