

CITY OF ALPENA
STANDARD OPERATING POLICY

Subject:	Workplace Hazard Communication Plan	SOP No.	<u>42</u>
		Date Issued:	<u>12/20/11</u>
		Effective Date:	<u>12/20/11</u>

Copies to: City Council and All City Employees

PURPOSE:

The purpose of this policy is to establish guideline for a Workplace Hazard Communication Plan.

STATEMENT OF POLICY:

It shall be the policy of the City of Alpena to comply fully with Michigan Occupational Safety and Health Administration rules with regard to workplace hazard communication. Specifically, this policy will assure compliance with §1910.1200 being Rules R408.44202, R408.19202 and R325.77702. This program will be available for review by all employees. A *Health and Safety Officer* shall be designated for all City of Alpena facilities.

Hazard Determination

The City of Alpena will rely on material safety data sheets obtained from product suppliers to meet hazard determination requirements.

Labeling

The employee accepting delivery will be responsible for seeing that all containers entering the workplace are properly labeled.

1) All labels shall be checked for:

- Identity of the material.
- Appropriate hazard warning for the material.
- Name and address of the responsible party. (Only if the container is received from the manufacturer, distributor, or importer).

2) Each employee shall be responsible for ensuring that all portable containers used in their work area are labeled with the appropriate identity and hazard warning.

Material Safety Data Sheets (MSDS)

The Fire Chief shall act as Health and Safety Officer, and shall maintain copies of MSDS data for all City facilities. MSDS will be available for review to all employees during each work shift. Copies will be available upon request to all employees.

- Posters identifying the person responsible for maintaining MSDS and where the MSDS are located are posted in an area accessible to all employees and posters notifying employees when new or revised MSDS are received will be located in the same location. By December 1, 2012, copies of all MSDS data shall be available on a shared drive of the city computer network.
- If a required MSDS is not received, the applicable Health and Safety Officer shall contact the supplier, in writing, to request the MSDS. If an MSDS is not received after two such requests, the Health and Safety Officer or his/her designee shall contact the MIOSHA Occupational Health Division (OHD) at (517) 322-1608, or General Industry Safety Division (GISD) at (517) 322-1831, for assistance in obtaining the MSDS.

Employee Information and Training

The Health and Safety Officer shall coordinate and maintain records of employee hazard communication training, including attendance rosters.

Each new employee will attend a hazard communication training class. The class will provide the following information and training:

Information:

1. The requirements of the MIOSHA Hazard Communication Standard
2. All operations in their work area where hazardous chemicals are present
3. Location and availability of the written hazard communication program, the list of hazardous chemicals, and the MSDS

Training:

1. Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area
2. Physical and health hazards of the hazardous chemicals
3. Measures the employee should take to protect themselves from these hazards
4. Details of the hazard communication program including explanation of labeling system and MSDS and how employees can obtain and use hazard information

Initial training shall be provided for all employees within 120 days of implementation of this plan. New employees will receive such training within 90 days of hire.

All original hazard communication training records shall be retained in the City Human Resources Office.

The employee shall be informed that:

- The employer is prohibited from discharging, or discriminating against, an employee who exercised his/her rights to obtain information regarding hazardous chemicals used in the workplace.
- As an alternative to requesting an MSDS from the employer, the employee can seek assistance from OHD, at (517) 322-1608, or the GISD at (517) 322-1831, to obtain the desired MSDS. A sign will be

posted with the address and telephone number of the Departments responsible for such requests.

Before any new physical or health hazard is introduced into the workplace, each employee who may be exposed to the substance will be given information in the same manner as during the hazard communication training class.

Multi-Employer Worksites : Informing Contractors

If our department exposes any employee of another employer to any hazardous chemicals that we produce, use, or store, the following information will be supplied to that employer:

1. The hazardous chemicals they may encounter.
2. Measures their employees can take to control or eliminate exposure to the hazardous chemicals.
3. The container and pipe labeling system used on-site.
4. Where applicable MSDS can be reviewed or obtained.

Periodically, our employees may potentially be exposed to hazardous chemicals brought on our site by another employer. When this occurs we will obtain from that employer information pertaining to the types of chemicals brought on-site, and measures that should be taken to control or eliminate exposure to the chemicals.

It is the responsibility of the Health and Safety Officer to ensure that such information is provided and/or obtained prior to any services being performed by the off-site employer.

Pipes and Piping Systems

Labels affixed to the pipes will identify information on the hazardous contents of pipes and piping systems.

List of Hazardous Chemicals

A list of all hazardous chemicals used by the City of Alpena is maintained in the front of the MSDS books. As additional MSDS sheets are received, the chemical will be added to the list and an email will be sent to all employees notifying them of the change. These additional MSDS sheets shall be reviewed by each employee.

Compliance

All personnel shall comply with all of the conditions set forth in this procedure. Violations of this procedure, or portions thereof, may result in disciplinary action, up to and including discharge.

Thad N. Taylor, City Manager