

 City of WHITewater		Policy 208.02 Hazardous Materials			
Owner:	DPW Director	Approving Position:	Common Council	Pages:	3
Issue Date:	12/22/2011	Revision Date:		Review Date:	
Special Instructions:					

I. PURPOSE

The City desires to develop and maintain a hazardous materials purchase-through disposal plan which meets federal and state regulations and which is safe, cost effective, and sustainable.

The City desires to promote awareness concerning hazardous materials and to educate all levels of personnel, maintain an accurate management system and monitor policy effectiveness through random audits.

II. GUIDELINES

III. PROCEDURE

A. Purchasing

1. An inventory of all materials identified as hazardous must be developed and maintained by each department utilizing such materials.
2. Substances are to be listed alphabetically by the label name of the product.
3. The name and address of the manufacturer of the product should be listed as well.
4. All employees responsible for purchasing materials may purchase non-hazardous alternative products to those identified as hazardous whenever possible.

B. Labeling

1. All containers of hazardous materials must always be labeled.
2. Manufacturers are required to ensure that every container of hazardous material is appropriately labeled with the identity of the material and appropriate hazard warnings.
3. An employee of each department receiving purchased hazardous materials may verify that the label is on the shipping container and intact. The label must reflect the same

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identity as that listed on the hazardous materials list for that location and the Material Data Safety Sheets (MSDS).

4. If material is subsequently transferred to another container, the new container must have the same labeling information.
5. Labels must be prominently displayed and legible

C. Training

1. Any employee who works with or is potentially exposed to hazardous materials will receive initial training on the Hazardous Communication Standard and Right to Know.
2. Department Managers are responsible for the initial training of current and new employees.
3. Individual departments are responsible for training employees on the specific hazardous materials utilized at their location.
4. Each department supervisor may designate an individual(s) to be responsible for this location specific training.
5. Initial training includes ensuring that employees:
 - a. are aware that they may be exposed to hazardous chemicals
 - b. know how to read and interpret labels and material safety data sheets
 - c. know the appropriate protective measures established by the employer
6. Department specific training includes:
 - a. ensuring that employees of each department know what hazardous materials they may be exposed to in the course of their employment
 - b. where the MSDS library is kept and that it is readily accessible to them
 - c. where hazardous materials are stored in their location
 - d. the proper use of hazardous materials
 - e. what safety precautions must be taken when utilizing the materials
 - f. what the procedures are for accidental spill or leakage of hazardous material
 - g. what the proper packaging, storage, and transportation for disposal of the material or containers for the materials is

D. Material Data Safety Sheets (MSDS)

1. Each department must develop and maintain an MSDS library on every hazardous material on the list for that location.
2. The MSDS must be complete, readable, and in English.
3. Each City department will ensure that each location maintains the MSDS's for that location and that they are readily accessible to all employees during each work shift when they are in their work areas.
4. All Materials Safety Data Sheets must be kept by the Department for thirty (30) years after the use of the hazardous material has been discontinued.

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E. Monitoring

1. The Human Resources Office may monitor the departmental practice of purchase through disposal (including training/education) of hazardous materials.
2. This may be done by conducting random audits of department storage and MSDS maintenance to ensure compliance.

IV. REPORTING

V. JOB AIDS

- A. Material Data Safety Sheets MSDS
- B. Hazardous Materials Inventory Sheet