

EXPOSURE TO TOXIC SUBSTANCES

1.0 Purpose

The purpose of this Directive is to establish procedures for The City of Lake Forest to comply with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, to be implemented for the protection of City employees from significant exposure to toxic substances. This purpose will be served by compilation of a hazardous chemicals list, the use of Material Safety Data Sheets, by ensuring that containers containing hazardous substances are labeled, and by the provision of employee training.

2.0 Scope

2.1 This Directive applies to all work operations in The City of Lake Forest.

3.0 Action

3.1 Each department head in The City of Lake Forest shall have the immediate responsibility of ensuring that their department fully complies with the measures of the OSHA Hazard Communication Standard. As the City's Safety Officer, the Director of Human Resources shall oversee this effort.

3.2 To accomplish the purpose of this Directive, a number of obligations are placed on the City described as follows:

- A. City's Safety Officer shall review and update the program to comply with OSHA changes, but no less than every five years.
- B. A copy of the written program must be maintained at each work facility in a conspicuous, easily accessible place.
- C. Each department head or his/her designee shall create a list of all hazardous chemicals and locations, and related work practices used in the facility for which they have direct responsibility and shall update the list as necessary. A separate list must be maintained at each facility. A master list shall be created listing hazardous chemicals used at each facility within the City. This list must identify the corresponding Material Safety Data Sheet (MSDS) for each hazardous chemical listed.
- D. Each directly responsible department head or his/her designee will provide electronic access to the City MSDS online program
- E. Each directly responsible department head or his/her designee must ensure that all hazardous chemicals are labeled. The labels shall include the chemical identity, appropriate hazard warnings, and name and address of the manufacturer. If there are a number of stationary containers within a work area that have contents and hazards, signs must be posted on them to convey the hazard information. MSDS's that correspond with labeled containers will be made

readily available on the City MSDS online program. If an employee discovers an unlabeled container that he/she suspects might contain a hazardous substance, he/she should immediately advise the responsible department head. The responsible department head or designee shall prepare a hazardous substance label for that container.

- F. When an employee is required to perform a hazardous non-routine task, a special training session will be conducted to inform the employee of hazardous chemicals to which the employee might be exposed and the proper precautions to take to reduce or avoid exposure.
- G. The appropriate department head shall be responsible for advising outside contractors of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken and the safe handling procedures to be followed. They will also inform the contractor of the procedure for obtaining MSDS's or will provide the contractor with the appropriate MSDS's that will be needed. Each contractor bringing chemicals onto a City facility must provide the City with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals and an MSDS.
- H. Companies doing work with the City are required to have a list of clean up/mitigation companies.
- I. The City shall provide training on the Hazardous Communication Standard to all employees who may be exposed to hazardous substances in the workplace. If a new hazard is introduced, additional training will be provided.

3.3 The required training shall consist of:

- A. The contents of the Hazardous Communication Standard and this program.
- B. The chemical and physical properties of hazardous materials, as well as methods that can be used to detect the presence and release of chemicals.
- C. The health hazards associated with exposure to hazardous chemicals and any medical condition known to be aggravated by exposure to the chemical.
- D. The procedures to be followed to protect against hazards (i.e., personal protective equipment required, proper use and maintenance, work procedures to assure the proper use and handling of chemicals, and emergency response).
- E. Work procedures to be followed in response to hazardous chemical spills and leaks.
- F. How to find the MSDS's on the City MSDS online program, how to read and interpret the information, and how employees may obtain additional hazard information.

3.4 Employees have the right under this Directive to refuse to work with toxic substances when they or their physicians have not been provided an MSDS within ten (10) days after written request. However, if the City does not have an MSDS for the requested chemical and has written the vendor for the MSDS within 10 days of the request, the employee must continue to work up to thirty (30) days thereafter. If, after 30 days the City does not receive the MSDS, the City must file a written complaint of such with the Department of Labor to avoid the employee being permitted

to refuse to work under this Act. Additionally, employees have a right to not be disciplined, discharged or discriminated against because of exercising their remedies under the Act.

3.5 Contractor Employees

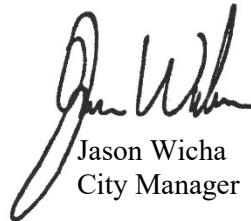
The safety coordinator and/or department head will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. They will also inform the contractor of the *procedure* for obtaining MSDS's or will provide the contractor with the appropriate MSDS's that will be needed. Each contractor bringing chemicals on-site must provide the City with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

3.6 Information should be filed with the Fire Department to aid firefighters in the event of a municipal building fire. This information must include:

1. A list of all toxic substances on the City's premises.
2. A map showing their approximate location.
3. Fire Departments are required to keep this information on file.

4.0 Distribution

4.1 Employee Information website www.citylf.org.



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