

## Hazard Communication Standard / Right-To-Know Safety Policy

**Purpose:** The purpose of this policy is to ensure that City employees have easy access to the needed information about the hazardous materials and substances with which they work.

This document is intended to provide employees with information concerning harmful physical agents, including heat and noise; the nature of hazardous materials; safe handling and storage procedures; non-routine tasks; emergency first aid procedures; and personal protective equipment required when working with hazardous substances. All departments in the City of Cloquet are included within this policy. The written policy will be available within all departments for review by any interested employee.

The Combined Safety Committee members will coordinate chemical lists, hazard evaluation, Safety Data Sheets (SDSs) acquisition and will ensure proper labeling of containers.

**Requirements:** The objective in implementing and complying with the requirements of the OSHA Hazard Communication Standard 1910.1200 and the Minnesota Employee Right-To-Know Standards is to provide, as fully as possible, the information and training that employees need to possess and understand the hazards of their respective work areas.

The following briefly summarizes the obligations to achieve compliance with the Minnesota Right-To-Know Standard:

- A. **Labeling and Other Forms of Warning**  
Containers containing hazardous material are required to be properly labeled. Containers of hazardous substances and work areas which generate harmful physical agents must be labeled or identified.
- B. **Safety Data Sheets (SDSs)**  
Informational data sheets covering hazardous effects and properties of hazardous substances and harmful physical agents to which employees may be exposed must be readily accessible in the workplace. Each substance within a workplace which has been identified as being a hazardous material will have a corresponding SDS readily available for review by any interested employee.
- C. **Training**  
All employees who work with or around known hazardous substances shall be provided adequate training regarding the safe handling and precautionary measures associated with those materials. Employees who are exposed to heat stress, high noise, or other job hazards shall also be provided with adequate training to address these safety concerns.
- D. **List of Known Hazardous Chemicals**  
Lists of known hazardous substances will be maintained, updated, and readily available for review by any interested employee.
- E. **Non-Routine Hazards and Emergencies**  
Employees will be trained in the safe way to perform non-routine tasks.
- F. **On-Site Contractors**  
Contractors will be notified of the hazardous substances or materials around which they may be working to ensure that exposure to such substances is avoided.

**Implementation:** To ensure that all obligations under 29 CFR Part 1910.1200 and the Minnesota Right-To-Know Standards are satisfied, the following steps will be taken to achieve compliance.

**A. Labeling and Other Forms of Warning**

1. Combined Safety Committee members are responsible for ensuring the proper labeling of work area containers.
2. All substances currently in use will be indexed and appropriate SDSs will be referenced to ensure proper labeling.
3. All containers should be checked against the chemical lists to determine if they are properly labeled. Secondary labeling will be allowed, provided the container is approved for this purpose and is labeled with information similar to that required for the manufacturer's containers.
4. Manufacturers of containers with inadequate labels will be contacted and requested to update them. Such vendors will be notified that the City of Cloquet will look for substitutes if improper labeling practices persist.
5. The Combined Safety Committee member will review all SDSs and work to coordinate the purchase of similar products in various departments so as to keep the number of products to as few as possible.

**B. Safety Data Sheets (SDSs)**

1. The Safety Data Sheets shall be maintained in binders labeled "SAFETY DATA SHEETS" and binders are to be kept in each department. All employees are to be informed about the SDS binders and where they are kept. These binders shall always be readily available for reference by employees.
2. Safety Data Sheets shall be the primary source of information on substances.

**C. Training**

1. The Combined Safety Committee members are responsible for coordinating annual hazard communication training within all City Departments.
2. Each training program will utilize a specific format depending on the subject matter. Training videos and programs will be utilized, as well as formal classroom settings. The Public Safety Building Training Room can be utilized for some training programs. Specific hazards identified by various departments will be handled in a training session for those employees who work with or may be exposed to the hazard.
3. Prior to starting work, new employees will attend a health and safety orientation. Elements of the training program will consist of the following.
  - a) An overview of the contents and requirements that are contained in the Minnesota Right-To-Know Standard.
  - b) The chemicals present in their work area and department.
  - c) The location and availability of the City's written Hazard Communication Standard / Right-to-Know policy.

- d) Ways of detecting the presence or release of a hazardous chemical in the work area.
- e) The physical and health hazards of the chemicals in the work area.
- f) The measures that employees can take to protect themselves from these hazards.
- g) Identification and location of Personal Protective Equipment (PPE) needed for specific hazards, as well as proper use of PPE.
- h) New employees or those assigned to new jobs within the City will be trained regarding hazards associated with the job.
- i) A review of the hazard communication program, how to read an SDS, and how to identify Personal Protective Equipment (PPE) needed for the job.
- j) Documentation of employee training shall be done by use of attendance listings. Each employee will sign a form to verify that they attended the training, received any written materials available, and understood the City's Hazard Communication / Right-to-Know policy.

**D. Lists of Hazardous Chemicals**

1. The Combined Safety Committee members will coordinate the compiling of lists of all chemicals in use in the City of Cloquet's various departments and will see that such lists are updated at least once a year, making any additions or deletions as necessary. Those members of the Combined Safety Committee will update their department's SDS binders and report any changes to the Combined Safety Committee.
2. Employees will be allowed to store consumer products of a personal nature at work with accompanying SDS.