



Section Name: Employee Relations Effective Date: May 17, 2010
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Subject: Michigan Occupational Safety and Health Act Compliance

1. Purpose. The purpose of this policy is to establish the responsibility and guidelines for implementation and to ensure continued compliance with the Michigan Occupational Safety and Health Act.

2. Statement of Policy.

2.1 Hazard Determination

a) The City shall rely on Material Safety Data Sheets from manufacturers and/or suppliers to meet hazard determination requirements.

2.2 Labeling

- a) The Department Head shall be responsible for seeing that all containers coming into their department are properly labeled.
- b) All in-coming labels shall be checked for identity, hazard warning, name and address of responsible party.
- c) Each Department Head shall be responsible for seeing that all portable containers used in the work area are labeled with identity and hazard warning.
- d) Where applicable, piping systems shall be properly labeled in each department.

2.3 Material Safety Data Sheets (MSDS)

- a) Each Department Head shall maintain an inventory list of hazardous materials used in that department.
- b) The Department Head shall be responsible for obtaining a Material Safety Data Sheet for each hazardous material used in the work place.
- c) The Department Head through the Building Official shall make requests for MSDSs on all first-time purchase orders of hazardous materials. A file of follow-up letters and documented phone

conversations shall be maintained for all shipments or purchases received without an MSDS.

- d) A master file of MSDSs shall be maintained in the Building Department, with a copy to the Human Resources Department. Each Department Head shall forward to the Building Department and Human Resources, copies of MSDSs for all hazardous materials to be included in the master file.
- e) Copies of MSDSs for all hazardous materials to which employees may be exposed shall be kept in a binder or on file in each department and facility. MSDSs shall be available for review to all employees during each work shift. Copies shall be available upon request to all supervisors.
- f) The Human Resources Director shall provide Department Heads with the required MIOSHA Right to Know poster of general information.
- g) The Human Resources Department shall provide Department Heads with MIOSHA Right to Know postings for new or revised MSDSs within five (5) days of receipt. Department Heads shall post notice of new or revised MSDSs as required by MIOSHA.
- h) For contractors and subcontractors conducting work for the City or storing hazardous materials on City property, the Building Official shall require MSDSs from the contractor prior to authorizing the work.

2.4 Employee Information and Training

- a) The Human Resources Director and Safety Committee shall provide overall coordination and direction for training for the City. The Human Resources Director shall maintain a record of general training conducted by the City.
- b) Each Department Head shall be responsible for training of his/her employees.
- c) Each new employee shall attend general safety training and receive information on:
 - 1. MIOSHA and the hazard communication standard.
 - 2. MSDSs and how to interpret them.
 - 3. Hazard recognition.
- d) Each new employee shall attend a departmental safety orientation which will address:
 - 1. Hazardous materials in the department work place.
 - 2. How to lessen or prevent exposure to these hazardous materials and the proper use of protective equipment.
 - 3. What the department has done to lessen or prevent exposure to these materials.
 - 4. Departmental procedures to follow if exposed to these materials.

5. Location of MSDSs for hazardous materials used in the department.

Attendance is mandatory for all departmental employees.

- e) After receiving safety training, each employee shall sign a form stating that training was received.
- f) Before any new hazardous material is introduced into a work area, each employee in that area shall be given information in the same manner as during the training session. The Department Head is responsible for providing this information.
- g) The location of the departmental written hazard communication program shall be posted in each department.

2.5 Hazardous Non-Routine Tasks

- a) No employee will begin a non-routine task involving hazardous materials without first receiving safety training from a supervisor.
- b) Employees will not be permitted to enter or pass through areas where hazardous materials are used for which they have not received training.
- c) Maintenance or other operations that require the use of hazardous materials will not be conducted in areas during such time that untrained employees would be exposed by the actual operation or by a foreseeable emergency.

2.6 Equipment

- a) The Department Head shall issue protective equipment as may be required by MIOSHA regulations. Each employee shall also receive training on the proper use of such equipment.
- b) If chemical, atmospheric or other tests or measurements are required by MIOSHA regulations to determine potential or actual exposure, the Department Head shall insure that such tests are conducted.

2.7 Informing Contractors

- a) It is the responsibility of the Department Head to provide contractors with the following information:
 - 1. Hazardous materials to which they may be exposed while on the job site.
 - 2. Measures the contractor may take to lessen the risks.
 - 3. Steps the City has taken to lessen the risks.
 - 4. MSDSs for all hazardous materials are on file in the Building Department.

- b) Contractors shall provide Department Heads with the information indicated in a) above for any hazardous material the contractor will use.
- c) All City contracts shall require that the contractor comply with the Michigan Occupational Safety and Health Act and this policy.

2.8 Written Hazard Communication Program

- a) Each Department Head shall be responsible for developing a written hazard communication program for his/her department. The program shall include:
 - 1. Person(s) responsible for labels on containers.
 - 2. Description of labeling system(s) and alternatives for portable containers.
 - 3. Description of warning system for pipe and piping containing hazardous materials.
 - 4. Person(s) responsible for obtaining/maintaining MSDSs.
 - 5. How MSDSs are to be maintained.
 - 6. How employees can obtain access to MSDSs (poster).
 - 7. Procedures when MSDS not received at time of first shipment.
 - 8. Procedures for posting notice of existence of updated data sheets (poster).
 - 9. Description of alternatives to actual data sheets in work place.
 - 10. Person(s) responsible for conducting training.
 - 11. Format of program.
 - 12. Elements of training program.
 - 13. Procedures for training new employees.
 - 14. Procedures for training about new hazards.
 - 15. Lists of Hazardous Materials.
 - 16. Methods to inform employees about hazards of non-routine tasks.
 - 17. Methods to inform contractors about hazards.

- 3. Definitions. None.
- 4. Application. This policy applies to all employees and officials of the City of Monroe.
- 5. Responsibility. The Human Resources Director and the Building Official shall have the responsibility for overseeing and implementing this policy.
- 6. Administrative Procedure. None.
- 7. Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe City Council dated May 17, 2010.

Revised pursuant to action of the Monroe City Council, dated
_____, ____.