

# HAZARDOUS MATERIALS POLICY

## 1.0 PURPOSE

The Purpose of this policy is to inform the employees of the Allen Park Housing Commission about possible hazards connected with materials in their workplace and about proper handling of materials used in Housing Commission operations.

## 2.0 SCOPE

This implementation of this policy will ensure that Housing Commission employees are aware of any potential hazards connected with any materials to which they may be exposed in the course of their work. In order to accomplish this, the Housing Commission will ensure that:

- 2.1 A current list of all hazardous chemicals or materials being used by the housing Commission is maintained at each work site;
- 2.2 All containers of hazardous materials stored and used at the Housing Commission are appropriately labeled;
- 2.3 All Housing Commission employees are trained to recognize and interpret labels, warnings, and signs that are attached to containers; and
- 2.4 All Housing Commission employees are trained to understand the content of the material safety data sheets (MSDS) provided for each hazardous substance and recognize possible risks to health and the potential for physical harm.

## 3.0 LISTING OF HAZARDOUS CHEMICALS

The Allen Park Housing Commission will maintain a list of all hazardous chemicals used on-site, and shall be listed on a completed MSDS (Material Safety Data Sheets) form.

The contracting Officer will insure that material safety data sheets are requested and obtained from the supplier of any new product ordered by the Allen Park Housing Commission. The Contracting Officer will maintain a master listing of all hazardous materials and MSDS for all materials, with building locations of chemicals listed for emergency responders reference.

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## 4.0 LABELS

Material received at the Allen Park Housing Commission must have intact, legible labels. These labels must include the following:

- 4.1 The name of the hazardous substance(s) in the container;
- 4.2 A hazard warning; and
- 4.3 The name and address of the manufacturer or other responsible party.

## 5.0 TRAINING

A Safety Officer will be appointed by the Executive Director and the Safety Officer will insure that all employees at sites where hazardous materials are kept or used receive training on hazardous material handling.

The training program will include the following:

- 5.1 The location and availability of the MSDS and files.
- 5.2 Methods and procedures that the employee may use to detect the presence or accidental release or spill of hazardous materials in the work area, including proper clean up.
- 5.3 Precautions and measures employees can take to protect themselves from the hazardous materials.

Annual training will be conducted for all employees at the Housing Commission who deal with hazardous materials.

Each new or newly transferred at-risk employee will be trained in the handling of hazardous materials on the first working day at the new work sit.

After each training session, the trainer will certify a roster of all participants. Included what the roster will be a list of all hazardous materials included in the training.

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## 6.0 HEALTH, SAFETY AND EMERGENCY PROCEDURES

The following information will be available in the procurement office for local health and jurisdictional authorities, if requested or required:

- 6.1 A list of all hazardous materials used on Housing Commission sites.
- 6.2 The location of stored hazardous materials of 55 gallons (500 pounds) or more, and special procedures for spill control and/or clean-up for specific hazardous substances if necessary.
- 6.3 Unusual health and environmental hazards (both air and water) that may result from the release of specific quantities of hazardous substances.