

## TOWN OF RIPTON

### POLICY REGARDING HAZARDOUS MATERIALS

#### I. General Information

The following written hazardous materials handling and education program has been established for the Town of Ripton.

- A. The written program is available for review by any interested employees in the Town Office.
- B. A hazardous materials handling and communication program shall be kept and maintained in the Town office. In the manual shall be:
  1. A list of all hazardous materials used;
  2. Current up-to-date copies of Material Safety Data Sheets (MSDSs) for all hazardous materials used;
  3. A copy of VOSHA's Hazard Communication Standard 1910.1200; and,
  4. A record of training performed in the Town.

#### II. Hazard Determination

The Town of Ripton will rely on MSDSs from material suppliers to meet hazard determination requirements.

##### A. Labels and Other Forms of Warning

1. The Clerk or designee will verify that all containers received for use are labeled, tagged or marked with the following information:
  - a) identity of the hazardous material;
  - b) the appropriate hazard warnings, and,
  - c) the name and address of the material manufacturer, importer or other responsible party.
2. The Clerk or designee shall ensure that all secondary containers are labeled with the identity of the hazardous materials they contain, and the appropriate hazard warnings.

##### B. Material Safety Data Sheets (MSDSs)

1. The Clerk or designee shall obtain and maintain an up-to-date MSDS for each hazardous material used in the Town. MSDSs shall be kept where they are readily accessible during work to employees.
2. The Clerk shall review the MSDS for each new hazardous material used in Town, and shall ensure that each employee receives information on the new material and its MSDS, and receives

training on the identity, labeling, handling and use of the material.

### III. Employee Information and Training

The Town shall provide employees with information and training on the hazardous materials in their work areas at:

1. The time of their initial assignment; and,
2. whenever a new hazardous material is introduced into the work area.

#### A. Employees shall be informed of:

- 1) the requirements of VOSHA Hazard Communication Standard 1910.1200;
- 2) any operations in their work area where hazardous materials are present; and,
- 3) the location and availability of the written hazard communication program manual, including the list of hazardous materials and each of their MSDSs.

#### B. Training

Before starting work, each new employee shall receive training that shall include:

- 1) the methods and observations that may be used to detect the presence or release of hazardous chemicals in the work area;
- 2) the physical and health hazards of the chemicals in the work area;
- 3) the measures to take to protect against these hazards, including special procedures to prevent against exposure to hazardous chemicals, such as the use of appropriate work practices, emergency procedures and personal protective equipment.
- 4) the details of the Town of Ripton's Hazardous materials handling and communication Program including but not limited to:
  - a) an explanation of the labeling system, i.e., how to read, interpret and use the labels;
  - b) the location and availability of the MSDSs, and an explanation of how to read, interpret and use each MSDS that is pertinent to their work assignment;
  - c) how to obtain and use the appropriate hazard information, i.e., where the hazardous materials manual is kept, what is contained in it, and how to read, interpret and use the information;
- 5) what steps have been taken to lessen or prevent exposure to

hazardous materials in the Town of Ripton; and

6) the procedures to follow if exposed to any hazardous material.

Before any new hazardous material is introduced in the Town, each employee shall be given information in the same manner as outlined above. The Clerk is responsible for obtaining and reviewing the MSDSs for each new hazardous material introduced into the work area.

#### C. Documentation

After attending an employee training session on hazardous materials, each employee will sign a form to verify that he/she has received the training, reviewed the written materials and understands and can use the policy and program on hazard communications.

#### IV. Informing Contractors

The Clerk shall provide contractors with the following information before any of the contractor's employees enter the work site (work site is defined as any Town buildings or immediate surroundings of said buildings):

1. a list of hazardous materials to which they may be exposed while on the job site;
2. the locations of the MSDSs for all hazardous materials they may be exposed to;
3. precautionary measures that need to be taken to protect employees during the workplace's normal operation conditions and in foreseeable emergencies;
4. the labeling system used in the workplace; and,
5. the procedures to follow if they are exposed.

The Clerk will be responsible for contacting each contractor before work is started to gather and disseminate any information concerning any hazardous materials that the contractor is bringing into the workplace.

Approved/Effective - June 1993

