

**SENECA FALLS POLICE DEPARTMENT  
GENERAL ORDER**

<b>General Order:</b> 295	<b>Rescinds:</b> New Issue
<b>Subject:</b> Hazard Communication	<b>NYS Accreditation:</b>
<b>Effective Date:</b> 07/01/13 <b>By Order Of:</b> Stuart W. Peenstra, Chief of Police	

**I. PURPOSE**

To ensure that the Seneca Falls Police Department is in compliance with the OSHA Hazard Communication Standard 29 CFR 1910.1200. The Chief of Police is the overall coordinator of the facility program, acting as the representative of the Seneca Falls Town Board, who has the overall responsibility. The Seneca Falls Police Department Safety Officer is responsible for the day-to-day administration of the program.

In general, each employee in the facility will be apprised of the substance of the Hazard Communication Standard, the hazardous properties of chemicals they work with, and measures to take to protect themselves from these chemicals.

**II. LIST OF HAZARDOUS CHEMICALS**

- A.** The Seneca Falls Police Department Safety Officer will maintain a list of all hazardous chemicals used in the facility, and update the list as necessary. The hazardous chemical list will be updated upon receipt of hazardous chemicals at the facility. The list of hazardous chemicals is to be filed in the MSDS books located in the patrol room, sergeants office, and with the range instructor.
- B.** Substances that do not require MSDS's or labels include:
1. Pesticides as defined in the Federal Insecticide, Fungicide, and Rodenticide Act (15 USC 2601) when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the EPA;
  2. Wood or wood products provided they are not pressure treated or have other chemical treatments;
  3. Food or alcoholic beverages intended for consumption;
  4. Any drug that is over the counter or packaged for personal consumption by employees while in the workplace;
  5. Cosmetics;
  6. Any consumer product that conforms to the stipulations of 1910.1200(b)(6)(IX);
  7. Nuisance particles that do not pose any physical or health hazard;
  8. Ionizing and non-ionizing radiation;
  9. Biological agents.

**III. MATERIAL SAFETY DATA SHEETS (MSDS's)**

- A.** The Seneca Falls Police Department Safety Officer will maintain an MSDS library on every substance on the list of hazardous chemicals at the Seneca Falls Police Department. All chemicals that are sold for industrial use in quantities of five gallons or more will have a MSDS on file and will be listed in the list of hazardous chemicals file.

The MSDS's will consist of a fully completed OSHA form 174 or equivalent. The Seneca Falls Police Department Safety Officer will ensure that the MSDS file is kept up-to-date and available to all employees. MSDS's will be filed in a clearly marked book located in the booking room, technician office, and range.

- B.** The Seneca Falls Police Department Safety Officer is responsible for acquiring and updating MSDS's. The Seneca Falls Police Department Safety Officer will review each MSDS for accuracy and completeness. The Chief of Police, or designee, must clear all new procurements for the Seneca Falls Police Department. Whenever possible, the least hazardous substance will be procured.
- C.** MSDS's that meet the requirements of the Hazard Communication Standard must be fully completed and received at the facility either prior to, or at the time of, receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. It may be necessary to discontinue procurement from vendors failing to provide approved MSDS's in a timely manner.

#### **IV. LABELS AND OTHER FORMS OF WARNING**

- A.** The Seneca Falls Police Department Safety Officer is designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. The Seneca Falls Police Department Safety Officer will refer to the corresponding MSDS to verify label information. Immediate-use containers and small containers, into which materials are drained for use on that shift by the employee drawing material, do not require labeling. To meet the labeling requirements of the Hazard Communication Standard of in-house containers, refer to the label supplied by the manufacturer. The Seneca Falls Police Department Safety Officer will approve all labels for in-house containers prior to their use.
- B.** The Seneca Falls Police Department Safety Officer will check all containers in the facility on a monthly basis to ensure that they are labeled and that the labels are up-to- date.

#### **V. TRAINING**

- A.** Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. Hazardous chemical training information regarding the name of the instructor, course outline, training schedules, and course description are maintained by the Seneca Falls Police Department's training officer.
- B.** Such training will emphasize the following elements:
  - 1. A summary of the standard and the written program, where the program is located and that it is accessible to all employees;
  - 2. Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals;
  - 3. Operations to be performed in the employee's work area and the hazardous chemicals present during such operations;
  - 4. Physical and health hazards associated with potential exposure to workplace chemicals;

5. Procedure to protect against hazards (i.e., personal protective equipment, work practices, and emergency procedures);
  6. Where the inventory list of hazardous chemicals and MSDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information;
  7. Explanation of the labeling system in use by the employer.
- C. The training officer will monitor and maintain records of employee training and coordinate training needs of affected employees with the Seneca Falls Police Department Safety Officer.

## **VI. CONTRACTOR EMPLOYERS**

- A. The Chief's office, or the project coordinator, will advise outside contractors of any chemical hazards that may be encountered in the normal course of their work on the premises. The following actions will be implemented as appropriate:
1. Methods to provide or make available applicable MSDS's;
  2. Methods to inform employees of precautionary measures to be taken to protect themselves from hazardous chemicals being used in the workplace;
  3. Methods to inform employees regarding the labeling system in use at the workplace.
- B. All contractors will provide MSDS's to the Seneca Falls Police Department PRIOR to starting any work involving the use of these chemicals. The Seneca Falls Police Department Safety Officer will maintain these MSDS's in a "Contractors Book" near the work area. The Seneca Falls Police Department Safety Officer will review the impact of the chemical use or the construction will have on personnel inside the building and will determine if any precautions are necessary (i.e., restricting areas, posting, etc.). **NO WORK WILL BEGIN UNTIL THE SENECA FALLS POLICE DEPARTMENT SAFETY OFFICER HAS APPROVED THE HAZARD COMMUNICATION PROCEDURES THAT ARE IN PLACE.**

## **VII. NON-ROUTINE TASKS**

Persons performing maintenance on non-routine equipment (i.e., boiler repair) will consult with the Seneca Falls Police Department Safety Officer and will ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures. This will be accomplished by a meeting of the parties involved in the project before such work is begun.

## **VIII. ADDITIONAL INFORMATION**

Further information on this written program, the Hazard Communications Standard and applicable MSDS is available by contacting the Seneca Falls Police Department Safety Officer.

This plan will be reviewed annually and updated as necessary.

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