

City of Waterville

EMPLOYEE RIGHT-TO-KNOW

Adopted 6-7-11

TABLE OF CONTENTS

City of Waterville Employee Right-to-Know Manual

THE CITY'S WRITTEN RIGHT-TO-KNOW PROGRAM

1. Scope of the Employee Right-to-Know Program	1
2. Administrative Responsibilities	1
3. Hazard Determination	2
4. Inventory of Hazardous Substances, Physical and Infectious Agents	2
5. Hazardous Chemical Container Labels	2-3
6. Material Safety Data Sheets	3
7. Employee Information and Training	3-4
8. Special Tasks and Contractor Notification	4-5

1. Scope of the Right-to-Know Program

This hazard communication program has been created in accordance with applicable state and federal regulations and has been approved as the city's own hazard communication Right-to-Know program by the appropriate administrative or governing authority shown below.

Department(s) to which applicable	Approving Authority	Date Approved
Administration	Adminstrator/Clerk	
Police Department	Chief of Police	
Fire Department	Fire Chief	
Street Department	Senior Street Department Employee	
Water/Wastewater Operations	Senior Operator	
Emergency Management	Emergency Management Director	
Parks and Recreation	Administrator/Clerk	

2. Administrative Responsibilities

The City of Waterville Safety Coordinator is responsible for administering the Right-to-Know (RTK) program. This person has the primary responsibility to oversee the RTK program to ensure it is organized, implemented, maintained, and updated as required by Minnesota Worker Right-to-Know Rule 5206 chapters 100-1100.

To ensure an effective RTK program, the following supervisors are responsible for carrying out the details of this program in their work areas.

Department	Area
Administration	City Hall, Parks
Police Department	Police Station
Fire Department	Fire Hall
Street Department	City Shop
Water/Wastewater Operations	Water & Wastewater Plants
Emergency Management	Command Center

3. Hazard Determination

The employer does not manufacture, import, or distribute hazardous chemicals and products. Therefore, the hazard evaluation conducted by the specific manufacturer of the product used at city facilities is accepted as the hazard determination. In addition, the list of hazardous substances in Minnesota Rule 5206.400 will be used to determine hazards.

The city will use Minnesota Rule 5206.0500 to evaluate harmful physical agents and 5206.0600 to determine infectious agents that must be covered.

4. Inventory of Hazardous Substances, Harmful Physical Agents, and Infectious Agents

The city will develop an inventory of hazardous substances, harmful physical agents, and infectious agents and indicate the operations where they are used or present. The intent is to inform employees about the hazards they may encounter in the work place.

Department Heads will update the inventory whenever new hazardous substances, harmful physical agents, or infectious agents are introduced into that work area.

Department Heads will add this product to the inventory before it is used by employees in the work area.

The inventory of hazardous substances, harmful physical agents and infectious agents used in the city is available for review.

5. Hazardous Chemical Container Labels

The employer understands that the chemical manufacturer, importer, or distributor is obligated to provide adequate hazardous chemical labels for their products. Supervisors will evaluate hazardous chemical containers arriving in their work area to ensure the label, tag, or markings are appropriate.

Department Heads will immediately label, tag, or mark any hazardous chemical container at the city so that it:

- a. Identifies the hazardous chemical and the chemical identity corresponds with the name used on the MSDS and chemical inventory.
- b. Indicates the appropriate hazard warning.
- c. Does not conflict with labels from the Department of Transportation.

Department Heads will also ensure:

- a. The label, tag, or marking is legible and is prominently displayed.
- b. The incoming containers of hazardous chemicals include the manufacturer's name and address.

- c. Chemical labels for OSHA specific standards comply with those regulations.
- d. The labels on incoming containers of hazardous chemicals are not removed or defaced unless the container is immediately marked, tagged, or labeled with the required information.
- e. Stationary processes that contain hazardous chemicals have the appropriate label or alternative warning attached that conveys the required information.
- f. Contracted employers working at the facility are notified of the labeling procedure and understand the label (warning) system.

6. Material Safety Data Sheets

The City will obtain and collect the Material Safety Data Sheets (MSDS) for all hazardous chemicals purchased from chemical manufacturers, importers, and distributors.

The intent is to provide a MSDS for all hazardous chemicals encountered by employees in the work place.

The Administrator/Clerk is responsible for making sure the MSDS file is maintained and updated as necessary.

Department Heads will notify the Administrator/Clerk prior to the time that a new hazardous chemical is used in the work place so that the appropriate MSDS can be obtained.

The MSDS master file is located at City Hall.

Employees may review a material safety data sheet during their work shift by contacting their immediate supervisor.

7. Employee Information and Training

The city will provide each employee with information and training about the hazardous substances, harmful physical agents, and infectious agents in their work areas. Additional employee training will be conducted whenever a new hazardous substance, harmful physical agent, or infectious agent is introduced into the employee's work area. New or transferred employees will receive appropriate training and information about hazardous substances, harmful physical agents, and infectious agents prior to working at their assigned work area.

The city will inform employees of:

- a. The requirements of the Minnesota Right-to-Know Rule.
- b. The operations where hazardous chemicals are used including hazardous chemicals that are contained in unlabeled pipes.

- c. The location of the written Right-to-Know program, the list of hazardous chemicals, and the corresponding Material Safety Data Sheets for those chemicals.
- d. Hazardous substances, harmful physical agents, and infectious agents.

The city will train employees about:

- a. The details of the Right-to-Know program including an explanation of the labeling system and how to interpret information on the MSDS.
- b. The ways and methods to detect the presence and/or release of the hazardous chemicals they use such as monitoring devices, visual appearance, and odor.
- c. The physical and health hazards of the chemicals being used in their work area.
- d. The ways employees can protect themselves against hazardous chemicals including good work practices, emergency procedures, appropriate personal protective equipment, and safe handling of the product.
- e. Hazardous substances, harmful physical agents, and infectious agents.

The City generally schedules employee hazardous substances, harmful physical agents, and infectious agents training and information sessions in conjunction with safety meetings. Other sessions will be arranged as needed.

Attendance records and a summary of the items covered in the employee training and information sessions are located at City Hall.

8. Special Tasks and Contractor Notification

Non-Routine and Special Tasks

Work area supervisors will review known physical and health hazards with employees who must do non-routine and special tasks. This instruction will generally occur at the time the work is scheduled. However, in an emergency the review may occur immediately before the work begins.

If appropriate, the review will include:

- a. Identification of the hazardous chemicals involved.
- b. Methods of detecting the presence or release of the chemicals.
- c. Specific physical and health hazards of the chemicals involved.
- d. Measures the employee(s) can take to protect themselves from these hazards such as appropriate work practices, emergency procedures, and proper protective equipment.
- e. An opportunity for employees to review the Material Safety Data Sheets for any of the hazardous chemicals involved.
- f. Hazardous substances, harmful physical agents, and infectious agents.

Notifying contractors of the hazardous substances, harmful physical agents, and infectious agents encountered in the work place

Contractors will be notified of hazardous chemicals, hazardous substances, harmful physical agents, and infectious agents that they may encounter and the protective measures that can be taken to avoid these chemicals.

The work area supervisor will complete the "Hazardous Identification Form for Contractors" in section three of this manual and give it to the contractor prior to the time work begins in that area. The Material Safety Data Sheets for chemicals noted will be made available to the contractor.

Contractors are required to notify the city of any hazardous chemical(s), hazardous substances, harmful physical agents, and infectious agents brought onto a work site and shall provide the Department Head or Supervisor in charge of the work agreement with a MSDS for each chemical.