

**CITY OF NICEVILLE**  
**HAZARD COMMUNICATION/  
RIGHT TO KNOW**  
**PROCEDURE POLICY**

**PURPOSE:**

This policy establishes the basic requirements as set forth in Occupational Safety and Health Standard (29CFR 1910.1200), hazard communication/right to know, which states, employees have the right to know about the hazards you may encounter on the job and the ways to protect yourself.

The department supervisor is responsible for the immediate and effective implementation and enforcement of this program in it's' entirety.

**PROCEDURES:**

- A. The department supervisor will establish requirements for the education and training of employees in the recognition, avoidance, and prevention of unsafe conditions and in learning the regulations applicable to his/her work environment to control or eliminate any hazard or other exposure to illness or injury.
- B. Employees who are required to handle or use hazardous materials such as corrosive, explosive, flammable, radioactive, reactive, toxic, and other harmful substances shall be instructed regarding their safe handling, to include, the use of personal protective equipment, including respirators.
- C. Only those employees qualified by training, experience, or certified in on the job training under proper supervision are permitted to handle hazardous materials.
- D. The department supervisor will furnish employees with instruction on the nature and effects of each hazardous substance that is present in the workplace. Such instruction shall be either in written form or in training programs, as may be appropriate and shall be in non-technical language, but may be generic to the extent appropriate and related to the job, such instruction shall include but not be limited to:
  - 1. The chemical name and any common names, used for a hazardous substance to which an employee may be exposed under normal operating conditions.
  - 2. The location of the hazardous substance in the work place.
  - 3. Appropriate first aid treatment and antidotes in the event of improper exposure or overexposure to the hazardous substance.
  - 4. The proper and safe handling of the hazardous substance.
  - 5. The health effects of the hazardous substance as described in the relevant material safety data sheet.

6. Appropriate emergency treatment.
7. The procedures for cleanup of leaks and spills of the hazardous substance.
8. The potential for flammability, explosion, and reactivity of the hazardous substance.

The department supervisor will be sure that material safety data sheets for each chemical in the work place are available and are readily accessible at all times when employees are in the work area.

The department supervisor will require employees to read the labels on hazardous substances prior to using them.