

## **BLOOMINGTON POLICE DEPARTMENT**

### **STANDARD OPERATING PROCEDURE**

#### **"TOXIC SUBSTANCES DISCLOSURE TO EMPLOYEES ACT" AND THE OSHA HAZARD COMMUNICATIONS STANDARD**

Reviewed by: Lt. Joseph Butcher	Effective Date: January, 1986
Authorized by: Asst. Chief Randall McKinley	Revision Date: October 28, 2008

#### **PURPOSE**

The purpose of this SOP is to ensure employees of the City of Bloomington Police Department are made aware of toxic substances which they may encounter in their workplace. It is also intended that employees have the information they need to safely handle workplace chemicals, and that they know the proper steps to take in the event of an accidental exposure. Through this effort, BPD will remain in compliance with state and federal regulations.

#### **PROCEDURE**

Often referred to as the RIGHT-TO-KNOW LAW, the Illinois TOXIC SUBSTANCES DISCLOSURE TO EMPLOYEES ACT and the Federal Occupational Safety & Health Administration (OSHA) HAZARD COMMUNICATION STANDARD were developed to aid employers in keeping employees that handle chemicals safe and prevent injury and illness. The text of these laws will be made available to any employee upon request. A copy of these laws will be maintained in Command Book #2, located at the Command Tower. A companion to this SOP is the City of Bloomington's Hazard Communications policy.

The steps listed below will be taken in an attempt to comply with regulations:

1. A current inventory of chemical substances will be maintained.
2. A Material Safety Data Sheet, (MSDS), will be secured and maintained in an accessible location for each substance indicated within the inventory. One is located on the east wall in the Criminal Investigation Forensic Mini Laboratory, for the laboratory exclusively. Another one will be located near the Command Tower, which encompasses the remainder of the police department. Copies will be forwarded to the Risk and Insurance Management Company, (RIMCO).
3. An update of the Hazard Communication materials and the MSDS will be made by July 1st of each year in an attempt to keep all records current. New products will be added to the respective inventory, and the appropriate MSDS will be placed within the binder.
4. Containers of toxic substances must also be properly labeled as such. This label requirement is a duty of the manufacturer of the toxic substance. If chemical substances are dispensed into other containers, these containers will be labeled in accordance with OSHA standards.

5. Training and education will be provided by the Training Sergeant or his designee for employees in accordance with OSHA standards. This training will include the following as a minimum:
  - a. Description of the law to include the intent,
  - b. Communication of the location of the MSDS binder,
  - c. Thorough review of the MSDS format, and suggestions for interpreting the material,
  - d. Labeling requirements.
6. The Administrative Lieutenant or his designate will have the responsibility to see that the requirements of this procedure are fulfilled.