

Use of Hazardous Materials

- A. All personnel using a hazardous substance must be made aware of the potential hazards associated with it.
- B. Material Safety Data Sheets will be located in an accessible area near the use of the toxic substance.
 - 1. The Fire Department will have copies of MSDS for toxic substances located on City premises. MSDS sheets are also kept on-line in LaserFiche.
 - 2. See *Worker's Right to Know Act* (Appendix II).
- C. Do not walk into or touch spilled material.
- D. Avoid inhalation of fumes, smoke, and vapors even if no hazardous materials are known to be involved. Do not assume that gases or vapors are harmless because of lack of a smell. Odorless gases or vapors may be harmful.
- E. Dust fans and/or other ventilation equipment will be used in accordance with training and policies.
- F. Never use gasoline, other fuel, or solvents for cleaning, degreasing, or any use other than that intended by the manufacturer.
- G. Precautions will be taken to prevent the ignition of flammable vapors. Sources of ignition include, but are not limited to, open flames, lighting, smoking, cutting, welding, heat-producing chemical reactions, radiant heat, and electrical devices.
- H. All materials and rags contaminated by toxic or hazardous materials will be disposed of in the prescribed manner as approved by the City's Fire Department.

