

HAZARD COMMUNICATION PROGRAM
(Right to Know Legislation)

A. Enabling Acts

Public Act No. 80 of 1986, places specific requirements on management to inform employees about hazardous chemicals used in the work place. Employers are obligated by this legislation to train and insure that employees understand the information found on Material Safety Data Sheets (MSDS) and container labels and how to work safely with these materials.

Director's Letter No. 104, effective date February 2, 1987, places the lead responsibility for insuring overall Department coordination with the Act with the Office of Environmental Affairs, Safety and Health (517-373-1188) Reference also Department Policy No. 6110 Department Safety Program. Division chiefs are responsible for implementing and insuring compliance with the requirements of the Act. Safety coordinators within each impacted Division are responsible for questions regarding chemicals and requirements with the law. The following agencies may also be contacted for answers to specific questions or training needs.

Michigan Department of Labor
Safety Education & Training Division
7150 Harris Drive
P.O. Box 30015
Lansing, MI 48909
517-332-1809

Michigan Department of Public Health
Division of Occupational Health
3500 North Logan Street
P.O. Box 30035
Lansing, MI 48909
517-335-8250

Should there be any questions regarding storage, handling, or disposal of hazardous materials contact: Office of Environmental Affairs, Safety and Health at 517-373-1188.

B. Policy

Employees of the Forest Management Division will comply with Public Act No. 80 and the Michigan Department of Natural Resources Hazard Communication Program. The Forest Management Division will be relying on Material Safety Data Sheets (MSDS) from material suppliers to meet hazard determination requirements. Requirements less stringent than as directed on the MSDS must be approved by Michigan Department of Public Health, Division of Occupational Health.

C. Explanation

This policy and following procedure are intended to help forest managers comply with the law and to carry out the Department's Hazard Communication Program. And, to help assure a safe work environment for Division employees.

D. Procedure

1. Labeling

- a. The person in-charge of a field station will be responsible for seeing that all containers are properly labeled.

- b. All incoming labels shall be checked for: identity, hazard warning, and name and address or responsible party. (see attached MSDS checklist)
- c. The person in-charge of the station shall be responsible for seeing that all portable containers used in the work place are labeled with identification and hazard warning. Note: A portable container into which a hazardous chemical is transferred from a labeled container and which will be used only by the person who made the transfer and will be used on that day need not be labeled. For example, tree paint transferred to another container used the same day by the person who transferred it does not need a label.
- d. Piping shall be painted as follows:
 - OXYGEN - Green
 - ACETYLENE - Orange
 - FUEL OIL, PROPANE, AND NATURAL GAS - Blue
 - GASOLINE CONTAINERS - Red

2. Material Safety Data Sheets (MSDS)

- a. The District Forest Manager (Regional Forest Manager in Region III) will be responsible for compiling the master MSDS file. The file will be kept at the District office. A copy of the MSDS is to be forwarded to Surface Water Quality Division.
- b. Copies of MSDS's for all hazardous materials to which employees may be exposed will be kept in a binder at each field office. A sign describing where the MSDS's are filed must be posted in the work place.
- c. MSDS's will be available for review by all employees during each work shift. Copies will be made available to employees upon request.
- d. All purchase orders for items which may contain hazardous materials must include a request for MSDS's. The purchase of hazardous materials without an MSDS provided is prohibited.
- e. The person in-charge of a field station shall (1) post a list of hazardous materials and the quantity stored at the work site and (2) identify on the list where the MSDS labels are located. (S.E.T. form #2106 works very well if quantity is added.) Each time a new quantity of the material is received the inventory must be updated.

3. Employee Information and Training

- a. The District Forest Manager (Regional Forest Manager in Region III) shall coordinate and maintain a permanent record of training conducted within the District/Region. After each class or training exercise a list of employees attending will be compiled by the person conducting the training and a copy of record forwarded to the District/Region Forest Manager. An outline of information covered and materials received by the employee(s) will accompany the list of attending employees. The employee will initial the roster as having received the training.

- b. Before starting work or a new assignment, present employee and each new employee will be given safety instruction and a hazardous materials list which will include the following:
- Chemicals and hazardous materials in their work place.
 - How to prevent or reduce exposure to these materials.
 - What personal protective equipment must be worn to use these materials.
 - Procedures to follow if they are exposed to these chemicals.
 - How to read and interpret labels and MSDS's.

A copy of the training received and an initialed list of the participants will be provided to the district and to the field office of the participating employees.

- c. Before any new hazardous material or chemical is introduced into the work site each employee at the work site will be trained to use the material safely in accordance with the directions on the MSDS. See also Policy 126, Use of Respirators.

If the training is provided by the Region, Division or other source agency, the Region or Division office may be the participant's office in which case the Region or Division will retain the employee's records.

- d. Safety meetings will be held as appropriate (an annual meeting is mandatory) and will include discussion about the hazardous materials used at the work site. Attendance is mandatory for all employees. The work site is the place where the material is stored and/or used (a planting site for example).

4. Hazardous Non-routine Tasks

No employee will begin work in a confined space or at any non-routine task without first receiving a safety briefing from his/her immediate supervisor.

5. List of hazardous chemicals

The following is a partial list of hazardous chemicals that may be found at a Forest Management Division work site.

Carbon monoxide	Cleaning chemicals
Herbicides	Pesticides
Acetylene gas	Degreasers
Gasoline and oils	Tin solder
Liquid adhesives	Paints, varnishes, thinners, and cleaners

Approved by:



Jack D. Bails, Deputy Director

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