



# Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

**Policy #** 111B

**Effective Date** 08/15/2003

**Policy Name** Storage/Handling of Hazardous Materials in the Workplace

**Approved Date** 08/15/2003

**Approved by** *Wendell Franklin, Chief of Police*

**Previous Date** 12/12/1997

## PURPOSE OF CHANGE:

To update the policy format.

## POLICY:

The Tulsa Police Department will make every reasonable effort to provide a safe working environment for employees. The storing and handling of hazardous substances will be in compliance with this policy, the *City of Tulsa Safety and Health Manual*; Section 301, and the *State of Oklahoma Hazard Communication Standard* pursuant to 40 O.S. 401-424.

The following procedures have been established to minimize the possibility of an employee becoming ill or injured through exposure to a hazardous substance.

**SUMMARY:** Procedures for the storage and handling of hazardous substances.

**APPLIES TO:** All police personnel

## DEFINITIONS:

**CHEMICAL INVENTORY LIST (CIL)** – an alphabetical listing that identifies all hazardous substances used or stored at a facility. The CIL will include the common or trade name of the substance, chemical name(s), and the location code for the area where the substance is stored or used.

**HAZARDOUS SUBSTANCE** – any substance that is a physical hazard or a health hazard.

**HEALTH HAZARD** – any substance including, but not limited to, chemicals which are carcinogens, toxic, or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, and agents which damage the lungs, eyes, mucus membranes, or the hematopoietic system; any chemical or biological substance or agent contained in the *U.S. Occupational Safety and Health Administration's List of Hazardous Materials*, 29 CFR, Part 1910, Subpart Z; and any substance for which a *Material Safety Data Sheet (MSDS)* has been provided by the manufacturer as a hazardous substance.

**MATERIAL SAFETY DATA SHEET (MSDS)** – information provided by a manufacturer that outlines special cautions and controls necessary for handling hazardous substances.

**PHYSICAL HAZARD** – a chemical which is a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive, and which is contained in the *U.S. Occupational Safety and Health Administration's List of Hazardous Materials*, 29 CFR, Part 1910, Subpart Z and any substance for which an MSDS has been provided by the manufacturer as a hazardous substance, or such substance deemed by the Commission of Labor of the State of Oklahoma, based on documented scientific evidence, that poses a threat to the safety of an employee.

**WORK AREA** – any room or defined space, whether within or outside a building or other structure, where hazardous substances are present, produced, used or any other place where an exposure could occur.

## **PROCEDURES:**

1. Division commanders will develop a training and education program that will inform employees of appropriate work practices, appropriate protective measures, and appropriate emergency measures regarding hazardous substances being stored or handled in the workplace.
2. Division commanders, or designee, will maintain and make readily available to employees MSDS, a CIL, and any other information relating to the toxicity or hazards associated with these substances. An information sheet identifying the location of the MSDS binders and the CILs must be posted on each facility's bulletin board. If applicable, signs will be posted in the appropriate locations as defined under rule four of the *Oklahoma Hazard Communication Standard*.
3. Division commanders will complete and update annually a CIL in accordance with the *City of Tulsa Safety and Health Manual*, Section 301. Each division commander will forward a copy of the CIL to the Safety/Equipment Manager.
4. The Safety/Equipment Manager will forward a copy of each CIL to the Tulsa Fire Department.
5. Division commanders will ensure that labels on incoming containers of hazardous substances are not removed or defaced.
6. Supervisors will restrict access to work areas that store or handle hazardous substances to only those employees who are assigned to that area and ensure that those employees who are working with hazardous substances have been properly trained.
7. Employees will immediately report to a supervisor any exposure to a hazardous substance that could result in contamination or illness. Include the facts and circumstances surrounding the exposure.
8. If a subordinate reports an exposure, the employee's supervisor will complete an Injury Report and attach a copy of the appropriate MSDS. Forward the original to the Safety/Equipment Manager and a copy to the employee's personnel file.

## **REGULATIONS:**

1. Employees who are not normally assigned to areas where hazardous substances are stored or used shall not enter those areas without approval from a supervisor.
2. Employees shall handle hazardous substances only after receiving proper training and authorization to do so.
3. Employees shall not remove, alter, deface, or cover up chemical or hazard warning labels without approval from a supervisor.
4. Employees shall immediately report to a supervisor any significant spill of a hazardous substance.
5. Employees shall only dispose of hazardous substances with approval from a supervisor and in accordance with established regulations (proper procedures for disposal are listed in the MSDS).
6. Employees' chemical exposure records shall be maintained in accordance with *City of Tulsa Safety and Health Manual*, Section 301.8.

## **REFERENCES:**

40 O.S. 401-424  
302B, *Line of Duty Injury Reporting/Leave*

*City of Tulsa Safety and Health Manual, Section 301.8*

*Oklahoma Hazard Communication Standard*

*U.S. Occupational Safety and Health Administration's List of Hazardous Materials, 29 CRF, Part 1910, Subpart Z*