

SUBJECT: HAZARDOUS MATERIALS

EFFECTIVE

DATE: 10-29-09 (Replaces 08-01-96)

APPROVED BY:

Reviewed (no changes): 04-23-10 \_\_\_\_\_  
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Executive Director

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POLICY

It is the policy of McIntosh Trail Community Service Board to be prepared to handle hazardous materials if there is a spill or exposure.

PROCEDURE

1. All new employees will receive specific on-site orientation from the site of employment pertaining to specific hazards encountered.
2. We will identify and inventory hazardous materials.
3. Material Safety Data Sheets (MSDS) will be established for each chemical and hazardous material used.
4. Staff will know where the MSDS notebooks are located and how to use them.
5. Staff will be oriented/educated to the proper procedure to follow for handling hazardous materials.

Reference: JCO EC