

Treasury Documentation**Subject:** Hazardous Chemicals in the Work Place, Inventory/Monitor**For:** EMPLOYEE HANDBOOK
SUPERVISOR HANDBOOK
HEALTH AND SAFETY HANDBOOK
Also See:**Identification** PT-03112
Procedure
Effective Date 12-1-2005
Replaces PT-03112 (6-1-2000)
ET-03085 (6-1-2000)

Page 1 of 3

Notes: Public Act (PA) 80 of 1986, known as the Michigan Occupational Safety and Health Act (MIOSHA), includes requirements for the communication of information regarding the safe handling of hazardous chemicals present in Michigan workplaces. PA 80 amended sections 5, 11, 31 and 63 of PA 154 of 1974, known as the Michigan Right to Know Law, effective February 25, 1987.

To carry out the requirements of the Acts, Treasury:

- Maintains an inventory of all chemical substances used in the workplace.
- Identifies these substances as to chemical composition and potential hazards.
- Ensures that all containers of chemicals presently on site and received in future shipments are free of damage and properly labeled as to composition of contents.
- Provides training and/or notification as to proper handling and storage of these chemical substances to all employees who work with chemical substances requiring a Material Safety Data Sheet (MSDS) from the manufacturer.
- Displays posters provided by MIOSHA in every work area where hazardous chemical substances are used or stored.

MSDSs for substances used in areas of buildings which are controlled by the Department of Management and Budget and are partly or wholly occupied by Treasury may be obtained from Human Resources Division or on Treasury's Intranet.

Treasury's Health
and Safety Agent

New Treasury Worksites

1. Requests new Treasury unit to make a complete inventory of chemical substances used in the work place under its jurisdiction.
2. Directs staff to take complete inventory of all chemical substances used in work place.
3. Forwards completed inventory to Treasury's Health and Safety Agent in Human Resources Division.
4. If MSDS is not on file, contacts manufacturers of all reported substances to obtain MSDSs, which identify chemical composition of these substances.

Administrator or
Designee

Treasury's Health
and Safety Agent

Treasury's Health and Safety Agent (cont.)

5. Adds MSDS to Treasury Intranet MSDS listing and files original in central files located in Human Resources Division.

All Treasury Units

WHEN: Periodically

Administrator or Designee

6. Receives shipments of chemical substances and forwards accompanying MSDSs to Treasury's Health and Safety Agent.
 - A. If shipments are not accompanied by MSDSs, notifies Treasury's Health and Safety Agent, who will contact the manufacturer to obtain them.
7. Verifies that all containers (on-site and received in shipments) are free of damage and properly labeled as to contents.
 - A. If not, contacts Field or Treasury's Health and Safety Agent to resolve matter.

Field or Treasury's Health and Safety Agent

8. If a container is damaged or not properly labeled, determines whether:
 - A. Such container should be removed and disposed of, **or**
 - B. Contents should be transferred to a properly labeled container.
9. If necessary to transfer chemical substance to another container, clearly labels new container as to contents.
10. Reports resolution of all such problems to Health and Safety Committee.
11. Trains all supervisors in the proper handling and storage of all substances requiring MSDSs.

Supervisor

12. Trains employees who work directly with these substances as to proper handling and storage.

Employee

13. Signs statement indicating that training has been completed and gives to Supervisor.

Supervisor

14. Forwards each employee's signed statement to Health and Safety Agent for retention.

WHEN: Periodically

Treasury's
Health and
Safety Agent
Employee

15. Receives MSDS updates for any chemical substance on record, adds to Treasury's Intranet MSDS listing and files original.
16. If further information about a specific product is needed, contacts Administrator or Designee for copy of related MSDS.

End