1.0 STATEMENT OF PURPOSE

To enhance the City of Winona's commitment to provide a safe and healthful work place for all staff, the City of Winona will comply with OSHA's Hazard Communication-1910.1200 and Minnesota Employee Right To Know 5206.0100 standards. These standards are intended to ensure that employees are aware of the dangers associated with hazardous substances, harmful physical agents, or infectious agents, which they may be exposed to in their workplaces. As required by law the City of Winona will evaluate their workplace for the presence of hazardous substances, harmful physical agents, and infectious agents and provide training to employees concerning those substances or agents. Written information on hazardous substances, harmful physical agents or infectious agents will be readily accessible to employees or their representatives. Employees have a conditional right to refuse to work under imminent danger conditions or if the City of Winona does not provide the required information and training. The Safety Coordinator aided by department heads and supervisors will regulate this program.

As required by the Employee Right-To-Know standard, lists of hazardous substances, harmful physical agents and infectious agents encountered in each work area will be available to aid employees in evaluating potential work hazards. These lists will be kept in the supervisor's and the safety coordinator's office.

The City of Winona will insure informational Material Safety Data Sheets covering the hazardous effects and properties of " Substances", which employees may have exposure, are readily accessible at the workplace. All supervisors will compile a list of substances and ensure all containers containing hazardous material are labeled with the manufacturer's labels or at least the substance identity, appropriate hazard warning and the name of the manufacturer.

Supervisors, with the aid of the Safety Coordinator, will list all Harmful Physical Agents identified in their department. Written information on these agents and the training to work safely with them will be provided to all individual workers having the potential for harm from these work environments.

Infectious Agents will also be identified and training required by this or all other standards will be provided to the employees having potential for exposure. The City of Winona Exposure Control Plan and a current copy of the American Public Health Association's publication titled

Control of Communicable Disease in Man will be available in the Safety Coordinator's office.

Training will be provided to all employees assigned to jobs in which they are routinely exposed to Hazardous Substances, Harmful Physical Agents and/or Infectious Agents. The training must be paid for, occur prior to work assignment plus annually and cover the following:

1. Names of the substances or agents.
2. How to read and interpret label information and Material Safety Data Sheets.
3. Selection and use of proper Personal Protective Equipment(PPE)
4. Proper conditions for use and exposure prevention.
5. How to report accidental exposure and receive proper emergency treatment.
6. Procedures for response to leaks and spills.
7. How to locate information in your work area on "hazards".
8. Where to find an exposure control Plan for Infectious Agents

Any manager utilizing outside contractors or subcontractors for work within their department or for their department is responsible to advise these individuals of potential hazards that may be encountered in their course of work for the city. These individuals will be alert to safe handling procedures, protective measures needed and availability of additional information for hazardous potentials.

If you are required to perform hazardous non-routine tasks, your supervisor or the Safety Coordinator will inform you regarding the hazards to which you may be exposed in a special training session. All employees can obtain further information on these standards, MSDS's, harmful physical agents or infectious process by contacting their supervisor or the Safety Coordinator.

2.0 ORGANIZATIONS AFFECTED

All Departments/Divisions