



DEPARTMENTAL  
GENERAL  
ORDER

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G-5

Index as:  
Hazardous Substances - Identification  
Hazardous Substances - Posting of  
Signs  
Material Safety Data Sheets (MSDS's)

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## HANDLING HAZARDOUS SUBSTANCES

The purpose of this order is to set forth procedures and responsibilities for informing and training members and employees regarding hazardous substances purchased for use by the Department. Policies and procedures pertaining to hazardous substances encountered in the field are described in General Order K-1, HAZARDOUS MATERIALS.

### I. GENERAL INFORMATION

- A. Hazardous chemicals are primarily stored and used by the Criminalistics Section, the Evidence Technician Unit, the Range and other areas in the PAB which are under the direction of the Building Custodian and Engineer.
- B. Material Safety Data Sheets (MSDS's) shall be maintained in the Criminalistics Section, Evidence Technician Unit, and any other unit where hazardous materials are stored or used in accordance with the provisions of Administrative Instruction 252 which mandates compliance with Title 8, Section 5194, California Administrative Code, Hazard Communications ("Employee Right To Know" legislation).
- C. The commander or designated supervisor of any Departmental unit which uses or stores hazardous substances in its immediate work area shall provide information and training to assigned members and employees as outlined in Part II, C, 2 of this order.

- D. The Departmental Safety Committee shall annually inspect hazardous substance storage sites and ensure that the required MSDS's are on file at those locations.

**II. CRIMINALISTICS SECTION AND EVIDENCE TECNICIAN UNIT RESPONSIBILITIES**

A. Labeling Requirements

1. When hazardous substances are initially received, the designated member or employee shall inspect each container to ensure that the following information is affixed:

- a. Identity of hazardous substance.
- b. Hazard warning statement.
- c. Name and address of manufacturer and/or importer.

2. If hazardous substances are transferred to portable or secondary containers, that container shall also be labeled in accordance with Part II, A, 1, a-c of this order.

Exception: Labeling of a secondary container (temporary beaker) is not required if the substance is intended for immediate use by the same employee or member who performed the transfer of the substance from the original container.

3. Alternative posting, signs, or placards may be used in lieu of labels affixed directly to containers.

B. Material Safety Data Sheet (MSDS) Requirements

1. A MSDS for each hazardous substance shall be maintained by the unit commander and shall be readily available to members and employees in the workplace.
2. The unit commander or supervisor shall review new or revised MSDS's for updated health or safety information and

advise members and employees before they work with the newly identified hazardous substance or within 30 days of receipt of a new/revised MSDS.

C. Information and Training

1. Unit commanders or supervisors shall provide information and training on hazardous substances to members and employees at the time of initial assignment and whenever a new hazardous substance is introduced into the workplace. A written record shall also be maintained for all such training, including names of attendees.
2. Such training shall also include the following:
  - a. Requirements as set forth in City Administrative Instruction Number 252, "Hazard Communications."
  - b. Information contained in this General Order.
  - c. Instruction on how to understand MSDS's and labels.
  - d. Identification of any operation where hazardous materials are or may be present.
  - e. Physical and health hazards as stated on the MSDS's.
  - f. How to detect the presence of hazardous substances (i.e., appearance and odor).
  - g. Use of protective measures and/or personal protective equipment, work practices, and any emergency procedures.
  - h. Document training information described in this section in a divisional order or curriculum.

- D. The unit commander or supervisor shall provide his/her members and employees with a list of all hazardous substances used or stored

in the workplace. Such list shall be updated and redistributed whenever a new hazardous substance is introduced into the workplace.

- E. The unit commander or supervisor shall also inform visitors and other outside contractors regarding hazardous substances to which they may be exposed when entering or working inside his/her unit.

### **III. MEMBERS AND EMPLOYEES**

- A. Members and employees who regularly use or handle hazardous materials shall report to their supervisors any potential release of a hazardous material into the environment which could cause exposed persons to suffer adverse health effects.
- B. On-duty members and employees who do not normally handle or use hazardous materials and suspect that they may have been exposed to harmful agents shall immediately notify their supervisor. The supervisor shall refer the member(s) and/or employee(s) to the City Physician for examination and/or treatment and complete the necessary on-duty injury reports. The supervisor shall immediately document this exposure in accordance with the provisions of Departmental General Order D-4, SICK AND INJURY PROCEDURES.

By order of

Richard L. Word  
Chief of Police

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