

## 17.115 MATERIAL SAFETY DATA SHEETS

### **Reference:**

Hazardous Chemicals Inventory  
Administrative Regulation #60

### **Purpose:**

Provide Police Department employees a safe and healthy work environment.  
Provide important, immediate information in case of an accident.

Comply with the Occupational Safety and Health Act (OSHA)

### **Procedure:**

- A. Hazardous Chemicals Inventory
  - 1. Equipment Section will maintain a Hazardous Chemicals Inventory.
- B. Material Safety Data Sheets (MSDS)
  - 1. Equipment Section will keep MSDS for each substance listed on the Hazardous Chemicals Inventory.
    - a. The manufacturer and/or distributor supplies the MSDS. Any purchase order or supply contract must require delivery of the MSDS with the product.
  - 2. Equipment Section will assure MSDS are received with the products.
    - a. Equipment Section will copy the MSDS and maintain a master file.
    - b. Equipment Section will forward a copy of each MSDS to the receiving work unit.
  - 3. All districts/sections will maintain MSDS at the same worksite as the product. Make sure they are easily accessible to all employees that may come in contact with a hazardous product.
  - 4. If a dangerous contact with a hazardous material occurs, refer to the specific MSDS for signs, symptoms, and first aid measures.