

CITY OF REDDING
Personnel Policies and Procedures Manual

Section: **Miscellaneous Policies**

Subject: **Hazardous Materials Coordination**

Personnel Director: *Judith Johnson* **Date:** 9/3/09

City Manager: *Ken Davis* **Date:** 9/2/09

City Council Resolution No. (if applicable) N/A **Effective Date:** 1/21/91

Background

Nearly all City employees require training in hazardous materials awareness. Such training helps protect both the individual and the environment.

Policy

The Fire Chief is designated as the coordinator of hazardous materials training required of City employees. Included in this assignment is the review of the use, storage, and disposal of hazardous materials in the City work place.

Procedure

Department Directors will provide input on the processes within their departments agencies, assist in hazard reduction and pre-planning, and maintain training records.