

Egg Harbor Fire Department and First Responders Standard Operating Policy

SUBJECT: HAZARD COMMUNICATION PROGRAM **SOP 1203**

PURPOSE: To have in place a policy compliant with OSHA Hazard Communication Standard.

SCOPE: This policy shall apply to all members of the Egg Harbor Fire Department.

HAZARD COMMUNICATION STANDARD

PROGRAM ELEMENTS

- I. Introduction
- II. Written Program
- III. Material Safety Data Sheet (MSDS)
- IV. Labels and Other Hazard Warnings
- V. Employee Information and Training

SECTION I INTRODUCTION, PURPOSE

This written program establishes policies and provides clarification to ensure uniform compliance of the Hazard Communications Standard.

SECTION II WRITTEN PROGRAM, HAZARD COMMUNICATION

1. General

The purpose of this instruction is to ensure that the Egg Harbor Fire Department is in compliance with the OSHA Hazard Communications Standard (HCS) 29 CFR 1910.1200.

The Assistant Fire Chief is the Coordinator of the facility program acting as the representative of the Fire Chief, who has overall responsibility.

In general, each employee in the facility will be apprised of the substance of the HCS, the hazardous properties of chemicals they work with, and measures to take to protect

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themselves from these chemicals.

2. List of Hazardous Chemicals

The Coordinator will maintain a list of all hazardous chemicals used in the facility, and update the list as necessary. The hazardous materials list will be updated on receipt of hazardous chemicals at the facility. The list of hazardous chemicals is maintained in the Right to Know binders at both fire stations.

3. Material Safety Data Sheets (MSDS's)

The Coordinator will maintain an MSDS library on every substance on the list of hazardous chemicals in the fire department. The MSDS will consist of a fully completed OSHA Form 174 or equivalent. The Coordinator will ensure that each station maintains an MSDS for hazardous materials used at the station. The MSDS's will be readily available to all employees.

The Coordinator is responsible for acquiring and updating MSDS's. The Coordinator will review each MSDS for accuracy and completeness and will consult with the Wisconsin Department of Industry, Labor and Human Relations, Bureau of Safety Sources if additional research is necessary. All new procurements for the facility must be cleared by the Coordinator. Whenever possible the least hazardous substance will be procured.

MSDS's that meet the requirements of HCS must be fully completed and received at the facility either prior to, or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from the vendor. It may be necessary to discontinue procurements from vendors failing to provide approved MSDS's in a timely manner.

4. Labels and other Forms of warning.

The Coordinator or his designee is designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. The Coordinator or his designee will refer to the corresponding MSDS to verify label information. Immediate use containers, small containers into which materials are drained for use on that shift by the employee drawing the material, do not require labeling. To meet the labeling requirements of HCS for other in-house containers, refer to the label supplied by the manufacturer. All labels for in-house containers will be approved by the Coordinator or his designee prior to their use.

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5. Training

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those hazardous chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. Hazardous chemical training is conducted by the Coordinator or his designee. The attached Employee and Training Guidelines will be followed for all training activities.

The training will emphasize these elements:

- A. A summary of the standard and this written program;
- B. Hazardous chemical properties including visual appearance, odor and methods that can be used to detect the presence or release of hazardous chemicals;
- C. Physical and health hazards associated with potential exposure to workplace chemicals;
- D. Procedures to protect against hazards, e.g., personal protective equipment, work practices and emergency procedures;
- E. Hazardous chemical spill and leak procedures;
- F. Where MSDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information.

The Fire Chief will monitor and the Department Clerk will maintain records of employee training and review training needs.

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SECTION III
MATERIAL SAFETY DATA SHEETS (MSDS)

The Coordinator is responsible for obtaining and maintaining the data sheets for the department. He will review incoming data sheets for new and significant health and safety information. The Coordinator will see that any new information is passed on to the affected employees.

A master copy of all MSDSs for all hazardous chemicals will be kept in the Fire Chief's office.

Each station will maintain a lose-leaf binder with MSDSs required for the station. The MSDSs will be available to all employees at their station for review. If MSDSs are not available or new chemicals in use do not have MSDSs, immediately contact the Coordinator.

Procedures to follow when the MSDS is not received at the time of the first shipment of materials:

If no MSDS has been received, the Coordinator shall call the chemical manufacturer or the distributor. If the MSDS is not received within seven days, the responsible person shall follow up the telephone request in writing. Copies of letters and documentation of telephone calls must be kept and made available for OSHA inspection when requested.

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SECTION IV LABELS AND OTHER HAZARD WARNINGS

The Coordinator will verify that both fire stations have complied with container labeling. The label or generic labels which have a block for identity and blocks for the hazard warning. The identity can be any chemical or mixture, as long as the term used is also the one used on the list of hazardous chemicals and MSDS.

Labels on shipped containers must also include the name and address of the chemical manufacturer, importer, or other responsible party.

The standard allows considerable flexibility in format and content of labels, as long as the minimal information requirements are met.

Labeling of portable containers of ten gallons or less in volume is not required if used by the person making the transfer from labeled containers for immediate use. However, if other employees use the container on other shifts, it should have a label.

SECTION V EMPLOYEE INFORMATION AND TRAINING

The Coordinator is responsible for the employee information and training program. The Coordinator will ensure that all elements specified below are carried out.

1. An overview of the requirements contained in the Hazard Communications Standard.
2. Location and availability of the written Hazard Communication Program.
3. Physical and health effects of hazardous chemicals.
4. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
5. How to lessen or prevent exposure to hazardous chemicals through the use of control/work practices and personal protective equipment.
6. Steps the company has taken to lessen or prevent exposure to chemicals.
7. Emergency procedures to follow if they are exposed chemicals.
8. How to read labels and review MSDSs to obtain appropriate information.
9. Location of MSDS file and location of hazardous chemical list.
10. After attending the training class, each employee will sign a form to verify that they attended the training session, received our written materials and

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handout, and understand our department's policy on Hazard Communication.

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